

Department of Accounts

Payroll Bulletin

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*In This Issue of
the Payroll
Bulletin.....*

✓ **Direct Deposit Mandate
Effective Immediately**

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please send an email to payroll@doa.virginia.gov.

State Payroll Operations

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Direct Deposit for Payroll Mandate

Direct Deposit Mandated

Direct deposit or use of prepaid debit card is mandatory for all (see exceptions) salaried and wage employees effective immediately. This action is necessary to reduce the risk of the spread of the novel coronavirus (COVID-19) to the staff who are involved in check printing and distribution both centrally and at agencies and also to ensure no disruption to receipt of pay by employees should the check printing/distribution process be disrupted due to building closures or other workforce actions.

The electronic deposit can be to a financial institution of the employee's choosing, to the Commonwealth's payroll debit card (Way2Go), or to any other personal debit/pay card that will accept electronic deposits. Please note that the Commonwealth does not participate in any early payment direct deposit programs (i.e., Chime); deposits are effective according to published pay dates.

Statutory Authority

§ 4-601 e.2 of the Appropriation Act authorizes the State Comptroller to mandate payment of wages or salaries to state employees via electronic means.

Exceptions

The mandate applies to all employees paid centrally or by a decentralized higher education institution. While students employed in a federal work-study program cannot be forced to participate in direct deposit, they should be strongly encouraged to do so to prevent a delay in receipt of their wages. Please refer to CAPP Topic 50445 for additional information on exceptions.

https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/50445.pdf

Way2Go Card

Information on the Way2Go card for centralized agencies may be found here: https://www.doa.virginia.gov/reference/payroll/pdf/VA-GO_Enrollment_Form_v03.2-02-12-2019.pdf