

Atlanta Metropolitan State College
University System of Georgia
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, 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 new hire or rehired employee, 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 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: _____

Hiring Supervisor or HR Official: _____