

Office of Personnel Management

Policy

Policy Title: Direct Deposit Requirements	Policy Number: 20.15
Citation: Arkansas Code Annotated § 21-5-109	Forms: Bank Details/Direct Deposit Form Direct Deposit Hardship Exemption Request Form

Specific Provisions

A person hired or appointed to a position in a state agency is required to accept payment of salary and wages by electronic warrants transfer (direct deposit). The employee must designate in writing the financial institution and account number where their direct deposit will be transferred. The form used for authorizing this transfer is the Bank Details/Direct Deposit Form. The Chief Fiscal Officer of the State (CFO) may establish any special account necessary to facilitate direct deposit of employee salaries or wages.

If an employee can demonstrate a hardship resulting in the inability to continue the use of direct deposit, they must submit a Direct Deposit Hardship Exemption Request Form to the Office of Personnel Management (OPM). The CFO has the authority to grant exemptions due to a hardship or upon any other reasonable basis.

This policy does not apply to:

- An employee who was in the employment of the state prior to August 12, 2005, and subsequently receives a promotion appointment, transfer, or other change in position within the same personnel system;
- Elected Constitutional Officers and their employees;
- The General Assembly and their employees;
- Members and employees of the Arkansas State Supreme Court;
- The Administrative Office of the Courts and Circuit Courts;
- Prosecuting Attorneys, but not including Deputy Prosecuting Attorneys;
- The Arkansas Game and Fish Commission;
- The Arkansas State Highway and Transportation Department; or
- Administrative, academic, classified, and non-classified employees of the state-supported institutions of higher learning.

An employee exempted from this policy may elect to enter the electronic warrants transfer system on a voluntary basis.

January 13, 2011