ADOA

HRIS – Human Resources Information Solution

RESOURCE GUIDE:
DIRECT DEPOSIT

DIRECT DEPOSIT

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SOA Direct Deposit Distribution XR12.1

Introduction

Employees are required to have their wages directly deposited into a selected bank account. Direct Deposit is the process that establishes and automatically deposits the employee's wages into their bank account. Employees can establish their Direct Deposit accounts in Y.E.S.

If the employee does not use Y.E.S. the Agency Payroll Specialists can set up Direct Deposit using the **SOA Direct Deposit Distribution form (XR12.1).** Before Direct Deposit is established, the employee must complete all applicable fields on the GAO-65 (Authorization for a Direct Deposit or Payroll Deduction) Form. All newly established Direct Deposit accounts must go through the pre-notification process.

For rehired employees the Agency Payroll Specialist must review and stop any existing Direct Deposits before the employee's first paycheck and the employee must fill out a new GAO-65 (Authorization for a Direct Deposit or Payroll Deduction) Form. This is not applicable to interagency transfers.

All actions processed in HRIS and Y.E.S. Direct Deposit will trigger email notifications to the Agency Payroll Office, employee's Work Email and employee's Personal Email.

Pre-Notification Process

All new Direct Deposit accounts must go through the pre-notification process before a deposit can occur. The Prenotify Status field must be set to the default of **N**. The user must never change this. Pre-notification files are sent to the bank weekly for verification. The file verifies that the routing number and account number are valid, it does not verify account holder names. HRIS will update the Prenotify Status at each step in the Pre-Notification process:

- **N - Not Prenotified**: Account has not been verified by the bank. Monies will not deposit
- **P - PreNotified**: Account has been verified by the bank. Monies will deposit on the next paycheck
- **A - Accepted**: Account has been verified by the bank. Monies successfully deposited
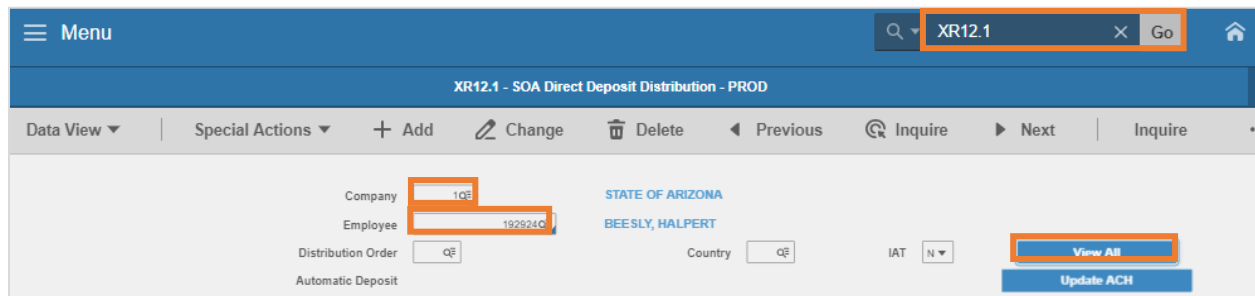
Add a New Direct Deposit Account

Review Existing Direct Deposits

Employees may have one Direct Deposit per account number - up to a maximum of five different account numbers. While an employee's net pay may be directly deposited into more than one account, one hundred percent (100%) of the net pay must be directly deposited. For example:

- **One net pay** Direct Deposit (checking or savings), or

- **One net pay** Direct Deposit plus up to **four** additional accounts fixed amount or percent amount

Prior to adding a new account, review the employee's setup for prior distributions
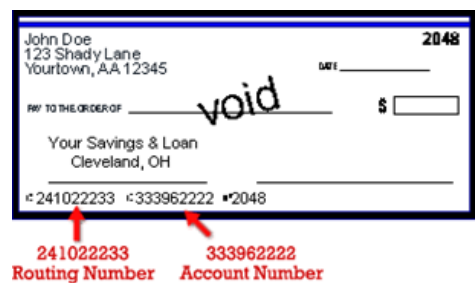

1. Type **XR12.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **View All:** To view prior distributions established on XR12.3 SOA Automatic Deposit Maintenance

    - If this is the employee's first distribution, the list will be blank, new account will be assigned Distribution Order 1 – follow training- **Add Default Account**

    - If distributions appear, then employee has prior distributions

        o Review current distributions and verify if this distribution is a new account (add) or an old account (change). If the account number or Receiving DFI changes in any way, add a new distribution order using the next number in sequence– follow training – **Add Additional Accounts**

        o If adding a new default account, verify the employee's old default account has been stopped and the default flag has been set to 'N' or this new distribution cannot be setup. See the steps for **Stop Existing Account** first to update the old distribution or a new net pay distribution will not be able to be established
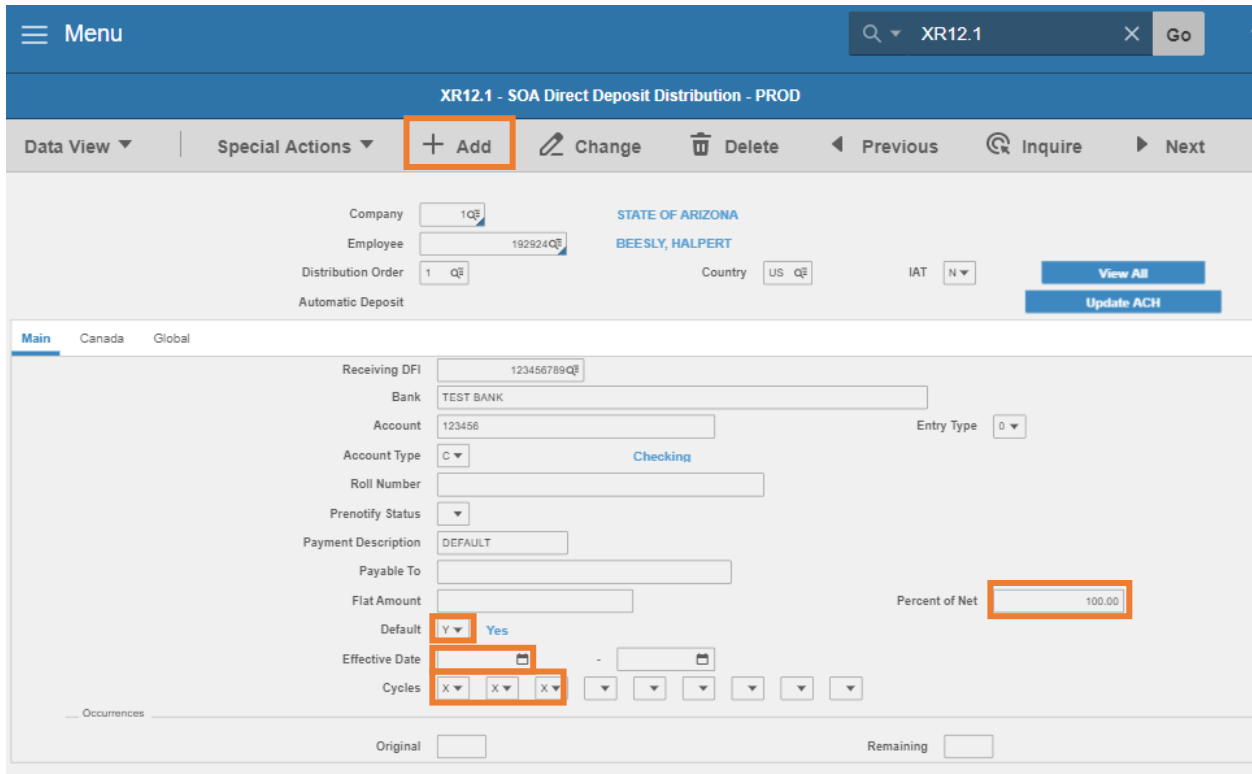
Add Default Account

The default account is like a safety net and it ensures that all pay is designated to a bank account. The default account is designated at 100%. That is, 100% of anything left over after all other distributions are made will deposit to this account. The default account displays **Y** Yes in the Default field

All employees are required to have one active default account.

1. **Distribution Order**: Type **1** for the default account

2. **Receiving DFI**: Type or select **Bank Routing Number**. The bank name will populate:

   - *The Bank Routing number will appear on the GAO-65 form and must be verified against the 8 or 9-digit number on the bottom left corner of the cancelled check.*

   - If the Bank Routing Number cannot be located in the drop down menu, contact GAO Central Payroll to have the bank added to HRIS prior to continuing with this distribution setup.

3. **Account**: Type the Employee's **bank account number**

4. **Account Type:** Select **C** Checking or **S** Savings

5. **Payment Description**: Type **DEFAULT**
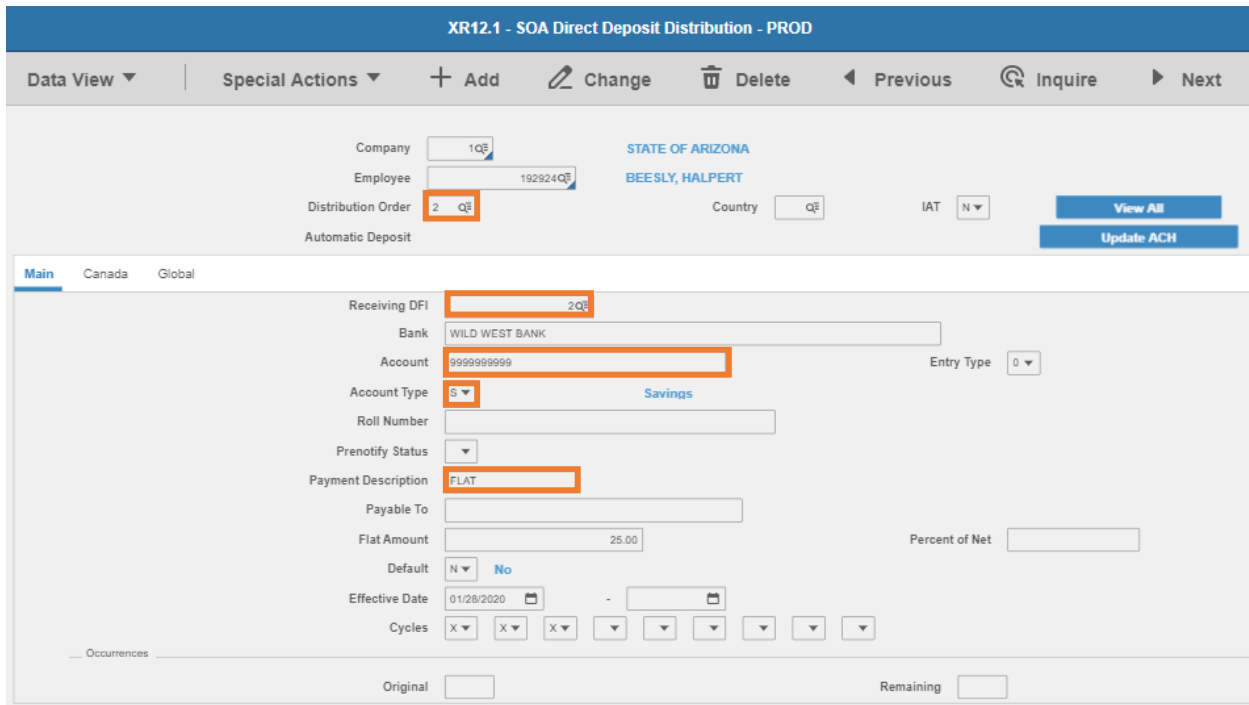
6. **Percent of Net**: Type **100.00**

7. **Default:** Select **Y** Yes

8. **Effective Date:** Select **today's date** in the first box. Leave the second box blank

9. **Cycles:** Select **X** in the first three boxes

10. Click **Add.** Status bar displays the message **Add Complete – Continue**

All new Direct Deposit accounts must go through the pre-notification process first. The Prenotify Status field must be set to the default of **N**. This must never be changed. The status will change to **P** after it has been verified with the bank. The status will change to **A** after monies have been sent.

Add Additional (Non-Default) Accounts

Employee can have a maximum of five active accounts. Four of the accounts can be setup as Flat Amounts or various percentages.

1. **Distribution Order**: Type the next sequence number (Click View All to view sequence numbers)

2. **Receiving DFI**: Type or select **Bank Routing Number**. The bank name will populate**:**

   - *The Bank Routing number will appear on the GAO-65 form and must be verified against the 8 or 9-digit number on the bottom left corner of the cancelled check*

   - If the Bank Routing Number cannot be located in the drop down menu, contact GAO Central Payroll to have the bank added to HRIS prior to continuing with this distribution setup

3. **Account**: Type the Employee's **bank account number**

4. **Account Type:** Select **C** Checking or **S** Savings

5. **Payment Description**: Type **FLAT** for fixed amount or **PERCENT** if a percent is elected
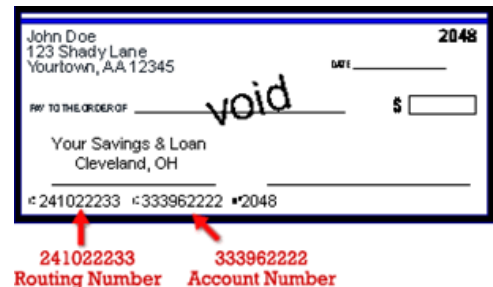
6. **Flat Amount** or **Percent of Net**: Type **one** value:

   ▪ Type Flat Amount to two decimals, or

   ▪ Type Percentage elected in whole numbers, i.e. 10 for 10%

7. **Default:** Select **N** No

8. **Effective Date:** Select **today's date** in the first box. Leave the second box blank

9. **Cycles:** Type **X** in the cycles selected

   ▪ Select cycles **1** and **2** to setup for 24 deposits

   ▪ Select cycles **1, 2** and **3** to setup for 26 deposits

10. Click **Add.** Status bar displays the message **Add Complete – Continue**

All new Direct Deposit accounts must go through the pre-notification process first. The Prenotify Status field must be set to the default of **N**. This must never be changed. The status will change to **P** after it has been verified with the bank. The status will change to **A** after monies have been sent
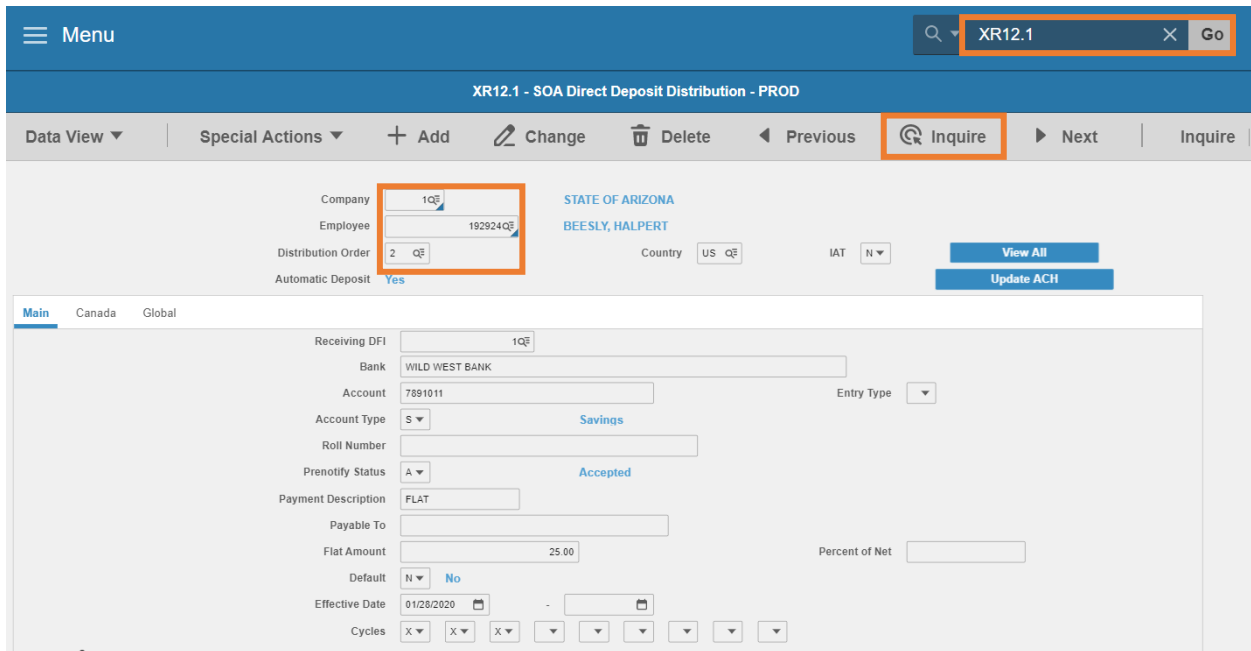
Change an Existing Account

Change the Cycles or Amount of non-default Account

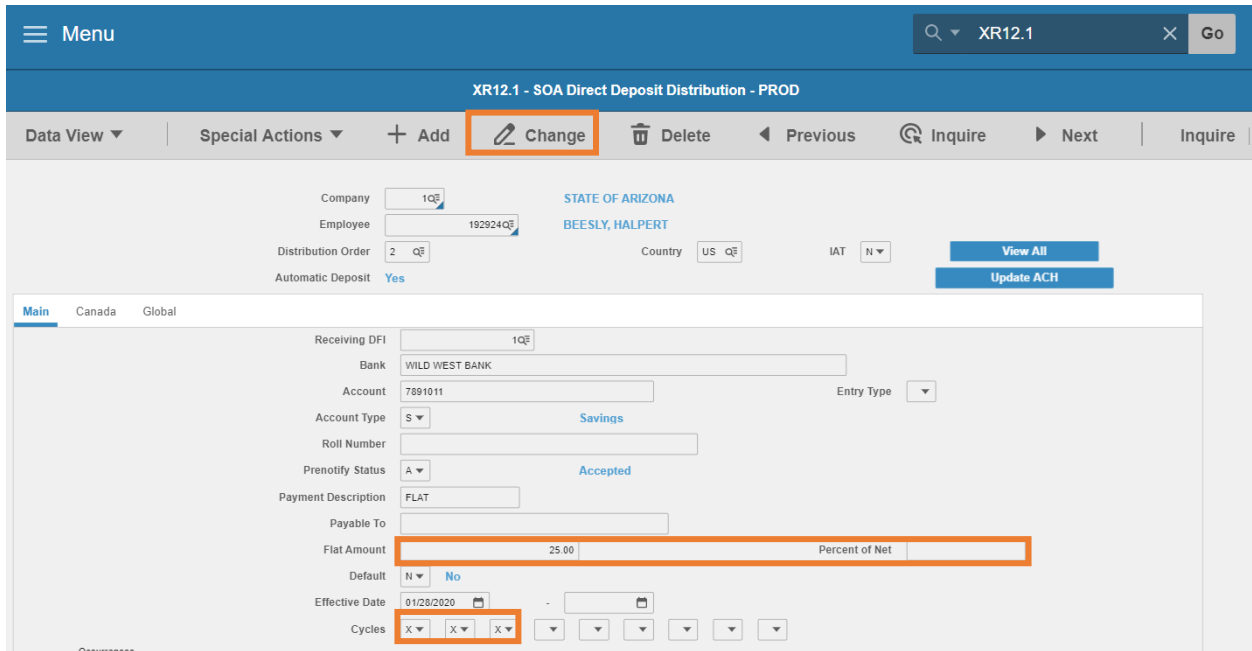Process to change the amount of an existing direct deposit.

If the Employee requests a change to any of the following fields then the existing Direct Deposit must be stopped and a NEW Direct Deposit must be established. Follow training to **Add Additional Accounts**

- Receiving DFI Field = Bank Routing Number
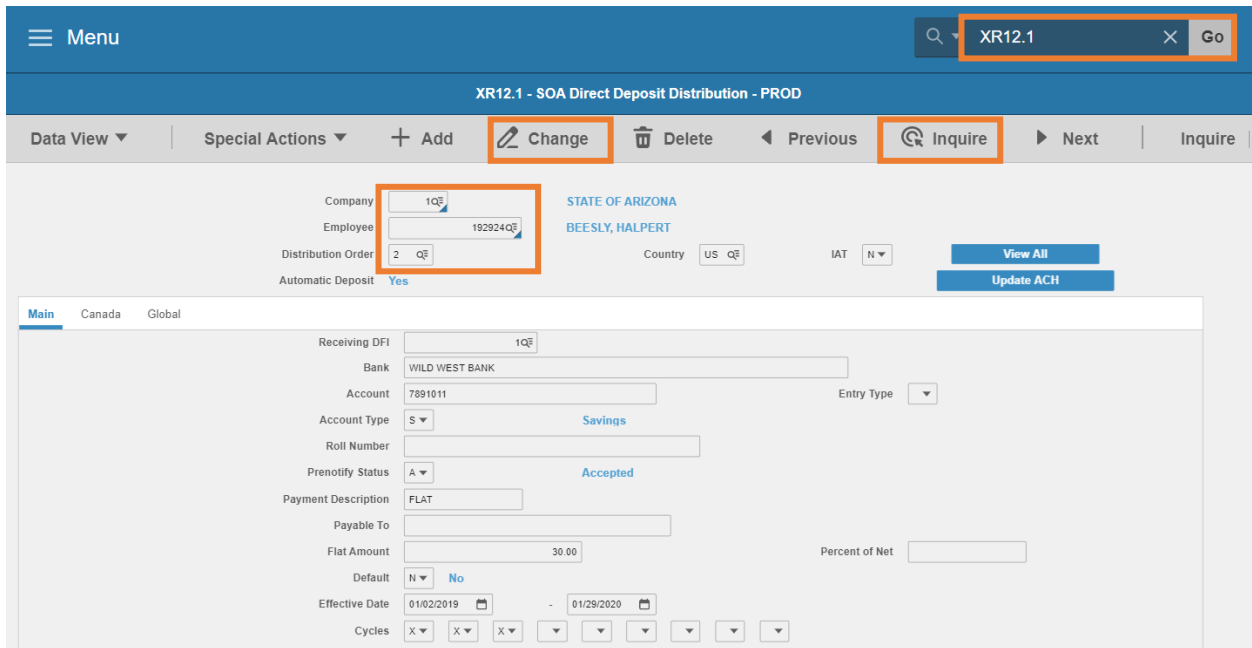
- Account Number Field

- Account Type

1. Type **XR12.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. **Distribution Order:** Type or select the **distribution order** to be changed

5. Click **Inquire**

6. **Flat Amount:** Type the **new amount** of the flat (fixed) amount distribution using two decimals. Skip if flat amount is not changing

7. **Percent of Net:** Type the new Percentage elected in whole numbers, i.e. 10 for 10%

   - Skip if the percent is not changing

8. **Cycles:** Type **X** in the new cycles selected. Skip if Cycles are not changing

   - Select cycles **1** and **2** to setup for 24 deposits

   - Select cycles **1, 2** and **3** to setup for 26 deposits

9. Click **Change.** Status bar displays message **Add/Change Complete – Continue**

   - If the Status bar displays message **Must have a 100% net account; Change to continue**, click **Change** again

   - If the Status bar displays message **Warning, multiple distributions at 100 percent** it means that there are multiple distributions set with percent of net = 100. Click **Change** again. Then, review and correct the employee's record to ensure only one distribution is active (no end date) with a percent of net = 100.

Stop Existing Account

To prevent the paycheck from depositing to the account, stop accounts before Tuesday at 2:00 pm of payday week.
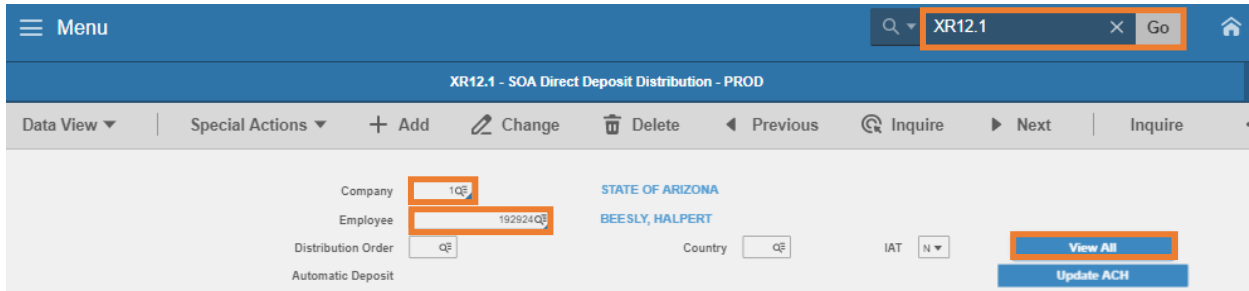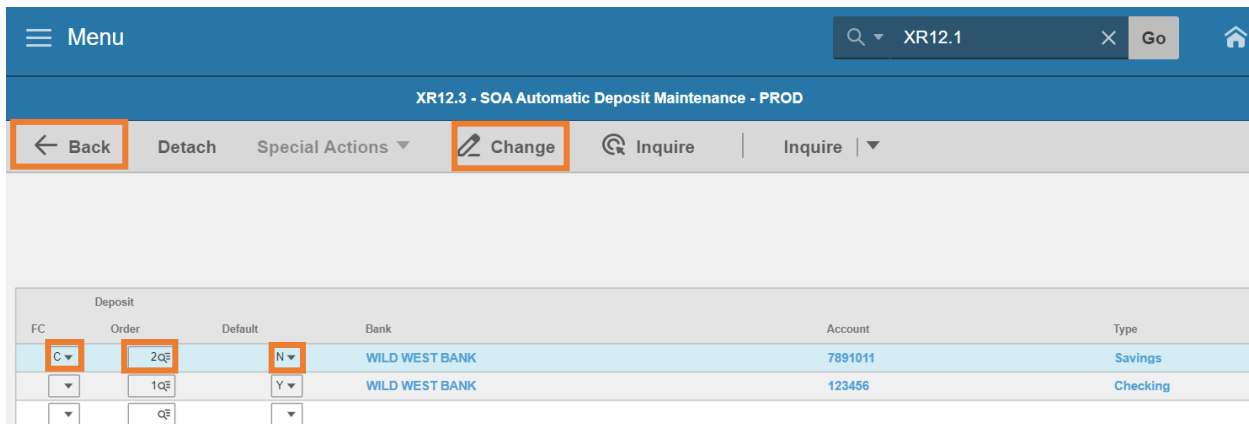

1. Type **XR12.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. **Distribution Order:** Type or select the **Distribution Order** to be stopped

5. Click **Inquire**

6. **Default**: Select **N**

7. **Effective Date:** Select the **stop date** in the second box. Stop date is the date of entry into HRIS unless specifically noted as a future stop date.

8. Click **Change.** Status bar displays message **Add/Change Complete – Continue**

   ▪ If the Status bar displays message **Must have a 100% net account; Change to continue**, click **Change** again.

   ▪ If the Status bar displays message **Warning, multiple distributions at 100 percent** it means that there are multiple distributions set with percent of net = 100. Click **Change** again. Then, review and correct the employee's record to ensure only one distribution is active (no end date) with a percent of net = 100.

If an employee chooses to restart the Direct Deposit this is considered a new request. The Direct Deposit will need to be added as a new distribution order and must go through the pre-notification process.

Automatic Deposit Maintenance (XR12.3)

Use form to view and/or change the order that the payroll system takes Direct Deposit distributions. The screen can also be used to reassign the Default account.

1. Type **XR12.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. Click **View All.** Sub-form Automatic Deposit Maintenance XR12.3 displays
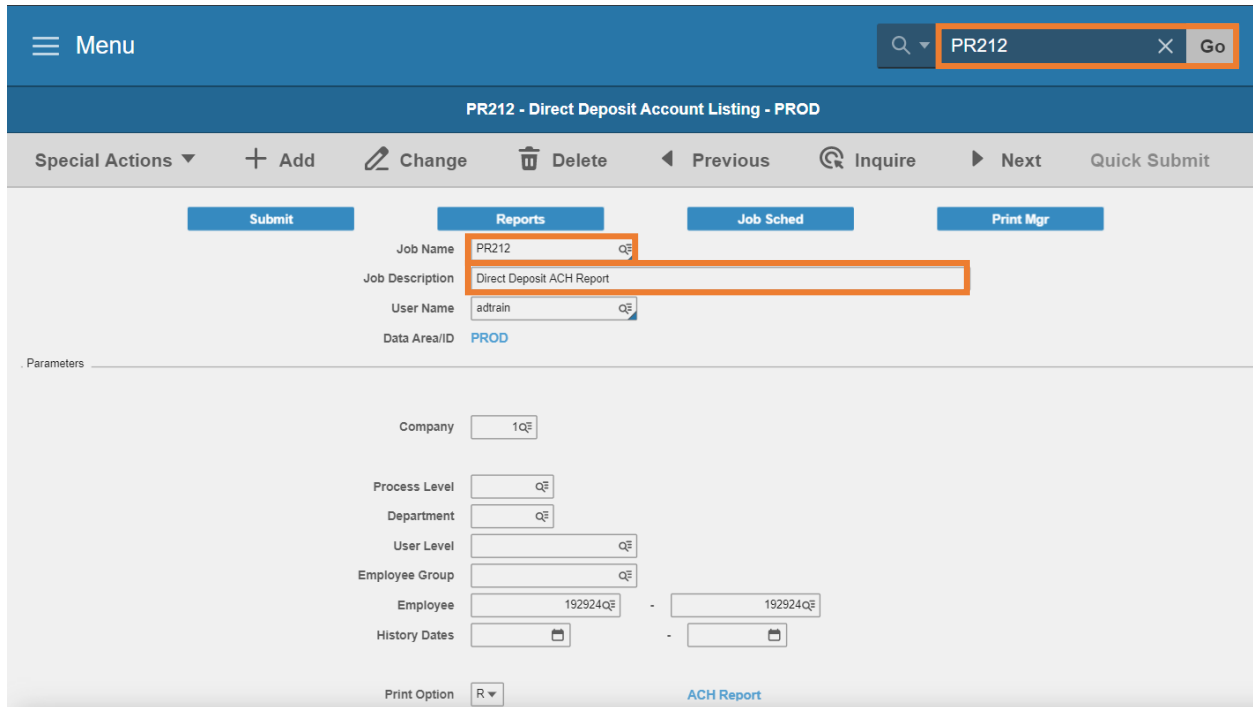
5. **FC**: Type or select **C**

6. **Deposit Order**: Type the sequence number the employee wishes to have the distribution taken. For example, if they have two accounts, a checking and a savings account and they want $50.00 to go into the savings account and the net to go to the checking:

   ▪ Type **1** into the Deposit Order field for the savings account and

   ▪ Type **2** in the Deposit Order for the checking account

   ▪ This will tell the system to first put $50.00 into savings and put the rest into checking.

7. **Default**: The Default field is **N** for all accounts except the most current 100% Net Percent (default) account. The most current default percent account must have a **Y** in the default field.

8. Click **Change**

9. Click **Back** to return to XR12.1

Direct Deposit Account Listing PR212
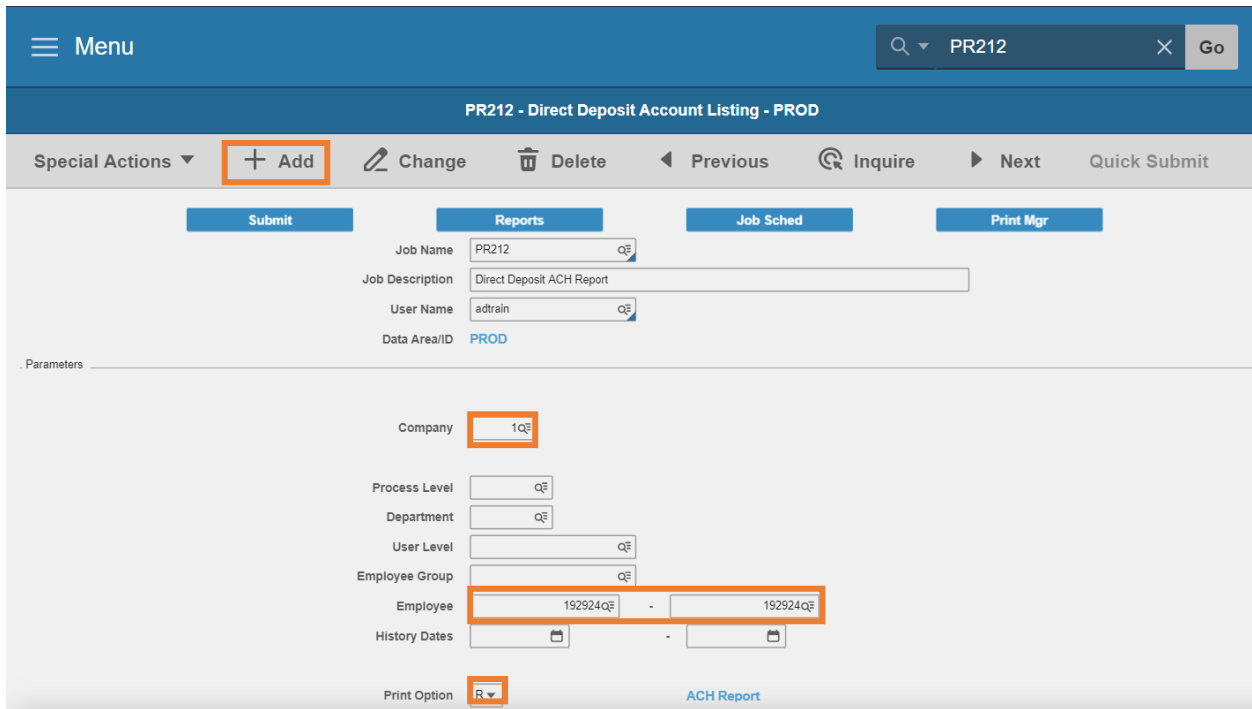
Create Report Parameters

The **Direct Deposit Account Listing PR212** report shows the date direct deposit accounts were created and the date of the last change. The report contains the user ID of the individual that made the changes. Changes made in Y.E.S. will display as W followed by the EIN i.e. W123456. Report does not display the details of the change.

1. Type **PR212** in search field, click **Go**

2. **Job Name:** Type a unique name for the report

3. **Job Description:** Type a detailed description of the report

4. **Company**: Type or select **1**

5. **Employee**: Type or select the **Employee Identification Number** in both boxes

6. **Print Option**: Type or select **R** ACH Report

7. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Example of Report Results

Report results in pdf format