

---

**From:** BusinessAffairs Advisory Forum [<mailto:BAAF-L@LISTSERV.UGA.EDU>] **On Behalf Of** Amy Andrews  
**Sent:** Thursday, February 09, 2012 4:38 PM  
**To:** [BAAF-L@LISTSERV.UGA.EDU](mailto:BAAF-L@LISTSERV.UGA.EDU)  
**Subject:** Mandatory Direct Deposit Policy

The following message is from the Controller's Division. Please excuse duplicate postings.

In November 2011, the Board of Regents issued policy with respect to direct deposit and directed all system institutions to implement the new requirements. Effective April 1, 2012 and in accordance with Board of Regents Policy 7.5.1.1 Required Electronic Transfer of Funds, direct deposit is the required method of payroll payments to UGA employees. All newly hired or rehired employees are required to enroll in direct deposit within thirty days of being hired and remain enrolled in direct deposit throughout their employment with the University. Additionally, retirees participating in insurance plans are now required to enroll in electronic withdrawal of funds (auto debit) for the payment of premiums.

Nearly 95% of UGA employees already utilize direct deposit. The Payroll Department will contact the payroll representative in each UGA department/unit to fully communicate the procedures for assisting employees who are currently receiving paper checks in making the transition to direct deposit. Some exemptions apply; the full policy descriptions can be found at: direct deposit <http://askuga.uga.edu/default.asp?id=1788&Lang=1&SID> and auto debit <http://askuga.uga.edu/default.asp?id=980&Lang=1&SID=#autodebit>.

Also, effective April 1, 2012, all employees with direct deposit will receive their payroll check deduction information via the UGA Self Service website at <https://employee.uga.edu/FacStaff/index.jsp>. The vast majority of employees with direct deposit already receive their payroll information via the UGA Self Service website, but in some cases, hard-copy printouts have been requested. The Payroll department will no longer print or distribute hard-copy payroll advice/check stub documents after March 31, 2012. Directions for accessing payroll advice/check stub information may be found at <http://www.busfin.uga.edu/payroll/checkstub.html>.

The Payroll Department will administer the mandatory direct deposit policy and maintain the records necessary to document exemptions as required by the Board of Regents. Human Resources will perform these services related to the auto debit of retiree insurance premiums. If you have questions, Payroll may be contacted at [payroll@uga.edu](mailto:payroll@uga.edu) or 706-542-3431 and Human Resources may be contacted at [hrweb@uga.edu](mailto:hrweb@uga.edu) or 706-542-2222.

Thank you,

Amy Andrews  
Administrative Specialist

Office of the Sr. Vice President for Finance and Administration  
235 Administration Building  
University of Georgia  
Athens, Georgia 30602-1671  
706-542-6827  
Fax 706-542-3339