



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

CONTROL NO. _____

February 17, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM # 2000-54

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Mandatory Direct Deposit Update – Agency Responsibility

In December, the Division of Administration (DOA) sent a memorandum to all employees who were not currently enrolled in Direct Deposit advising them of the Division of Administration's **Mandatory Direct Deposit Policy effective April 2000.** Subsequent OSUP memoranda advised agencies of their responsibility to monitor the status of Direct Deposit and to obtain either a Direct Deposit Enrollment Form (UPR/F45) or a Direct Deposit Waiver Form (UPR/F46) from any employee not enrolled in Direct Deposit. Beginning with the 2/11/2000 payday, the new Mandatory Direct Deposit Non-Compliance Report (BL1544-01) is provided biweekly in BUNDL to assist agencies with these responsibilities.

New Employees

- Agencies should use this report to identify new employees each pay period who have not yet enrolled in Direct Deposit. One of the best ways to make certain that all new employees are aware of this new policy is for agencies to provide them with a copy of the DOA memorandum on Mandatory Direct Deposit (see attached), with a Direct Deposit Enrollment Form (UPR/F45), and to discuss the new policy during employee orientation.
- Since this report was not produced for the 3 paydays after the DOA memorandum was distributed to employees, OSUP has compiled the attached listing of employees hired between 12/13/1999 and 2/6/2000 who were not enrolled in Direct Deposit as of the 2/11/2000 payday. If your agency did not immediately begin providing all new employees with the new policy, these employees should be informed. In the future, the non-compliance report should be used to identify the new employees and provide them with the DOA policy memorandum if not already done during orientation. Attached is a sample of a cover memorandum that should be included with the policy when forwarded to employees.

February 17, 2000

Page 2

Current Employees

- Agencies must make certain that all employees enrolled in Direct Deposit, particularly those requesting to stop their enrollment, are advised of the new Mandatory Direct Deposit Policy. It may be a good idea to provide these employees with a copy of the DOA memorandum or have a copy of the policy posted for all employees to read.

Waiver Forms

- Agencies are responsible for having those employees not enrolled in Direct Deposit complete the Direct Deposit Waiver Form (UPR/F46). The agency **Department Head** or representative must approve or deny the request and then forward to OSUP for final disposition.

Non-Compliance Action

- In May, a listing will be forwarded to Commissioner Drennen of employees not on Direct Deposit and that do not have an approved hardship waiver. Employees not on Direct Deposit will have their checks mailed on payday Friday beginning in May 2000. This office will not process stop payments on a lost payroll check and issue a subsequent reimbursement until Wednesday of the next payday week.

The Division of Administration and this office want to thank you for your support in helping to enforce this new policy. Enrollment in Direct Deposit is increasing each payday. If you have any questions on the agency's responsibility for this policy, please contact Jena Cary at (225) 342-0718.

RSM:JWC/kmb

Attachments: New hire listing
DOA policy memorandum
Sample cover memorandum