


Office of Financial Services

***1205 Payroll Direct Deposit***

2024-10-28

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|  | <p align="center"><b>Department of Human Services<br/>Policy and Manual Management System</b></p> | <p align="right"><b>Index:</b> POL 1205</p>         |
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As a condition of employment, all Georgia Department of Human Services (DHS) employees are required to establish a direct deposit for their Payroll related payments within thirty days of their hire or rehire dates.

# Authority

- Official Code of Georgia Annotated [O.C.G.A § 49-2-1](#) DHS created effective April 5, 2021.
- [O.C.G.A § 50-5B-3 \(3\)](#), the State Accounting Officer shall prescribe the manner in which disbursements shall be made by state government organizations.

# References

The Georgia State Accounting Office mandatory Direct Deposit policy: [sao.georgia.gov/policies-and-procedures/business-process-policies#toc-payroll-2](https://sao.georgia.gov/policies-and-procedures/business-process-policies#toc-payroll-2).

# Applicability

This policy is applicable to all Department of Human Services divisions and offices.

# Definitions

None

# Responsibilities

- The Director of the Office of Human Services (OFS) is responsible for issuing and updating procedures to implement this policy.
- Each DHS employee is responsible for selecting the financial institution(s) of their choice to accommodate the receipt of direct deposit Payroll related payments. Each employee is limited to 2 bank accounts.
- Each DHS employee is responsible for updating their bank account(s) information in Employee Self Services (ESS TeamWorks) to ensure successful direct deposits.



# History

The Georgia State Accounting Office mandatory Direct Deposit Policy was effective May 2010.

# Evaluation

Annually, the State Accounting Office (SAO) collects and reports on the number of electronic and paper check payroll related payments. DHS is required to justify its use of paper checks.