



## **NOTICE TO ALL EMPLOYEES HIRED AFTER 10/1/2002**

**Payment of net salary or wages by direct deposit via electronic funds transfer (EFT) is mandatory and a continuing condition of employment for all employees hired after 10/1/2002.** (See Civil Service Rule 5-15)

Please complete the [Direct Deposit Authorization Form](#) and return to Human Resources, **OR** complete the [online direct deposit application via HRMN Self-Service](#) – before the end of the first pay period of your employment to begin the EFT.

Note: It will take at least 2 pay periods for the direct deposit of your check to begin. Until the EFT takes effect you will receive your paycheck in the mail.

Thank you.

### **Electronic Funds Transfer**

#### **Civil Service Rule 5 – 15**

“The salary and wages of an employee hired after 10/1/02, shall be paid by means of an electronic funds transfer (EFT) into an account at a financial institution designated by the employee...”