



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL 1220
09/15/2021
09/15/2023**

Subject: Physical Payroll Check Distribution

In accordance with the State of Georgia regulations concerning the distribution of physical payroll checks, the Georgia Department of Human Services will mail checks on the designated pay day.

A. 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.

B. References

The State Accounting Office Mandatory Direct Deposit Policy Update Memo:
http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/press_release/SAO_Communication_Direct_Deposit_Policy_Updated_062113_FINAL.pdf

C. Applicability

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

D. Definitions

None

E. Responsibilities

- The Director of the Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.
- Each DHS employee is responsible for updating their address in Employee Self Services (ESS TeamWorks) to ensure successful delivery of their check.

F. History

The Georgia State Accounting Office mandatory Direct Deposit Policy – Paper Check Process – was updated effective July 2013.

Evaluation

This policy will be evaluated by the Office of Financial Services (OFS) annually.