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TO: OA Leadership Team  
FROM: Michael Keathley   
DATE: May 25, 2006  
RE: Mandatory Payroll Direct Deposit

Payroll direct deposit was instituted by the state to reduce the cost associated with the production, distribution and banking costs of paper checks. This method also provides convenience to employees with the automatic deposit of their net pay on payday to their selected bank account. In 1998 mandatory payroll direct deposit for new employees was implemented. Currently 87% of all state employees and 84% of the Office of Administration employees receive their pay by direct deposit.

Effective July 1, 2006 the attached OA administrative policy has been revised to mandate, as a condition of employment, payroll direct deposit for all permanent employees and all temporary employees who will be employed more than three months. You will be provided a listing of current employees that have not initiated direct deposit for their payroll. They have until August 1, 2006 to submit their direct deposit application to the OA personnel office.

With the assistance of MOSERS, we have recently implemented electronic access to payroll direct deposit advices at the MOSERS website. As we implement mandatory payroll direct deposit and provide electronic access to our pay stubs, we will significantly reduce the production and distribution costs of checks and direct deposit advices for the Office of Administration.

Please distribute this memo and the attached revised policy to your employees, with a special effort to insure that those employees on the listing you will be provided get a copy.