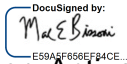




MEMORANDUM NO. 2020 – 15

November 6, 2020

TO: Agency Payroll & Personnel Officers

FROM: Mark E. Bissoni 
Statewide Director, Active & Pension Payroll Services Division

SUBJECT: Direct Deposit: Final Payouts

Effective with check date December 4, 2020, final payout payments to active state employees who are retiring will be processed via direct deposit, provided the employee is retaining the same bank account, is already enrolled in direct deposit, and that their bank account has passed the prenote process/validation. Our office recently notified agencies of the new seamless direct deposit option for retirees who elect to retain the same direct deposit account as their active employment record. Paying the final active payment in the form of a direct deposit will not only be more convenient to the employee, it also reduces the overall configuration time to the new retiree's direct deposit account in Core-CT under the pension module.

As is the current process, employees who elect to defer a portion of their final payment into the deferred compensation plan (457) must submit a request for deferral prior to the dates outlined in the Prudential processing calendar included in the OSC Healthcare Policy & Benefit Services Division Memorandum 2020-06 (available here: <https://www.osc.ct.gov/2020memos/healthcare/index.html>) Employees may not elect to defer a portion of their final payment after the final paycheck has been issued.

If a final payment has been paid to the employee via direct deposit in error, please notify Lizmarie.Pavon@ct.gov no later than 12:00 noon on the Tuesday following payroll confirm. If the error is discovered after the Tuesday following payroll confirm (12:00 noon), please notify Lizmarie.Pavon@ct.gov as soon as the error is discovered and Lizmarie will discuss options for repayment. Please note: some Holidays may disrupt the deadline for Direct Deposit stops; agencies are notified.

Again, this new process is effective December 2020 forward. Questions regarding this communication may be sent to osc.payroll@ct.gov.

Thank you for your cooperation in this matter.

MEB/vv