



**DATE:** June 6, 2003

**TO:** CLC Employees

**FROM:** Nancy Paulson, Director of Human Resources

**SUBJ:** Statute 16A.17, Subd. 10 Now Requires Direct Deposit of Employee Pay

The 2003 Legislature has passed legislation in Minnesota Statute 16A.17, Subd. 10 that requires all state employees to receive 100% of their net pay through direct deposit. The change was requested by the Department of Finance as a budget reduction item for the Department of Finance as well as state agencies. This statute is effective July 1, 2003. Direct deposit can be sent to more than one account or financial institution. For example, you can send a direct deposit to a savings account at a credit union and also send a direct deposit to a checking account at a bank.

### Access the Direct Deposit page

To access the Direct Deposit page, take the following steps.

ACTION	RESULT
1. Access the Employee Self Service Web site <a href="http://www.state.mn.us/employee">www.state.mn.us/employee</a> .	State of Minnesota Employee Self Service sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from their Human Resources or Payroll office.	State of MN Self Service displays.
3. On the Menu, select <u>State of MN Self Service</u> .	State of MN Self Service continues to display.
4. Select <u>Other Payroll</u> .	Other Payroll displays.
5. Select <u>Direct Deposit</u> .	Direct Deposit displays.
6. Select <u>Direct Deposit</u> .	Direct Deposit page displays with the current direct deposit information.

If you have questions about direct deposit, please contact KaAnn Drone: 855-8049 (Brainerd), or 894-5104 (Staples).

**Banking opportunities that will assist employees in establishing direct deposit**

Some employees may not have a current banking relationship, which prevents them from establishing direct deposit. To address the needs of these employees, we have reached agreement with Hiway Federal Credit Union, Affinity Plus Federal Credit Union and U.S. Bank to provide employees the opportunity to establish a banking relationship.

In an effort to promote direct deposit to employees who do not use it, we have met with officials from Hiway Federal Credit Union, Affinity Plus Federal Credit Union and U.S. Bank. Affinity is the largest credit union with which the State has a relationship and U.S. Bank has the State’s primary bank contract. Affinity also has an established business relationship with Wells Fargo banks. Using ATM’s located at Wells Fargo branch offices, Affinity members can make up to six withdrawals per month with no fee charged.

Hiway, Affinity and U.S. Bank all express considerable interest in creating banking relationships with state employees. They all offer various options for convenient access to direct deposit funds including ATM, debit cards and Visa stored value cards. These options are available even for individuals with poor credit or a history of forced closure of a checking account.

**Credit Union and Bank Contacts**

Hiway Federal Credit Union	Call the Member Services Department at 651.291.1515, or send an email to <a href="mailto:webmaster@hiway.org">mailto:webmaster@hiway.org</a> . Ask for a contact that can help set up an account for direct deposit. Their Web site is <a href="http://www.hiway.org">http://www.hiway.org</a> .
Affinity Plus Federal Credit Union	Call Information at 651.291.3700 and ask for a contact that can help set up an account for direct deposit. Outside of St. Paul, call a convenient branch or find one on the internet at <a href="http://www.affinityplus.org">http://www.affinityplus.org</a> .
U.S. Bank	In St. Paul, call 651.466.8330 or 651.265.5999 and ask for a contact that can help set up an account for direct deposit. Outside of St. Paul, call a convenient branch or find one on the internet at <a href="http://www.usbank.com">http://www.usbank.com</a> .