



HUMAN RESOURCES DIVISION

Direct Deposit of Employee Wage and Compensation Payments Policy

POLICY Number: B-021

14 August 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La R.S. 36:54.
2. **REFERENCES:** Louisiana Revised Statutes
3. **PURPOSE:** In accordance with La. R.S. 39:247 and La. R.S. 42:455, State Civil Service (SCS) will require all employees to receive wage and compensation payments via direct deposit or other approved electronic means into the employee's bank account(s) at an approved financial institution(s), unless an official waiver has been requested and approved.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service. Employees shall include appointees, elected officials, and all other persons having an employment relationship with the agency.
5. **DEFINITIONS:**
 - A. **Compensation** - any form of monetary wage and compensation pay issued to an employee for services performed.
 - B. **Direct Deposit** - the automatic deposit, through an approved form of electronic transfer of funds, of an employee's wage and compensation payment into a checking or savings account at an approved bank, savings and loan, or credit union of their choice.
 - C. **Direct Deposit Enrollment Authorization Form** – (OSUP/F12A) the standard form developed by the Division of Administration (DOA), Office of State Uniform Payroll (OSUP), completed by the employee, giving the employing agency authority to process employee specific direct deposit bank account information in the LaGov HCM (ISIS) system for the electronic transfer of funds.

- D. Office of State Uniform Payroll (OSUP)** - a section within the DOA primarily responsible for the statewide payroll system and administration of the rules governing state employee payroll deductions.
- E. Waiver** - authorization by the DOA, OSUP, for an exception to the enforcement of this rule.
- F. Waiver Form** - the standard form, OSUP/F46, Request for Direct Deposit Waiver, developed by the DOA, OSUP, completed by the applicant/employee to request a waiver of the requirement for direct deposit. This form may be obtained from State Civil Service, Human Resources (HR) Office and/or the OSUP website:
<http://www.doa.louisiana.gov/osup/index.htm>.

6. POLICY:

All employees must complete either:

- A.** Direct Deposit Enrollment Authorization Form – Main Bank (Primary Account) Form, OSUP/F12A, Other Bank (Secondary Account) Form, OSUP/F12B, as applicable; or
- B.** A Request for Direct Deposit Waiver Form, OSUP/F46. If the request for waiver is approved, the employee will receive paper checks at the address he provides to the HR Office.

7. PROCEDURES:

During employee orientation, Human Resources shall inform the employee that all employees paid through the LaGov HCM (ISIS) System are required to receive wage and compensation payments via direct deposit unless a request for waiver has been granted by the Director, and OSUP within the DOA. Human Resources should also inform all applicants that, should the request for waiver not be granted by either the Director and/or OSUP, the applicant may decide to withdraw his/her name from consideration for employment or he must complete the form to effect direct deposit of his wages and compensation.

- A.** If an employee whose request for waiver has been denied refuses to timely submit the Direct Deposit Enrollment Authorization – Main Bank Form, he will not receive wages and/or compensation. The employee's wages and compensation payments will be placed in a holding account until the employee completes the direct deposit form, and submits it to the HR Office, and the process is completed to establish direct deposit.
- B.** Copies of the direct deposit forms and the request for waiver forms should be obtained from the HR Office of State Civil Service. Completed forms should be

submitted to the HR Office, who will in turn obtain any necessary approval from the appointing authority and will then submit them to OSUP.

- C. If a new employee has not already done so by the date of hire, he must complete either a direct deposit form or a request for waiver form within the first week of his employment with SCS. It is the responsibility of the HR Office to see that the employee has secured, completed and returned the Direct Deposit Authorization form to the HR Office.
 - D. The HR Office is responsible for notifying the employee when a request for waiver has been denied. The HR Office is responsible for seeing that the employee completes the request for direct deposit form(s) within the time frame specified and the employee understands the consequences (refer to 7A above) if he does not.
 - E. The HR Office is responsible for answering all questions concerning this policy.
8. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of the policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet

Director