

	<p align="center"><b>Department of Human Services Online Directives Information System</b></p>	<p><b>Index:</b> <b>Revised:</b> <b>Next Review:</b></p>	<p align="center"><b>POL 1205</b> <b>04/03/2019</b> <b>04/03/2021</b></p>
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**Subject: Payroll Direct Deposit**

As a condition of employment, all Department of Human Services (DHS) employees are required to establish a direct deposit for their Payroll related payments within thirty days of their hire or rehire dates.

**A. Authority**

- Executive Reorganization Act, Section 1201, Georgia Laws 1972
- **Official Code of Georgia Annotated** (O.C.G.A.) § 49-2-1, DHS created effective July 1, 2009
- OCGA 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 Georgia State Accounting Office mandatory Direct Deposit policy:  
<http://sao.georgia.gov/payroll-0>

**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 Human Services (OFS) is responsible for issuing and updating procedures to implement this policy.
- Each DHS employee is responsible for selecting the financial institution(s) of their choice to accommodate the receipt of direct deposit Payroll related payments.

**F. History**

The Georgia State Accounting Office mandatory Direct Deposit Policy was effective May 2010.

**G. Evaluation**

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