**INFORMATIONAL CIRCULAR NO.:** 23-P-001 *Supersedes 11-P-005*

**DATE:** August 9, 2022

**SUBJECT:** Direct Deposit and Paycards

**EFFECTIVE DATE:** Immediately

**OAR CONTACTS:** [doa\_payroll@ks.gov](mailto:doa_payroll@ks.gov)

Heather DeBusk [heather.debusk@ks.gov](mailto:heather.debusk@ks.gov)

**APPROVAL:**

**SUMMARY:** Direct Deposit and Paycard Method of Payment

K.S.A. 44-314 provides the authority for employers in the State of Kansas to designate the method by which employees receive wages, including to elect to pay wages **only** by electronic funds transfer or deposit to an automated clearinghouse member financial institution account designated by the employee. An employer may elect to pay wages in this manner provided that the employer offers an alternative payment method as a default option, such as a payroll card, for those employees who fail to designate a financial institution account for electronic funds transfer or deposit.

The Department of Administration currently has a partnership with U.S. Bank, (associated with U.S. Bank) to provide the Focus Payroll Card (aka paycard) to employees who do not choose to have their payroll directly deposited to a checking or savings account. This paycard is an FDIC insured ATM/debit-based bank account where deposits can be made.

No exceptions will be granted for payroll payments to active employees. Special awards or payments requiring payroll processing should be paid to the employee via direct deposit or paycard. Payroll payments required to be processed through the payroll system for terminated employees for whom direct deposit or paycard information cannot be confirmed may be made via paper paycheck, but only upon approval from the Director of the Office of Accounts and Reports.

The employee direct deposit form is located in Employee Self-Service under the W4, K4 & Direct Deposit Forms tile.

Additional information on the State of Kansas Paycard Program can be found on the Department of Administration, Accounts & Reports website.

The Focus Card is issued by U.S. Bank National Association pursuant to a license from Visa U.S.A. Inc. ©2022 U.S. Bank. Member FDIC.

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