

*Agency Survey
on Direct Deposit Policy*

AGY	Dept Name	Mandated for All Employees?	Implementati on Date	Notes
010	Legislature	no	none	We are not implementing any direct deposit policy, and we don't plan to.
100	Judiciary	no	none	Follow the 1998 rule.
151	State Public Defender	yes	1/1/03	As of January 1, 2003 all our employees, excluding temporary employees, are required to participate in direct deposit unless a hardship has been granted. Hardship exceptions are reviewed biannually. It is expected that once a hardship no longer exists, the employee will participate in direct deposit. We currently have two employees out of approx. 560 employees who have been granted hardship exceptions.
200	Governor's Office			
221	Lt. Governor's Office			
231	Secretary of State's Office	future	2/1/07	exception for hardships
251	State Auditor's Office	yes		We have been mandatory direct deposit for many years. When the first requirement of mandatory direct deposit for all new employees went into effect July 1, 1998, we only had a few "grandfathered" employees that were still receiving paper checks at that time, and all of these have since gone direct deposit many years ago. The only ones I give the option to are our Interns who are only employed for a couple months in the summer.
272	State Treasurer's Office	yes	1998	The State Treasurer's Office has had mandatory direct deposit for payroll and expense reimbursement for some time. Of course, we were major backers for the direct deposit initiative. The only people who might get checks are temporary employees.
282	Attorney General's Office	no	none	The Attorney General's Office does not have a written policy regarding direct deposit; however, the office strongly encourages all employees to use direct deposit. The form establishing direct deposit is included in new employee packets. When HR meets with each new employee, the form, along with the need for direct deposit, are explained.
300	Office of Administration	yes	7/1/06	Mandatory for all employees that are expected to work longer than 3 months.
350	Agriculture	no	none	We are not planning on initiating a mandatory direct deposit policy for all employees at this time. I feel the statute and rule should be revised to requiring all employees to have direct deposit as a condition of employment.
375	Insurance	no	none	No policy, they just did it on their own. We told them in the future we may implement a policy that mandated DD and electronic paychecks, but we gave no date on to do it.
400	Conservation	no		Our Salary Administration Policy states that all new employees must participate in the "direct deposit of pay" program. We also include in our new employee packets a memo which states all new employees are required to use direct deposit unless there are special circumstances which prevent it.
419	Economic Development	yes	12/1/06	New employees must submit the necessary application and supporting verification (ex: voided check) to HR within the first 31 days of employment. If an employee needs to temporarily stop direct deposit, they have 30-45 days to re-establish direct deposit. Employees may request an exemption from the HR Manager and will be required to provide supporting documentation indicating they are unable to establish an appropriate account or the requirement would be an undue hardship. Additionally, effective January 1, 2007, we will no longer distribute the paper direct deposit remittance stubs. We have been working with the employees since August 2006 providing information and reminders in order for them to secure the necessary ID password in order to access payroll information through MOSERS site. We are allowing December 2006 as the final transition month to distribute the direct deposit stubs.
500	Elem. & Sec. Education	future	3/1/07	
555	Higher Education	no	none	At this time, our agency does not have a mandatory direct deposit policy. It will be up to the newly appointed commissioner on whether a mandatory policy is implemented.
580	Health & Senior Services	yes	2005	Currently has a policy in place which requires mandatory direct deposit for all employees
605	Highway & Trans.	yes		We have a statement in our Employee Handbook and in one of our Personnel Policies telling employees they are required to keep an active account for the direct deposit of their pay checks.

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625	Labor & Ind. Relations	no	none	DOLIR doesn't currently have a mandatory direct-deposit policy, but it is strongly encouraged.
650	Mental Health	no	none	We encourage folks to do direct deposit. But we have many people who are 'unbankable' and folks who drop in and out of the mainstream of society. So we haven't made it mandatory and would prefer not to.
780	Natural Resources	no	none	DNR does not have mandatory direct deposit for all employee's at this time. We do follow the July 1, 1998 new employees must have direct deposit.
812	Public Safety	no	none	We have been discussing this at length; however, I believe further discussions internally are needed before official implementation. We are going to focus on this after the first of the year.
860	Revenue	future	unknown	The Department of Revenue currently mandates all new employees to utilize direct deposit. At this time, we have 30 employees that were hired prior to July 1, 1998 that are not on direct deposit. We are updating our direct deposit policy to indicate it is mandatory for these employees to use direct deposit, as well. We do not have a date of implementation at this time, but are currently working on the policy update.
886	Social Services	no	none	Employees hired on or after October 19, 1999 at entry level monthly salaries of \$2,000 or more are required to participate in direct deposit. Such employees who do not wish to participate in direct deposit may request exceptions.
931	Corrections	yes	1/1/07	Department of Corrections recently sent out an updated policy and will implement mandatory direct deposit effective January 1, 2007. Employees have until that date to either apply for a hardship through their Division or complete the Direct Deposit application form.
	MCHCP	yes	2004	As you know, MCHCP is not part of the SAMII system, thus we do our payroll separately, once a month. However, we did implement a mandatory direct deposit policy two years ago. At implementation, every employee was given several months to come in to compliance. Upon hire, direct deposit is now a requirement.
	Lottery	future	3/1/07	At the present time, the Missouri Lottery does not have a written policy regarding direct deposit. After discussing with our Executive Director, a policy will be developed and we will be requiring all Missouri Lottery employees to have direct deposit by March 1, 2007.
	Hwy Patrol	no	1998	We currently set up all new full-time and temporary employees on direct deposit only. We still have some long term employees who do not use direct deposit. This has not yet become mandatory. I don't have the exact numbers, but the percentage that still receives a check is very small. We have not yet set a date for mandatory direct deposit for all remaining employees.
	Tax Commission	yes	8/1/06	