



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

**Index:**

**POL 1220**

**Revised:**

**04/03/2019**

**Next Review:**

**04/03/2021**

**Subject: Physical Payroll Check Distribution**

In accordance with the State of Georgia regulations concerning the distribution of physical payroll checks, the 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 July 1, 2009
- 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](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.

**G. Evaluation**

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