

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: August 3, 2016

**FROM: Louise M. Sawtelle
Associate Controller - Operations**

**SUBJECT: Mandatory Direct Deposit Regulation
CPO 17-03**

The final rules and regulations regarding mandatory direct deposit (ERLID #8371) have been adopted effective August 2, 2016 and are available on the Secretary of State's website at <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOA/8371.pdf>

These regulations include the following mandates:

- All employees hired prior to September 30, 2014 must now enroll in direct deposit
- All new hires must continue to enroll in direct deposit as part of the onboarding process
- Employees returning from leave (condition codes 4 or 5) must submit direct deposit authorization forms
- If an employee's account is suspended for any reason, new direct deposit information must be submitted no later than the end of the next full pay period

State employees may request a waiver from the direct deposit mandate. Please refer employees to the regulation for a list of limited exceptions. The employee must complete the "Request for Direct Deposit Waiver Form" and attach supporting documentation. If a waiver is denied, the employee must submit a direct deposit authorization form no later than the end of the next full pay period after notification of the denial.

Section 12.0 of the regulation includes language regarding employees' failure to comply. The Office of Accounts & Control will be communicating with employees who are still not enrolled to educate them on the new regulation and inform them of possible action for non-compliance.

Note: These regulations supersede payroll policy P-5 which has been rescinded.