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State of Georgia-SAO Statewide Accounting Policy
Attachment 1
Direct Deposit Notification Form
(To be signed by all new hires and rehires on and after May 1, 2010)
In accordance with the Mandatory Direct Deposit policy issued May 1, 2010, as a condition of employment, a
person hired or rehired to a position in a State organization on or after May 1, 2010, and who is paid by the PeopleSoft
HCM central payroll system (system) administered by the State Accounting Office (SAO), is required to accept all
payroll related payments by direct deposit. The complete policy, and related documents, can be found on
SAO's website at the following location: State Accounting Office Accounting Policy Manual.
I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the
policy and enroll in direct deposit using the Employee Self Service (ESS) feature of the system within 30 days
of being hired or rehired and remain enrolled in direct deposit during the tenure of my employment. I understand
that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not
granted an exemption, I may be subject to dismissal.
Employee Name (Please Print)----------------------
Employee Signature:--------------------Date: ____ _
To be completed by employing organization:
Employee ID Number: ________Position Title:-------------
Hiring Organization Name:--------------------------
Hiring Supervisor or HR. Official:----------------------
Copy 1 -Organization Human Resources Office
Copy 2-Employee