I. POLICY:

The Department of Juvenile Justice shall release salary payments in a timely manner based on established pay periods and in accordance with policies established by the State Accounting Office (SAO).

II. DEFINITIONS:

Direct Deposit: The automatic deposit of net salary to an employee’s individual bank or financial institution account by electronic means.

Employee Self Service: An internet-based program that allows all employees to access information regarding their gross pay, net pay, deductions and leave balances and to enroll in and make changes to direct deposit.

Salary Payment: The net pay that is provided to an employee on the 15th and the last day of each month.

State Accounting Office (SAO): The agency authorized by state law to establish payroll procedures and determine when and in what manner salary payments will be delivered to employees.

Terminal Leave: Accrued annual leave for which payment is due upon an employee’s separation from employment for any reason.
III. **SALARY PAYMENTS:**

Salary payments are made on the 15th and last day of each month. When these days occur on a declared state holiday or weekend, salary payments will be directly deposited on the last workday of the pay period before the holiday or weekend.

IV. **DIRECT DEPOSIT:**

A. As a condition of employment, all newly hired or rehired employees must enroll in direct deposit and remain enrolled in direct deposit for the tenure of employment.

1. Newly hired or rehired employees will be required to sign the Direct Deposit Notification Form (Attachment A).

2. Within 30 days of their hire date, all new employees will be required to:
   a) Enroll in direct deposit using Employee Self Service; or
   b) Request an exemption from the State Accounting Office (see Section V. below).

3. If the employee does not enroll in direct deposit within 30 days and has not been granted an exemption from the SAO, the employee may be subject to dismissal.

4. Prior to enrolling in direct deposit, a newly hired or rehired employee will be paid by paper check.

B. Current employees must be enrolled in direct deposit or have received an exemption from the SAO. Once enrolled in direct deposit, employees must remain enrolled in direct deposit for the tenure of employment.

C. Salary payments will only be made to one account. Split deposits will not be made.

D. The following salary payments will not be automatically deposited into an employee’s bank account:

1. First salary payment after an individual has been employed or the Payroll Section establishes an employee’s direct deposit;

2. First salary payment after an employee authorizes changes to where the payment is to be deposited using Employee Self Service or the Payroll Section enters the changes;

3. Terminal leave pay; and

4. An off-cycle salary payment.
E. Any employee who discontinues enrollment in direct deposit may be subject to disciplinary action up to and including termination.

F. Employees must use Employee Self Service to enroll in direct deposit. The Payroll Section may establish the direct deposit as a last resort when the employee has no other way to use Employee Self Service (see Attachment B, Direct Deposit Authorization Agreement).

G. An employee must utilize Employee Self Service to make changes to the direct deposit if he/she changes banks, financial institutions, accounts, or if his/her bank or financial institution changes the employee’s account number.

V. EXEMPTIONS:

A. No Bank or Financial Institution Account:

1. An employee may be exempted from participating in direct deposit if he/she does not have an account at an eligible financial institution and further provides evidence that he/she cannot obtain an account at an eligible financial institution.

2. The employee must submit a Direct Deposit Personal Exemption Request Form (Attachment C) directly to the SAO. (The Department cannot issue exemptions.)

B. Employee must provide a copy of the SAO exemption determination to the DJJ Payroll Section.

VI. MANAGEMENT RESPONSIBILITIES:

A. Managers must ensure that time and leave records are maintained accurately and that personnel actions are processed in a timely manner to ensure the accuracy of pay and to minimize over or under payments.

B. Managers will make every effort to monitor the leave balances and work hours of assigned staff to minimize the potential for overpayments.

C. Managers will contact the Office of Human Resources with any questions or concerns regarding situations that may result in a potential overpayment or underpayment to any employee.

VII. GENERAL PROCEDURES:

A. Salary payments for employees not enrolled in direct deposit or whose salary payment is not eligible for direct deposit (see Section IV.D.) will be made via a paper check that is mailed by the DJJ Payroll Section on the designated payday.

B. Changes Occurring After Payroll Cut-Off Date:
1. An employee who is placed in a position or returned to pay status after the established cut-off date for a pay period will be paid for those work hours the next payday following return.

2. An employee who is placed on leave without pay and who is not entitled to full salary for the pay period will have the overpayment deducted from the first salary payment due, following return to duty, provided the amount is not more than 10% of their annual salary.

3. If the amount due is more than 10% of their annual salary, a repayment schedule will be created to ensure repayment is complete over a time period of 6 to 12 months.

4. The repayment schedule will be agreed to in writing and provided to the employee prior to deductions being made.

5. If the employee resigns or otherwise terminates employment, the local HR representative will notify the Office of Legal Services. The local HR representative will generate a PA to discontinue their paycheck. Available leave will be applied and the balance owed will be determined.

C. Salary Overpayments

1. When either the local HR office or the Central Office Human Resources discovers an overpayment of wages, the Personnel Technician (PT) researches what happened to determine if additional pay calculations need to be corrected. If the overpayment is discovered timely, the PT must:
   
   a) Stop payment on the paycheck;
   
   b) Contact SAO and request that the check be manually located and pulled; or
   
   c) Make arrangements to reverse direct deposit.

2. Where the overpayment has already been received by the employee, the PT will examine the employee’s records to determine whether the office may be able to recover the overpayment from any leave balance due to the employee. The PT must:

   a) Coordinate with Payroll Department to verify the amount of overpayment balance, factoring in taxes, garnishments, annual leave, etc.

   b) Complete an Overpayment Reporting Form and submit for tracking.
3. Central Office HR Assistant adds overpayment to tracking log.

4. Central Office HR Assistant notifies the field Personnel Office (via email; copy Director) to send initial letter to employee explaining how the overpayment occurred, state the dollar amount that is owed to DJJ, and give a date for the employee/ex-employee to respond/submit payment.

5. If no response is received to initial letter, Central Office HR and the Office of Financial Services will work with Office of Legal Services to recoup the overpayments.

D. Payment of Terminal Leave:

After an employee is separated from employment, the employee’s annual leave usage and final balance will be verified. Payment for terminal leave will be issued on the regularly scheduled payday following the verification. (See DJJ 3.60, Annual Leave and Terminal Leave.)

VIII. LOCAL OPERATING PROCEDURES REQUIRED: NO