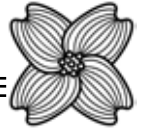




RULES OF
Office of Administration
Division 10—Commissioner of Administration
Chapter 8—Direct Deposit of Payroll Requirements

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TITLE 1 – OFFICE OF ADMINISTRATION
Division 10 – Commissioner of Administration
Chapter 8 – Direct Deposit of Payroll Requirements

1 CSR 10-8.010 Direct Deposit of Payroll Requirements

PURPOSE: This rule describes the requirements established to allow state employees to participate in the Payroll Direct Deposit program.

PUBLISHER'S NOTE: The secretary of state has determined that publication of the entire text of the material that is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) All employees who are expected to be employed for longer than three (3) months shall participate in the state Payroll Direct Deposit program as a condition of employment except as otherwise authorized herein. Employees are allowed to select the financial institution that will receive the direct deposit. Departments may temporarily or permanently waive application of this section for individuals or classes of individuals with approval from the commissioner of administration or his or her designee.

(2) Employees will complete a Payroll and Employee Reimbursement Direct Deposit application form to participate. The completed application authorizes the Office of Administration to deposit (credit) the employee's net pay into a designated checking or savings account. It also authorizes an employee's account to be debited only when an error has occurred in a payment to the employee. The Payroll and Employee Reimbursement Direct Deposit form (11-22) is incorporated by reference and maintained by the Missouri Office of Administration, PO Box 809, Jefferson City, MO 65102. This form does not include any amendments or additions and is available at the Office of Administration or online at <https://oa.mo.gov/accounting/state-employees/direct-deposit> or by mailing a written request to the Missouri Office of Administration, PO Box 809, Jefferson City, MO 65102.

(3) State agency payroll offices shall forward the completed application to the Office of Administration's Division of Accounting. Payroll Direct Deposit of the employee's net pay will begin the pay cycle following the acceptance of a properly completed application and the successful processing of a test transaction through the banking system.

(4) If an employee does not have a checking or savings account, the employee may complete the required application using a pay card account selected by the employee, provided that the pay card vendor must accept both debits and credits as determined by the Office of Administration. The employee is responsible for establishing his or her own pay card account. Agencies will follow the policies established by the commissioner of administration.

(5) The state will conduct Payroll Direct Deposit through the automated clearing house system, utilizing an originating depository financial institution. The rules of the National Automated Clearing House Association and its member local

Automated Clearing House Associations apply, as limited or modified by law.

(6) State employee pay cards are "accounts in financial institutions" as that phrase is used in section 33.155, RSMo.

AUTHORITY: section 33.155, RSMo 2016. Emergency rule filed July 17, 1990, effective Aug. 28, 1990, expired Dec. 24, 1990. Original rule filed July 17, 1990, effective Dec. 31, 1990. Amended: Filed Nov. 17, 1997, effective July 1, 1998. Amended: Filed June 16, 2005, effective Dec. 30, 2005. Amended: Filed May 14, 2007, effective Nov. 30, 2007. Amended: Filed Oct. 3, 2018, effective May 30, 2019. Amended: Filed Feb. 6, 2023, effective Sept. 30, 2023.*

**Original authority: 33.155, RSMo 1990.*