
MANAGEMENT DIRECTIVE

315.17
Revision No. 1
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Direct Deposit of Pay Program

By Direction Of:


Michael J. Masch, Secretary of the Budget

Date:

August 22, 2003

This revision is being issued to implement mandatory direct deposit for management and nonrepresented employees and for union covered employees whose collective bargaining representatives have so agreed. Comprehensive revisions to this Directive will be made with the Go-Live implementation of the Human Resources Payroll Module for Imagine PA.

Management Directive 315.17 is revised consistent with the following policy.

No later than October 1, 2003, all employees, including but not limited to permanent, temporary, and seasonal employees and rehired annuitants, must sign up for direct deposit of pays and travel reimbursements. New employees must sign up for direct deposit as a condition of employment. Employees are not permitted to stop direct deposit of pays or travel reimbursements. Temporary stoppages in direct deposit of pay or travel reimbursements may occur when an employee changes bank accounts. In those instances, an employee must notify their Human Resource Office immediately to ensure continued direct deposit of pay.

This policy change supercedes all references in the Management Directive that indicate direct deposit is voluntary. All other provisions of the Management Directive which are not inconsistent with this policy change remain in effect.

Union covered employees whose collective bargaining representatives have not agreed to mandatory direct deposit are exempted from this change in policy. Employees of the Pennsylvania Department of Transportation (PennDOT) are exempted from the direct deposit of travel reimbursements during the period from Go-Live of SAP Wave 4 until PennDOT implements the SAP Finance module. Employees of the Pennsylvania Liquor Control Board are exempted from the direct deposit of travel reimbursements until SAP Wave 4 Go-Live. Other exemptions will be considered by the Office of Administration, Office of Human Resources and Management, only for necessary and compelling reasons upon the recommendation of agency Human Resource Directors.

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