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**From:** UGA Payroll  
**Sent:** Thursday, February 09, 2012 3:05 PM  
**To:** Payroll Representative-Various

**Subject:** Mandatory Direct Deposit

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.

Current employees who are already receiving their pay by direct deposit should continue to do so and do not need to take any additional action. Existing employees who currently receive a paper payroll check will be required to enroll in direct deposit unless granted an exception as described below. The deadline for employees to enroll in direct deposit or apply for an exemption is April 1, 2012. Once enrolled in direct deposit, employees are required to remain enrolled for the duration of their employment.

A list of existing employees who are not currently on direct deposit will be distributed to you. Please notify these employees of this new requirement and provide instructions to them to complete a "Request for Direct Deposit of Net Pay" form (<http://www.busfin.uga.edu/forms/f105.pdf>) and submit it to the Payroll Department using the address found at the bottom of the form by April 1, 2012.

An employee may apply for an exemption for one of the following reasons:

1. If he/she does not have an account at an eligible financial institution, and provides evidence that he/she cannot obtain an account.
2. If the employee requests and is approved for exemption due to extreme hardship.

Additionally, all temporary employees (non-benefits eligible) are exempt from this requirement. These employees should be encouraged to enroll in direct deposit, but they are not required to do so.

The Manager of Payroll has the authority to grant an exemption from the direct deposit requirement. An employee desiring to request an exemption should complete a "Direct Deposit Personal Exemption Request" form found at ([http://www.busfin.uga.edu/forms/payroll\\_direct\\_deposit.pdf](http://www.busfin.uga.edu/forms/payroll_direct_deposit.pdf)) and submit it to Payroll. All requests for exemption must also be submitted to Payroll by April 1, 2012.

Additionally, 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> .

Questions should be directed to the Payroll department by sending an email to [payroll@uga.edu](mailto:payroll@uga.edu) or calling 706-542-3431.

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