

State employee wages to be paid electronically

In an effort to make receiving wages easier, safer and more cost effective, State Treasurer John D. Perdue and State Auditor Glen B. Gainer III have joined together to implement the West Virginia Pay Card program for all State employees who are currently receiving paper payroll checks.

State employees who have not signed up for direct deposit through their Payroll/Human Resources by October 1, 2013 will automatically receive a West Virginia Pay Card and welcome kit. The first pay date on which the employee's pay will be loaded onto the Pay Card is October 31, 2013.

For those not enrolled in direct deposit, it is important that each employee's correct mailing address and birth date have been provided to Human Resources by September 15th. The initial Pay Card and Welcome Kits will be distributed by the State to Payroll/HR in October for delivery to all employees not enrolled in direct deposit.

The Pay Card will be an alternative to the direct deposit option, operating the same way as a traditional debit card. The Pay Card account will be established by Citi® Prepaid Services, the vendor selected through the Request for Proposal (RFP) process. Per the State, the vendor offers this program at no cost to State taxpayers.

The card provides flexible and immediate access to the employee's pay at any ATM or financial institution that displays the Visa logo. The program will offer several convenient and free options to access wages. All West Virginia in-network ATMs are listed on www.wvpaycard.com. Pay Card customers may also visit bank teller windows that display the Visa logo to withdraw funds. The West Virginia Pay Card may also be used for goods, services and point-of-sale cashback transactions at participating merchants. No credit check is required to activate the card.

Phasing out inefficient, costly and time-consuming processes, such as a paper-based payroll, is part of the State's objective for the transition to a fully integrated administrative system, which is known as wvOASIS (Our Advanced Solution with Integrated Systems). Please see the Summer Edition of the employee newsletter, Bruin Campus Connection, for more information on the State's enterprise resource planning.

Eliminating the need to write payroll checks is expected to save the State more than \$500,000 in current production costs and future operational enhancements to wvOASIS.

Some additional benefits of the West Virginia Pay Card include:

- Immediate pay delivery
- Purchasing power at millions of locations
- More convenient than paychecks

- More secure than paychecks
- Better control over funds
- Account management tools
- 24/7 customer service
- Free access to funds/over-the-counter cash withdrawal at Visa Member Banks
- Free access to funds at In-Network ATMs
- Free ATM balance inquiries
- No account overdraft fees
- Online statements
- Text access to account information
- Visa fraud protection
- FDIC insured account

Complete details about the Pay Card are available at www.wvpaycard.com. Please also see the attached Frequently Asked Questions (FAQs) document for more information from the State and Blue Ridge CTC.

Remember, employees are encouraged to sign up for the direct deposit option which has numerous benefits including:

- Security: There's no need to worry about lost, stolen or misplaced checks.
- Reliability: Your funds will be credited to your account on time, accurately and confidentially.
- Convenience: No more in-person transactions.

It is easy to sign up for direct deposit. Please feel free to stop by HR today for instructions and a 1-page form.

Thank you for your time and consideration,

Justin Ruble

VP of HR

Kimberly Linberg

CFO