

**JULY 2015 PERSONNEL MANUAL UPDATE
SUMMARY OF CHANGES**

EXECUTIVE DIRECTIVE:

PD-92, “Direct Deposit and Paycard Programs” (rev. 4)

1. Revised title to “Direct Deposit and Paycard Programs.”
2. Added definitions for Paycard and Salary Warrant; revised definition of Workday.
3. Divided procedures into two sections, Part A, Direct Deposit Program; and Part B, Paycard Program.
4. Part A, Section II.D: Revised deadline for Payroll Department to receive the Direct Deposit Authorization form from “first workday of the month” to “published deadline” in order for the direct deposit to begin the following payday.
5. Part A, Section IV.A: Added instructions to “mark the box labeled cancellation.”
6. Part B: Added all procedures for the new paycard program.
7. Grammatical and formatting updates were made.