
Ohio Department of Administrative Services
Bob Taft, *Governor*
Scott Johnson, *Director*

Human Resources Division
29th Floor
30 East Broad Street
Columbus, Ohio 43215

614.466.6915 voice
614.466.5127 fax



December 17, 2002

Payroll Letter 828

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers
of All Departments, Institutions, Boards and Commissions

From: Jerry A. Miller, Acting State Payroll Administrator

Subject: Mandatory Direct Deposit

EMPLOYEE NOTIFICATION

As discussed in Payroll Letter 826, Ohio Revised Code Section 125.151(B) has been amended to make it mandatory that an employee whose employment commenced on or after June 5, 2002, and is paid by a warrant issued by the auditor of state, have his or her compensation directly deposited. Employees (except seasonal, temporary and intermittent appointments) who started on or after June 5, 2002, that are not currently enrolled in the direct deposit program have been identified, and a separate letter (see attachment) has been sent to each of them informing them of the mandatory requirement. That letter directs them to see their payroll officer by January 10, 2003, to sign up for direct deposit. It is hoped that this communication will cause most, if not all, of the effected employees to come into compliance with the statute without any further action being necessary.

JOB POSTINGS

To make sure that future new hires are in compliance with the statute, each appointing authority must implement appropriate procedures, such as a notification in job postings, to inform potential candidates of the new direct deposit requirement.

SELECTION AT TIME OF HIRE

New employees can have their compensation directly deposited into a financial institution of their choice. Ideally that selection will occur at the time of hire. The appointing authority needs to make sure that the necessary documents to authorize direct deposit are executed by the selected candidate at the time of hiring.

The statute requires the Director of the Department of Administrative Services to promulgate a rule for the implementation of this requirement. The rule is currently being drafted with necessary input from the Auditor of State's Office. It is anticipated that the rule will be filed for formal adoption early in 2003. By implementing the hiring process changes discussed above, appointing authorities will not only be in current compliance with the statute, but will also be ready to meet the requirements of the new rule when it becomes effective.

Additional information will be provided once the rules are finalized. If you have any questions concerning the processing of Direct Deposits, please contact our Payroll Support Unit or you may contact me at (614) 466-6915.

RLP/JAM
Attachment

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<Employee Name>
<Street Address>.
<City>, <State> <Zip Code>

RE: Direct Deposit and Ohio Revised Code Section 124.151(B)

Dear State Employee:

A review of the state payroll records indicates that your employment with the state of Ohio began on or after June 5, 2002 and that you are not enrolled to have your pay directly deposited into a financial institution of your choice. Please be advised that Ohio Revised Code Section 124.151(B) makes it mandatory that all employees whose employment began on or after June 5, 2002 have their pay directly deposited. In order to comply with the mandate of the statute, please see your payroll officer before January 10, 2003 and complete the necessary paperwork to have your pay directly deposited into a financial institution of your choice.

Any questions you have regarding direct deposit of your pay should be directed to your agency's payroll officer.

Very truly yours,

Jerry A. Miller
Acting State Payroll Administrator