

**MAY 2022 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-92 (rev. 6), “Direct Deposit and Paycard Programs”

- Definitions: Revised definition of Direct Deposit. Deleted definition of Financial Institution.
- **PART A: DIRECT DEPOSIT PROGRAM**
 - Section I.A: Removed reference to separate financial institutions.
 - Section II.B: Deleted language regarding the completion of a portion of the Direct Deposit Authorization form by a representative of the employee’s financial institution.
 - Section III: Deleted references to financial institutions.
 - Section IV.A: Added language allowing an employee to submit the authorization to cancel direct deposit to the human resources representative. Changed the date that the authorization must be received by the Payroll Department to the published deadline.
 - Section IV.B: Deleted language regarding the cancellation of direct deposit when an employee was in LWOP status.
 - Section IV.C: Deleted language regarding monthly reports of canceled direct deposits when an employee is in LWOP status.
 - Section VI: Deleted language regarding financial institutions receiving electronic transfers. Revised language so that employees are to request specific guidelines regarding the availability of funds from the issuer of the employee’s account.
- **PART B: PAYCARD PROGRAM**
 - Section III.A: Added language allowing an employee to submit the authorization to cancel deposit authorization to the human resources representative. Changed the date that the authorization must be received by the Payroll Department to the published deadline.
 - Section III.B: Deleted language regarding the cancellation of deposit authorization when an employee was in LWOP status.
 - Section III.C: Deleted language regarding monthly reports of canceled paycard deposits when an employee is in LWOP status.
 - Section V: Deleted language regarding financial institutions receiving electronic transfers. Revised language so that employees are to request specific guidelines regarding the availability of funds from the issuer of the employee’s account.
- Grammatical and formatting updates were made.