



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0124

**PERD #37/13**

September 3, 2013

**TO:** All State Employees

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** Mandatory Direct Deposit

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Employees currently receiving a hardcopy paycheck (paper warrant) through Central Payroll will need to take action prior to October 1, 2013. Senate Bill 21 of the 2013 Legislative Session requires the State Controller to pay all salary and wages of state employees and officers, such as board appointees and elected officials, via direct deposit. In order to meet the implementation deadline and ensure timely payment of wages and salary, employees and officers that do not currently have direct deposit must enroll in direct deposit through a financial institution by September 30, 2013. Additionally, all employees newly hired or appointed to a position on or after October 1, 2013 and paid through Central Payroll are required to participate in direct deposit.

Exceptions to the requirement for direct deposit are limited. If an employee or officer is unable to obtain an account at a financial institution, or if he or she believes enrollment in direct deposit will result in extreme hardship, the employee or officer may request an exemption. **Exemptions will be granted at the discretion of the State Controller based on the evidence provided by the employee or officer.**

To sign up for direct deposit to a checking or savings account or a prepaid card, he or she must complete the yellow Authorization Agreement for Direct Deposit of Net Wages card. The cards are available from your agency personnel liaison or payroll representative.

### To Deposit Into a Checking Account:

Attach a voided check for your checking account to the yellow Authorization Agreement for Direct Deposit of Net Wages card and return them to your agency personnel liaison or payroll representative. Caution: Attach a voided check, rather than a deposit slip, because the check includes correct banking system routing numbers, while the deposit slip may have internal routing numbers that do not work for direct deposit. A printed (not hand-written) direct deposit information sheet issued directly by the financial institution for the checking account, which contains both routing and account numbers in the correct format for ACH (Automated Clearing House) direct deposit, may be used in lieu of a voided check.

### To Deposit Into a Savings Account or a Prepaid Card:

Attach a printed (not hand-written) direct deposit information sheet issued directly by the financial institution for the savings account or prepaid card to the yellow Authorization Agreement for Direct Deposit of Net Wages card and return these to your agency personnel liaison or payroll representative. The information sheet must contain both routing and account numbers in the correct format for direct deposit. Caution: Do not attach a savings deposit slip, since many of these show internal routing numbers and/or account numbers instead of ACH compatible numbers and will not work for direct deposit purposes.

New direct deposit enrollments or changes to existing direct deposit enrollments initiate the pre-note process. A pre-note is a zero dollar transaction created and sent through the ACH network to test the validity of the bank account information that was provided at the time of enrollment or if subsequently changed. The pre-note process will create a paper warrant (check) for the pay period the enrollment or change was processed; valid pre-note transactions will result in a direct deposit transaction for the following paycheck.

If you wish to change your account designation, a new Authorization Agreement for Direct Deposit of Net Wages card must be completed with the updated information. You must change your direct deposit information at least nine business days prior to payday to avoid having your funds deposited into a closed or invalid account. Whenever possible, you should leave your old account open until after the first wage payment has been deposited to the new account. If the change was not made in time, a hardcopy paycheck will be generated only after the funds are redirected back to the State by your financial institution. Central Payroll will contact your agency payroll clerk when the check is available for pick-up.

As a reminder, payroll information can be viewed in NEATS. Click on the 'View My Payroll Information' link. You will be taken to the 'List Personal Payroll Information Page'. Click on any of the links to view a specific paycheck. Payroll information for the current pay period can be viewed no earlier than the Monday prior to payday. If you have questions regarding your payroll information, please contact your agency payroll representative.

Questions concerning Senate Bill 21 or to request an exemption from the mandatory direct deposit requirement should be directed to Michelle Mann, Executive Assistant to State Controller Kim Wallin, at [mmann@controller.state.nv.us](mailto:mmann@controller.state.nv.us). Questions concerning new or revised direct deposit information should be directed to your agency payroll representative.

Thank you.

LE:kj/tp