

Direct Deposit of Employee Pay - Direct Deposit Requirement - Policy

Employees are required to sign up for direct deposit. As permitted under M.S. 16A.17, subd. 10, all employees must sign up for full (100%) direct deposit. Exceptions may be granted only for the following reasons:

Temporary and emergency employees who are employed for 30 days or less from the date of hire

Payment for small amount paid to patients

Deceased employees

A check may need to be produced for one or two pay periods in select family abuse cases

Other limited exceptions may be considered on a case-by-case basis. Request any other exception on the Direct Deposit Exception form, available on the SEMA4 and employee self service web sites. Submit the form to Statewide Payroll Services, 658 Cedar St, Ste 400, Saint Paul, MN 55155 or fax to 651.296.8325. Reasonable exceptions will be approved. Requests that merely state a preference for receiving a warrant will not be approved.

Exceptions not allowed:

Employees who don't have a checking or savings account due to bad credit or having no banking relationship. Resolution: The state has established banking relationships with Hiway Federal Credit Union, Affinity Plus Federal Credit Union, and U.S. Bank. These institutions will set up a savings and/or checking account with a cash card for employees in this situation.

The employee's checkbook, purse or wallet has been lost or stolen. Resolution: The employee should work with the financial institution and with agency payroll staff to change their account number and direct deposit information as soon as possible. Issuing a warrant would not be any more effective than working the bank.

You may also refer to the following online documentation topic(s):

Direct Deposit