

UNIVERSITY SYSTEM OF GEORGIA
SHARED SERVICES CENTER
Direct Deposit Notification Form

(To be signed by all new hires and rehires on and after July 1, 2011)

In accordance with the Required Electronic Transfer of Funds policy effective July 1, 2011, as a condition of employment, a person hired or rehired to a position in the University System of Georgia on or after July 1, 2011, is required to accept all payroll-related payments by direct deposit.

The complete policy can be found in the Board of Regents Policy Manual, Section 7 Finance and Business, 7.5.1.1, Required Electronic Transfer of Funds, at the following location: <http://www.usg.edu/policymanual/>. The business procedures and related documents can be found in the Business Procedures Manual, Section 5, Payroll, 5.3.1, Method of Payment for Compensation and at the following location: <http://www.usg.edu/policies/>

I understand, that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the Board of Regents Policy and enroll in direct deposit within **30 days** of being hired or rehired and remain enrolled in direct deposit during the remainder of my employment. I understand that I can apply for an exemption from this requirement and be paid via a paycard 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 institution:

Employee ID Number: _____ Position Title: _____

Hiring Institution Name: ___ Clayton State University _____