

Required Electronic Transfer of Funds For Employees and Retirees

Adopted by President's Cabinet 8/22/17

Employees

Electronic funds transfer is the required method for payroll payments to employees, making funds available to the employee by the authorized pay date, unless the employee can provide documentation of having an "un-bankable" status; i.e., the employee is unable to obtain a bank account. Direct deposit is defined as the electronic transfer of funds from the employer to a depository institution designated by the employee, which makes the funds available to the employee by the authorized pay date.

An employee may be exempted from participating in direct deposit if he/she does not have an account at an eligible financial institution, and further provides evidence that he/she cannot obtain an account at an eligible financial institution.

The institution's Chief Business Officer (or his/her designee) has exclusive authority to grant any exemption from the direct deposit requirement. An exemption may be granted only for the reason stated above (i.e., unable to acquire an account at a financial institution) or other specific situations that the institution's Chief Business Officer (or his/her designee) may deem to be an extreme hardship. An employee desiring to request an exemption from the direct deposit requirement will do so by completing a "Direct Deposit Personal Exemption Request Form." The exemption should be documented and maintained for future review as needed for auditing purposes.

Retirees

Electronic withdrawal of funds (auto-debit) is the required method of payment from retirees for benefit premiums; i.e., the payment is electronically withdrawn from an account at a depository institution that is designated by the retiree to the employer, occurring on a specified date each month. Where auto-debit is not possible, the USG System Office may review and authorize an appropriate alternative method of benefits premium payment.

Employee Direct Deposit Personal Exemption Request Form



Employee Information

Last	First	Middle
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Street Address	City	State	Zip Code
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Job Title	Employee ID
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Department

Employee's Email Address	Work Phone
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Personal Exemption Request *(To be completed by the employee desiring to be exempted from the requirement that they enroll in direct deposit)*

I request an exemption from the direct deposit requirement due to the following reason. (Please place a check in the appropriate box below indicating the reason for your request for an exemption).

I currently do not have an account at an eligible financial institution and am unable to obtain an account. **Attached is a letter from an eligible financial institution to this effect.**

I request that the institution's Chief Business Officer consider an exemption for my specific extreme hardship. **Attached is a letter explaining my hardship.**

(continued on next page)

Employee Acknowledgement

For payroll-related payments not made by electronic funds transfer, including direct deposit and pay card methods, all paper checks will be mailed. An employee receiving his/her pay by paper check will be required to notify their payroll provider in writing of any address changes or use the electronic, self-service methods, if available at their institution, to update their mailing address information.

Neither the Board of Regents, East Georgia State College, nor the Shared Services Center (if applicable) assumes any responsibility for a delay in receiving a paper check sent via the United States mail or its equivalent. Should a paper check have to be reissued due to a lost check, the employee may have to wait up to seven days before a replacement check can be issued and mailed.

The employee may enroll in direct deposit should circumstances change. Employee acknowledges that he/she may be offered payment methods other than paper check, when such options may become available.

By signing below, I acknowledge I have read a copy of the referenced policy requiring direct deposit, acknowledge the advisement to hires and rehires regarding possible dismissal, acknowledge the risks associated with paper checks, and hereby submit my request for exemption for the reason stated above (letter of explanation attached).

Employee Signature

Date

FORWARD THIS AGREEMENT AND LETTER OF EXPLANATION TO :

East Georgia State College
Office of Human
Resources
131 College Circle
Swainsboro, GA 30401

OR FAX TO: (478) 289-2160