

**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, 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 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 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: \_\_\_\_\_

Copy 1 – Institution Human Resources/Payroll Office  
Copy 2 – Employee  
Copy 3 – Shared Services Center (If applicable)

DDNF  
07-01-2011