



Barrow County School System

Boldly Committed to Student Success

Wanda Creel, Ed. D.
Superintendent

DATE: March 22nd, 2013

TO: All Employees

BOARD MEMBERS

FROM: Payroll/Executive Director of Business Services

Randall Holland
District 1

RE: Direct Deposit Procedures

Garey H. Huff Sr.
District 2

The majority of employees working for Barrow County School System are paid electronically via direct deposit. This benefit has been offered to all BCSS employees for many years. For purpose of this policy, there are two categories of employees: those newly employed on or after April 1st, 2013 and those employed prior to April 1st, 2013

Connie Wehunt
District 3

Will Dunn
District 4

Lynn Stevens
District 5

Rickey Bailey
District 6

Daniel H. Cromer
District 7
At Large

Mitch Churchill
District 8
At Large

Mark Still
District 9
At Large

What Employees are impacted and When?

Effective April 1st, 2013, BCSS will require all new employees, unless exempted by the policy, to be paid by direct deposit. ALL employees who are not already enrolled in direct deposit are required to enroll by May 20, 2013.

How Does an Employee Request an Exemption?

If a new hire, rehire, or current employee is unable to secure a bank account at an eligible financial institution, or if he/she believes enrollment in direct deposit will result in extreme hardship, the employee may request an exemption using the exemption request form.

Exemptions will only be granted at the discretion of the Executive Director of Business Services based on evidence provided by the employee. Personal preference is not considered a hardship. If an employee desires to submit a "Direct Deposit Personal Exemption Request Form", it should be submitted to the Executive Director of Business Services within 30 days of hire or rehire. Existing employees should submit the exemption form as soon as possible, but no later than May 20th, 2013. The Executive Director of Business Services will respond to all exemption forms within 15 business days of receipt.