

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

MAY 2020

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This month's *Compliance Updates* reminds employees of the direct deposit option for paychecks, year-end deadlines for fiscal year 2020, and provides helpful information for maintaining physical and mental health and wellness while working at home.

Direct Deposit: A Safe Option

Employees have an option to receive paper payroll checks or have paychecks directly deposited into a financial institution of choice. While we are working remotely, the Office of Accounting mails payroll checks to all employees who do not have direct deposit. Direct deposit is a smart option that prevents paycheck delays due to address or mail delivery problems.

Listed below are a few helpful tips regarding direct deposit.

- In **Section 4.0, Employment and Orientation** under Payroll on pages 8-9 of the MDE Employee Policy and Procedures Manual, there is guidance regarding direct deposit.
- Documentation that can be used to verify your account information includes a voided check, a copy of checking/savings account card, or a letter from financial institution verifying the account information.
- Employees who are interested in direct deposit should download and complete the **Direct Deposit Form** and submit to the Office of Accounting or the Office of Human Resources.
- The form can be found on the Office of Human Resources' webpage under Documents>Forms>Direct Deposit Form or the Office of Accounting's webpage under Documents>Accounting Forms>Payroll>Direct Deposit Form.
- If there are any questions regarding direct deposit, employees should contact the Office of Accounting or the Office of Human Resources.

FY2020 Year-End Deadlines

To access Year-End Deadlines, go to the **Office of Accounting's webpage**
under Resources>FY2020 Year-End Deadlines

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

Maintain Physical and Mental Health & Wellness while Working at Home

During these uncertain times, MDE employees must stay healthy and safe. It is important to make sure we maintain our physical and mental health and wellness while working at home.

The MDE provides to employees and their families, at no cost, comprehensive counseling services, if or when the need arises. The Employee Assistance Hotline is 1-800-844-6503. All calls are confidential.

Also, the MS Department of Mental Health (DMH) Helpline will remain staffed at all times. Call 1-877-210-8513 for information about services or supports near you.

Listed below are additional resources to help us stay healthy and safe for ourselves, our loved ones and pets, and even for those we encounter whom we do not know.

- MS Department of Health, [Handwashing the Right Way Flyer](#)
- Centers for Disease Control and Convention, [Stop the Spread of Germs Poster](#)
- MS Department of Mental Health Resources, www.mentalhealthms.com and www.standupms.org
- The Substance Abuse and Mental Health Services Administration has a Disaster Distress Hotline at 1-800-985-5990, and you may also text TalkWithUs to 66746 to connect with a trained crisis counselor.

MS Department of Education, Employee Assistance Program, MEA Cares



**Sometimes We All Need
A Helping Hand.**

*Your EAP can help you work
through changes and difficulties.*

This service is available to you by calling the
Employee Assistance Hotline at
1-800-844-6503.

All calls are confidential.

MEA Cares
a service of St. Dominic's
Partners for a Healthier Workplace.



MEA Cares
a service of St. Dominic's
Employee Assistance Program
Toll Free 1-800-844-6503 24 hours
Local 601-898-7520 8am-5pm • Mon-Fri