



## State of Louisiana

### DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER M E M O R A N D U M

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

DATE: December 22, 1999

TO: State Employees

FROM: Mark C. Drennen  
Commissioner of Administration

SUBJECT: Direct Deposit (EFT) by April 2000

Each of you is currently receiving a check through the Uniform Payroll System (UPS). Effective April 7, 2000, employees will be required to join the direct deposit program, unless you have a qualifying hardship and complete a Direct Deposit Waiver form. A direct deposit enrollment form/brochure is attached to make the transition easy for you. The brochure answers some of the more common questions asked about direct deposit. By simply completing and returning the enrollment authorization to your agency's Payroll or Human Resource Unit, you can sign up for direct deposit. If you need help with the form, please request information from your financial institution.

Electronic processing of employee compensation is the direction that the private sector, Federal Government, and many states are moving towards. Direct Deposit is a **fast, safe, and proven service** that is provided at no cost to you. Your net pay will be deposited in your account on payday. You no longer need to worry about a stolen, lost or destroyed pay check. Millions of employees nationwide are currently using this service to their advantage.

You must select a financial institution for direct deposit before April 1, 2000. The Office of State Uniform Payroll is gathering information from financial institutions in Louisiana regarding low-cost accounts for employees, which may help in your selection of a financial institution should you not already have one. As this information is received, it will be updated to [www.doa.state.la.us/osup.htm](http://www.doa.state.la.us/osup.htm) WEB site beginning February/March 2000. If you do not have access to a computer, please request assistance from your agency's Payroll Office.

Employees' desiring a direct deposit hardship exemption must request a Direct Deposit Waiver form from their employing agency to complete and return to their employing agency. The agency and the Division of Administration will review the waiver request. Your agency will notify you if your request has been approved or denied.

Beginning May 2000, employees not on direct deposit will be mailed their checks on payday. Please take this opportunity to become one of the millions of employees that currently enjoy the **fast, safe, proven and free service provided by direct deposit.**

MCD/RM/kmb

Attachment: Direct Deposit Enrollment form