



KANSAS
MEMORANDUM

Date: (Use Agency Letterhead)
To: Employees
From:
Subject: Implementation of 100% Electronic Payment for Employee Payroll and Travel and Expense Reimbursements

On May 21, 2010, Secretary of Administration Duane Goossen announced that the State of Kansas will implement a policy of 100% electronic payment, under the authority of K.S.A. 44-314, for employee payroll and travel and expense reimbursements made on or after October 1, 2010. This means that all employees who currently receive all or a portion of their net pay on a paper paycheck must be signed up for either traditional direct deposit or for the Skylight paycard no later than September 24, 2010.

Electronic payment for employee payroll 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. Electronic payment through traditional direct deposit or the payroll paycard provides a fast, convenient and inexpensive way to process your paycheck. You won't have to worry about your check getting delayed in the mail, being away from home on payday, or paying costly check-cashing fees for every paycheck. With electronic payment, your pay is in your bank account on pay day morning – on time, every time.

But what if you don't already have a bank account? No problem! Employees who choose not to select traditional direct deposit will work with their agency HR/Payroll office to sign-up for the Skylight paycard. Skylight Financial, in association with U.S. Bank, provides a solution with your needs in mind. The Skylight One paycard account offers you the benefit of direct deposit into an FDIC insured, ATM/point-of-sale bank account. EVERYONE is pre-approved! No credit check is required!

With the Skylight account, you will have the benefits of a bank account in a paycard; an ATM/Debit card, with which you can access your net pay in the following ways:

- Obtain cash with no fees (up to paycard balance) at any VISA participating bank
- Make PIN debit or signature-based purchases and receive cash back with no fees during point-of-sale transactions at VISA participating merchants
- Withdraw cash (up to daily limits) at ATMs (one free withdrawal per pay period at participating network ATMs. Fees will apply for additional/out-of-network withdrawals)
- Utilize FREE online banking for automated bill pay
- Utilize FREE unlimited Skylight checks for payment of bills or to “cash your paycheck”
- Transfer funds for FREE to other Skylight cards or to a Skylight SubAccount

Contact your agency personnel office for more information about direct deposit or the State of Kansas Paycard Program. Employee informational meetings are scheduled on August 25th at 1:30pm and Sept. 9th at 10:00am to provide the opportunity for employees to obtain more information about the Skylight paycard. Individuals can attend in person at Landon State Office Building (900 SW Jackson St, Topeka) in Room 106 or contact their agency HR office for further information about viewing the presentation via the web at a location more convenient to your agency.