


TO: All State Agencies
FROM: Duane A. Goossen, Secretary of Administration 
DATE: May 21, 2010
RE: Direct Deposit of Payroll and Travel & Expense Reimbursements

Direct deposit provides many benefits to employees and to the State of Kansas. The State of Kansas currently has achieved a 93% payroll direct deposit participation rate. Today, I am pleased to announce that the State of Kansas will implement a policy of 100% direct deposit for Payroll and Travel and Expense Reimbursements made on or after October 1, 2010.

Direct Deposit of employee pay and reimbursements lowers costs and increases security for both the employee and the State of Kansas, and helps to protect our environment through the elimination of paper checks. The implementation of 100% direct deposit will be achieved through traditional direct deposit to bank accounts and the use of paycards. The Department of Administration has renewed its partnership with Skylight Financial, Inc. to provide the Skylight Debit Card (paycard) to employees for the direct deposit of pay and other employee reimbursements. The new contract offers increased benefits, convenience, and flexibility to employees.

Employees are strongly encouraged to sign up now for Direct Deposit by completing a DA-184 Authorization For Direct Deposit of Employee Pay form and submitting it to their agency HR/Payroll staff. The form is available on the Accounts and Reports website under Payroll Forms at <http://www.da.ks.gov/ar/forms/default.htm>.

Over the next few weeks information will be distributed by the Division of Accounts and Reports, Payroll Services Section and Skylight Financial, Inc. to provide more detail on the new Paycard contract as well as information regarding the transition to 100% direct deposit. Your cooperation and assistance is appreciated in moving the State of Kansas forward to 100% Direct Deposit!