



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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MEMORANDUM

TO: Payroll and Personnel Officers
FROM: Thomas L. White, Jr. State Comptroller 
DATE: May 1, 2014
RE: IMPORTANT CHANGE – Direct Deposit Pre Note Not Required

The two (2) pay period pre note process for new and existing employees to be paid by direct deposit is not required. New employees can be set up for direct deposit before the payroll cycle cut-off date of their first paycheck. Payroll warrant employees can complete a direct deposit application and change to direct deposit before the next payroll cycle cut-off date.

It is **strongly recommended** each employee have their bank complete three (3) required FRMS Form 15 Direct Deposit data elements:

1. Account type: checking or savings
2. Bank routing number
3. Account number

If the bank does not complete the form, the employee should have their bank verify that the information is correct. Employees should provide a voided check with the form to verify that the magnetic ink character recognition (MICR) bank routing number and account number is correct. All employee direct deposit forms should be entered and verified by the agency for accuracy based on information provided by the employee. After data is verified, we recommend that the agency shred the voided check.

Direct deposit is the state's preferred payroll payment process. All new employees should be direct deposit unless the employee does not have a bank account. The current State Personnel Department Application for Examination Form 3, Revised March 2009, Certification Statement reads in part as follows:

"If employed, I agree to electronic deposits of my payroll check and other state payments; (emphasis added) and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked."

Contact GHRS Hotline 334-242-2188 if you have any questions or need additional information.

CC: All Chief Fiscal Officers

TLWjr/jh