



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Direct Deposit

**Policy Number:** 4

**Authority:** Ark. Code Ann. § 21-5-109

**Effective Date:** November 3, 2021

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Any person hired or appointed to a position in a state agency is required to accept payment of salary and wages by direct deposit.

The employee must designate in writing the financial institution and account number to which their direct deposit will be transferred. The form used for authorizing this transfer is the Bank Details/Direct Deposit Form. An employee should contact their Human Resources Office to request the form.

If an employee can demonstrate a hardship resulting in the inability to use direct deposit, they must submit a [Direct Deposit Hardship Exemption Request Form](#) to their Human Resources Office. The Department of Transformation and Shared Services Secretary has the authority to grant an exemption due to a hardship or upon any other reasonable basis.

This policy does not apply to:

1. Any employee who was in the employment of the state prior to August 12, 2005 and subsequently receives a promotion appointment, transfer, or other change in position within the same personnel system;
2. Elected Constitutional Officers and their employees;
3. The General Assembly and their employees;
4. Members and employees of the Arkansas State Supreme Court;
5. The Administrative Office of the Courts and Circuit Courts;
6. Prosecuting Attorneys not including Deputy Prosecuting Attorneys;
7. The Arkansas Game and Fish Commission;
8. The Arkansas Department of Transportation; and
9. Administrative, academic, classified, and non-classified employees of the state-supported institutions of higher learning.

Any employee exempted from this policy may elect to enter a direct deposit on a voluntary basis.