



## PERSONNEL CABINET

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Tim Longmeyer  
Secretary

### MEMORANDUM

PERSONNEL MEMO 12-61

**To:** Cabinet Secretaries  
Agency Heads  
Constitutional Officers  
Human Resource Administrators

**From:** Tim Longmeyer, Secretary *TML*

**Date:** December 18, 2012

**Re:** Mandatory Direct Deposit and Electronic Salary Statement Use for All New Employees

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Pursuant to recommendations issued by the Smart Government Initiative, effective January 1, 2013, all newly appointed and rehired executive branch employees, paid through the Kentucky Human Resources Information System (KHRIS), shall be paid through direct deposit. New employees shall utilize Employee Self-Service (ESS) to access their electronic salary statement – in lieu of receiving a printed check stub. Those exempted from this policy include county fees, day laborers, personal service contractors and state active duty.

The requirement of new employees to utilize direct deposit is the first step towards maximizing the utilization of electronic payments and minimizing the number of paper checks and pay stubs issued by the Commonwealth. Additionally, we encourage current employees to enroll in direct deposit at anytime.

The issuance of paper checks and stubs involves a cost for purchasing, processing and distributing checks and stubs. The use of direct deposit and ESS results in efficiencies for the State and provides employees with a reliable and efficient manner of receiving their pay. Cost savings to the state are realized by reducing operating and processing costs. Direct deposit provides employees convenience, as funds are available to the employee on payday regardless of vacation, illness, or inclement weather, and security, by eliminating the risk of lost or stolen checks and by providing enhanced confidentiality of payroll information.

Waivers to be exempted from this policy may be requested and must be submitted to the Personnel Cabinet's Department of Human Resources Administration's Commissioner's Office. Specific guidelines regarding these requests as well as additional documentation related to this new policy and its required processes will be provided to Agency HR Executives and Administrators immediately following the distribution of this memorandum.

For any questions related to this policy, please contact Commissioner Mary Elizabeth Harrod, Department of Human Resources Administration via email at [MaryE.Harrod@ky.gov](mailto:MaryE.Harrod@ky.gov) or by phone at 502-564-7571.



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