



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Serving Equal Opportunity Employers"*

**OPM 04-41**

**DATE:** November 10, 2004

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

**RE: Decentralization of Direct Deposit**

Please be advised that effective January 1, 2005, the direct deposit process will be decentralized to all state agencies and institutions of higher education. This change is reflected in proposed emergency amendments to Oklahoma State Employees' Direct Deposit Rules. The agencies that are currently on the PeopleSoft system have received training and are now processing their respective agency direct deposit functions. The remaining agencies not yet converted to PeopleSoft will undergo training utilizing the OPM Agency Payroll legacy system.

The revisions to the Oklahoma State Employees' Direct Deposit Act, Section 292.10 et seq. of Title 74 of the Oklahoma Statutes require all **new** employees to enroll in direct deposit effective January 1, 2005. By decentralizing the direct deposit process, organizations will be able to directly and immediately effect enrollments, terminations, deletes/cancellations, and reversals/recalls for their employees. This streamlined process will result in improved efficiency for agencies and enhanced service for employees.

Each agency or institution must designate staff that will be responsible for the direct deposit process within their respective organizations; the staff designated will require access to the legacy system. After identifying the user(s) in your agencies, please complete the attached Security Agreement/Sign-Up form and fax it to: Linda Helms, Office of Personnel Management, at (405) 521-2752. Upon receipt of the completed form, she will contact you and provide an assigned user identification and password for access to the direct deposit function. **Please complete this process prior to the training session.**

*"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."*

Four training sessions for the direct deposit process have been scheduled as follows:

December 9, 2004	10:00 a.m. to 11:30 a.m. 1:30 p.m. to 3:00 p.m. Location: Concourse Theater, Oklahoma City
December 10, 2004	10:00 a.m. to 11:30 a.m. 1:30 p.m. to 3:00 p.m. Location: Concourse Theater, Oklahoma City

Designated user(s) from each agency or institution **must** attend one of the above sessions to obtain a detailed Direct Deposit Training Guide and complete instructions for successful maintenance of the direct deposit process. If you currently have access, you may enroll directly on the IMS 3270 HOST HRDS Enrollment Subsystem. If you do not have access to the IMS Enrollment Subsystem, please complete the attached OPM Workshop Nomination Form and fax it to (405) 524-6942. NOTE: please use **Course Code X600** for the morning sessions and **Course Code X601** for the afternoon sessions.

We look forward to working with members of your staff to ensure a smooth and efficient transition of the direct deposit process. If you have questions, please contact Karen Luman at (405) 521-6291 or [karen.luman@opm.state.ok.us](mailto:karen.luman@opm.state.ok.us). Thank you.

STATE OF OKLAHOMA  
DIRECT DEPOSIT SYSTEM  
USER SIGN UP/SECURITY AGREEMENT

AGENCY NO./NAME \_\_\_\_\_

USERID (OPM use only)	FIRST NAME	MIDDLE INITIAL	LAST NAME	PHONE
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____
_____	_____	_____	_____	( ) _____

I hereby authorize the above named individuals to access the Direct Deposit system until we send written advice that their access should be terminated. I understand we can only access records for current employees of the agency and that according to the new law Section 840-2.11 of Title 74 Employee Social Security Numbers, Employee Home Addresses and Employee Home Telephone numbers are confidential and not for public inspection or disclosure.

\_\_\_\_\_  
AUTHORIZING OFFICIAL OR DESIGNEE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

=====

OPM USE ONLY:  
AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED: \_\_\_\_\_ BY: \_\_\_\_\_

**Office of Personnel Management  
Human Resource Development Services Department  
Workshop Nomination Form**

Nominating Official:  Phone:

Agency:  Division:

Address:

**Instructions:**

1. Nominations to attend a workshop must be approved by the agency/sub-agency administrator or designee. Nominating official will receive a list of "enrolled" and "wait listed" nominees.
2. Fill out the form and send it to us. Duplicate the completed form if you want a copy.
3. Do not nominate more than three people to attend the same class on the same date.
4. Make up to 15 nominations on one page. **It really speeds up the process if you list nominees alphabetically.**

1.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
2.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
3.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
4.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
5.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
6.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
7.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
8.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
9.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
10.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
11.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
12.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
13.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
14.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	
15.	Name:				Soc. Sec. #:	
	Course:		Code:		Date:	

Please return to HRDS, Office of Personnel Management, Jim Thorpe Building, Room G-41, 2101 North Lincoln Boulevard, Oklahoma City, OK 73105. Our FAX number is (405) 524-6942. **Questions?** Call (405) 521-2166.

\_\_\_\_\_  
Signature of Nominating Official

\_\_\_\_\_  
Date