



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

**Index:  
Revised:  
Next Review:**

**POL 1205  
01/31/2024  
01/31/2026**

**Subject: Payroll Direct Deposit**

As a condition of employment, all Georgia 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**

- 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 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. Each employee is limited to 2 bank accounts.
- Each DHS employee is responsible for updating their bank account(s) information in Employee Self Services (ESS TeamWorks) to ensure successful direct deposits.

**F. History**

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

**G. Evaluation**

Annually, the State Accounting Office (SAO) collects and reports on the number of electronic and paper check payroll related payments. DHS is required to justify its use of paper checks.