



District 2 Public Health

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Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

District 2 Public Health Mandatory Direct Deposit Policy Policy # 186

In order to increase efficiency, District 2 Public Health will abide by the State Policy dated 05/01/2010 regarding Mandatory Direct Deposit. That policy is attached.

Effective May 1, 2012, all employees of District 2 Public Health will be required to use direct deposit to receive payroll related payments, as well as reimbursement payments, unless exempted by the District Health Director. Please note there are two categories of employees, those hired prior to May 1, 2012, and those hired after May 1, 2012.

All newly hired employees, including rehires, on or after May 1, 2012 should be provided with the "Direct Deposit Notification" form to be signed as part of their new hire packet. This form provides the agency with a mechanism to ensure that new hires or rehires are advised of the direct deposit condition as outlined in the attached policy. The notification form is to be retained by the hiring agency.

District 2 Human Resources Office will assure that all employees employed **prior** to May 1, 2012, are currently enrolled in direct deposit.

Exemptions to this policy can only be approved by the District Health Director.

Process for Requesting an Exemption

If a new hire, rehire, or current employee is unable to secure a bank account at an eligible financial institution, or if he/she believes enrollment in direct deposit will result in extreme hardship, the employee may request an exemption using the exemption request form. **Exemptions will only be granted at the discretion of the District Health Director based on evidence provided by the employee.**

Personal preference is not considered a hardship. If an employee desires to submit a "Direct Deposit Personal Exemption Request Form," it should be submitted to the District Health Director within 30 days of hire or rehire. Existing employees should submit the exemption form as soon as possible, but no later than June 1, 2012. The District Health Director will respond to all exemption forms within 15 business days.

Paper Check Process

Please note that beginning July 1, 2012 any paper checks will be mailed directly to employees from the District Health Office instead of being delivered to each individual unit for distribution. **Checks will be mailed on payday, as outlined in the attached policy.** It is important that all employees maintain their correct mailing address in the Payroll Department of District 2 Health Office. The mailing of checks on payday will apply to all types of exemptions.

Travel and reimbursement payments will be handled the same as payroll and will be directly deposited within seven (7) to ten (10) business days from each Friday. It is important that all employees maintain their correct mailing address in the Accounting Department of District 2 Health Office.

Questions regarding this policy may be addressed to the District Health Director.

Direct Deposit Personal Exemption Request Form

Last	First	M.
Street Address	City	State
		Zip Code
Job Title	Employee ID	
Organization/Department	Business Unit	
Employee's Email Address	Work Phone	

Policy

District 2 Public Health has adopted the State Policy on Mandatory Direct Deposit. All Public Health employees in District 2 are required to use direct deposit to receive payroll and reimbursement related payments. A copy of the State Policy is available at the State Accounting Office website.

Personal Exemption Request *(to be completed by employee desiring to be exempted from the requirement that they enroll in direct deposit)*

I request that I be paid by paper check for the following reason(check one):

___ I currently do not have an account at an eligible financial institution and am unable to obtain an account. Attached is a Letter from an eligible financial institution to this effect.

___ I request that the District Health Director consider an exemption for my specific extreme hardship. Attached is a letter explaining my hardship.