

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

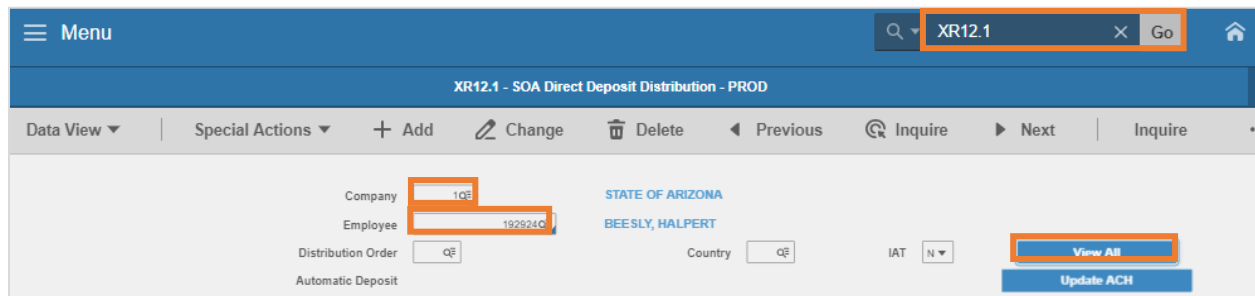
# Add a New Direct Deposit Account

## 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



The screenshot shows a web application interface for reviewing direct deposits. At the top, there is a search bar with 'XR12.1' entered and a 'Go' button. Below the search bar, the page title is 'XR12.1 - SOA Direct Deposit Distribution - PROD'. The interface includes a navigation menu with options like 'Data View', 'Special Actions', 'Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main content area displays the following information:

- Company: 100 (highlighted)
- Employee: 1929240 (highlighted)
- Distribution Order: 01 (highlighted)
- Automatic Deposit: (checkbox)
- Country: 01 (highlighted)
- IAT: N (dropdown)
- Buttons: 'View All' (highlighted) and 'Update ACH'

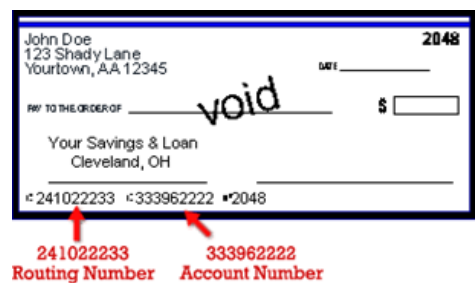
1. Type **XR12.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **View All:** To view prior distributions established on XR12.3 SOA Automatic Deposit Maintenance
  - If this is the employee's first distribution, 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
    - 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**
    - 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

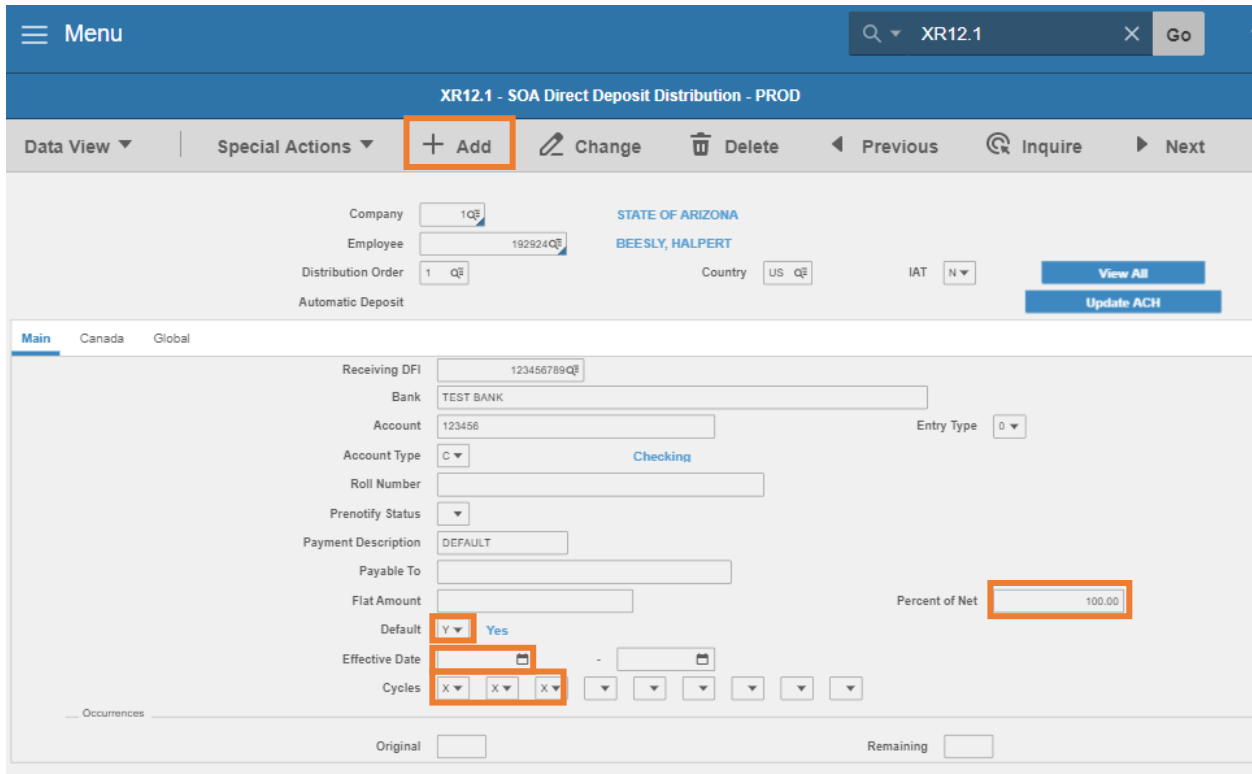
## Add Default Account

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**





Menu XR12.1 Go

XR12.1 - SOA Direct Deposit Distribution - PROD

Data View | Special Actions | **+ Add** | Change | Delete | Previous | Inquire | Next

Company: 1QE STATE OF ARIZONA  
 Employee: 192924QE BEESLY, HALPERT  
 Distribution Order: 1 QE Country: US QE IAT: N  
 Automatic Deposit View All Update ACH

Main Canada Global

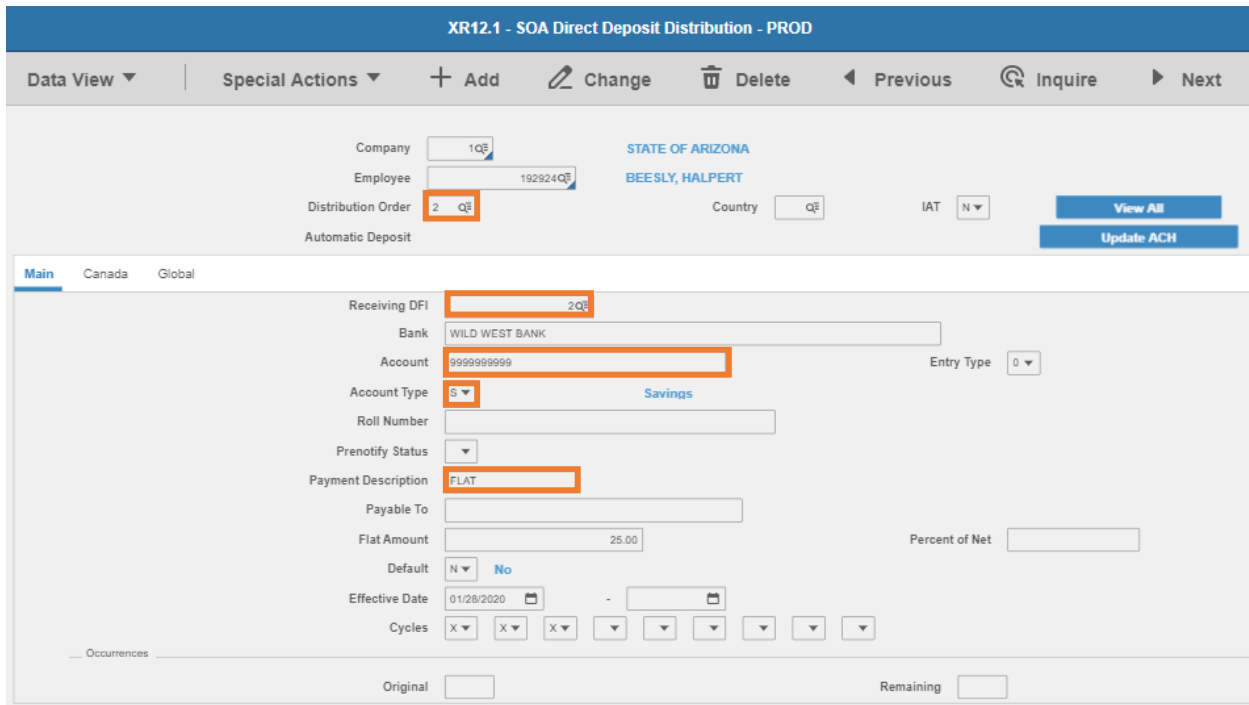
Receiving DFI: 123456789QE  
 Bank: TEST BANK  
 Account: 123456 Entry Type: 0  
 Account Type: C Checking  
 Roll Number:   
 Prenotify Status:   
 Payment Description: DEFAULT  
 Payable To:   
 Flat Amount:   
 Percent of Net: 100.00  
 Default: Y Yes  
 Effective Date:   
 Cycles: X X X  
 Occurrences:   
 Original:   
 Remaining:

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**

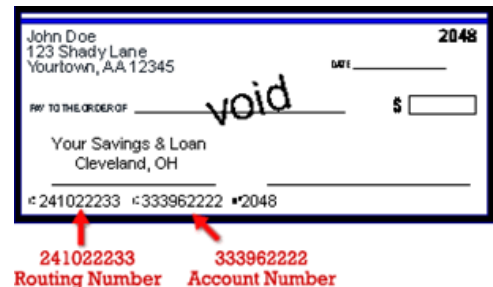
All new Direct Deposit accounts must go through the pre-notification process first. The Prenotify Status field must be set to the default of **N**. This must never be changed. The status will change to **P** after it has been verified with the bank. The status will change to **A** after monies have been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



**XR12.1 - SOA Direct Deposit Distribution - PROD**

Data View ▾ | Special Actions ▾ | **+ Add** |  Change |  Delete |  Previous |  Inquire |  Next

Company  STATE OF ARIZONA  
 Employee  BEEESLY, HALPERT  
 Distribution Order  Country  IAT   
 Automatic Deposit [View All](#)  
[Update ACH](#)

Main Canada Global

Receiving DFI   
 Bank   
 Account  Entry Type   
 Account Type  Savings  
 Roll Number   
 Prenotify Status   
 Payment Description   
 Payable To   
 Flat Amount  Percent of Net   
 Default  No  
 Effective Date  -   
 Cycles     
 Occurrences \_\_\_\_\_  
 Original  Remaining

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

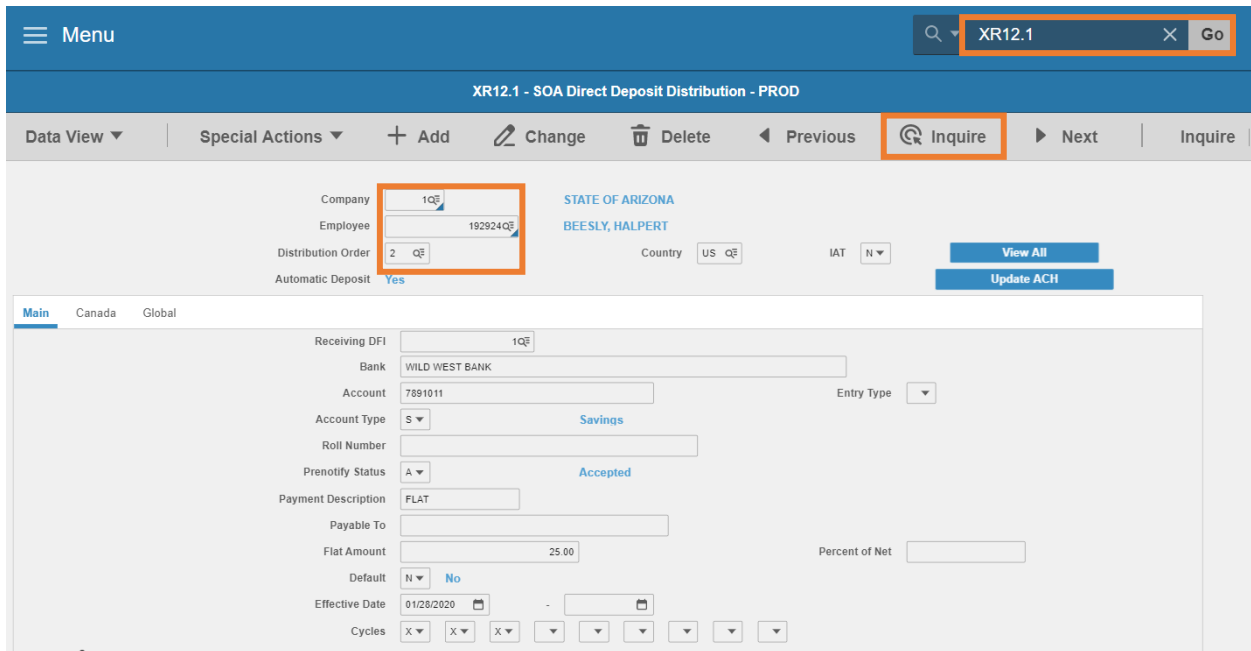
## Change the Cycles or Amount of non-default Account

Process to change the amount of an existing direct deposit.

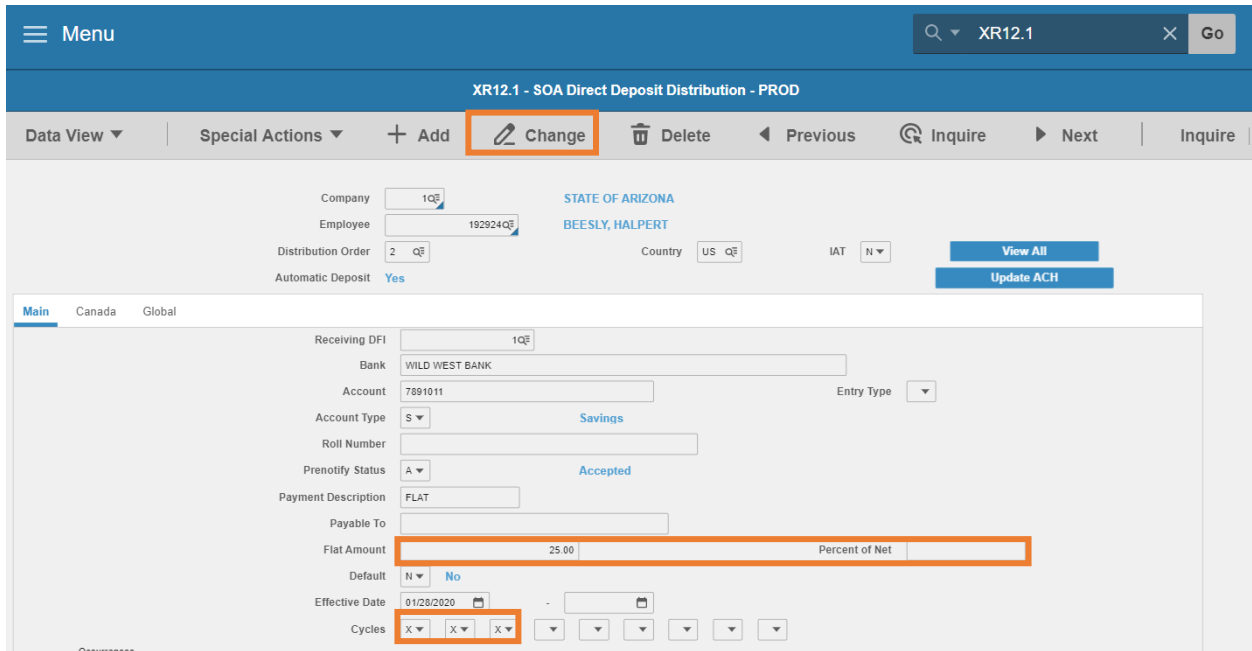
If the Employee requests a change to any of the following fields then the existing Direct Deposit must be stopped and a NEW Direct Deposit must be established. Follow training to **Add**

### Additional Accounts

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



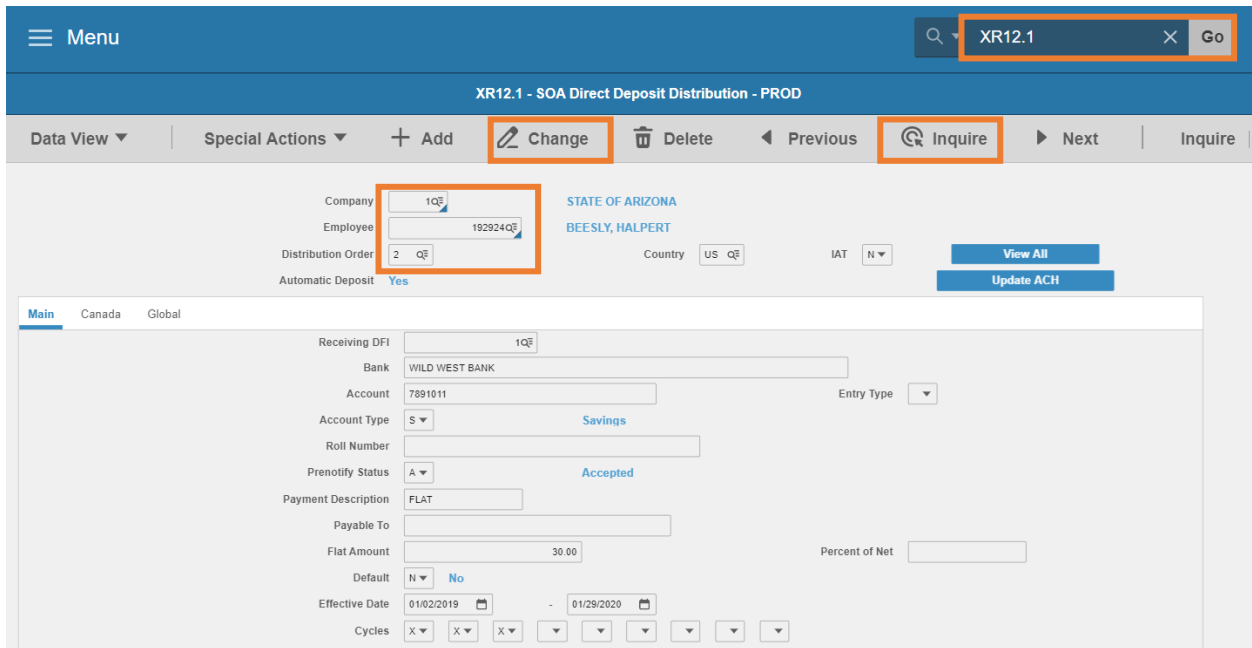
1. Type **XR12.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Distribution Order:** Type or select the **distribution order** to be changed
5. Click **Inquire**



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.



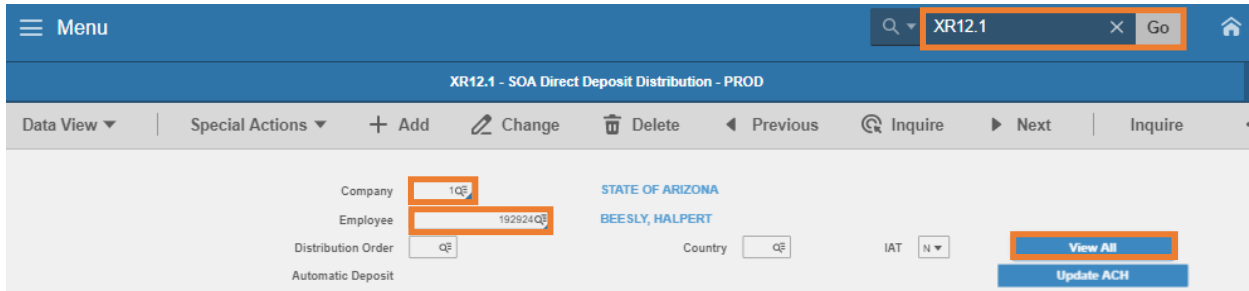
1. Type **XR12.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Distribution Order:** Type or select the **Distribution Order** to be stopped
5. Click **Inquire**

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.

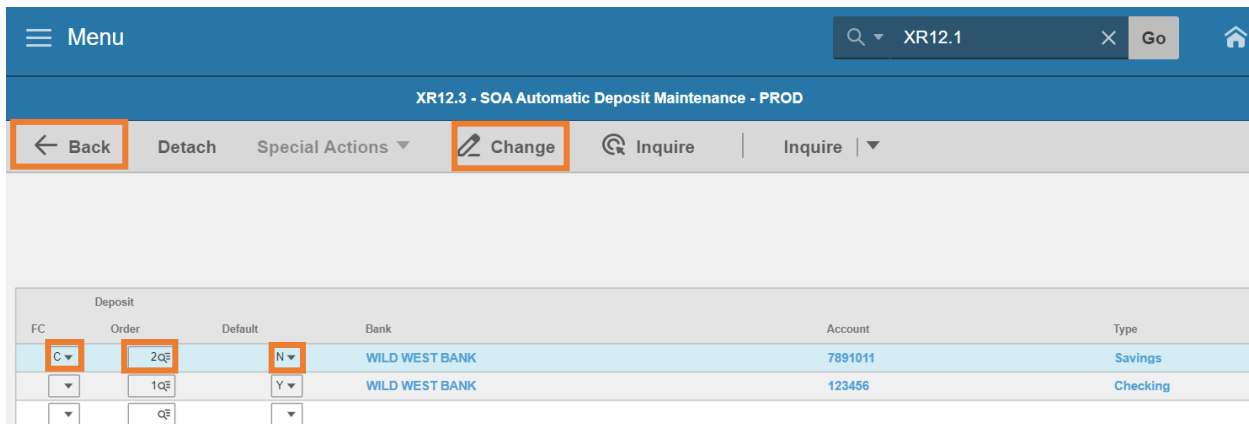
If an employee chooses to restart the Direct Deposit this is considered a new request. The Direct Deposit will need to be added as a new distribution order and must go through the pre-notification process.

## 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



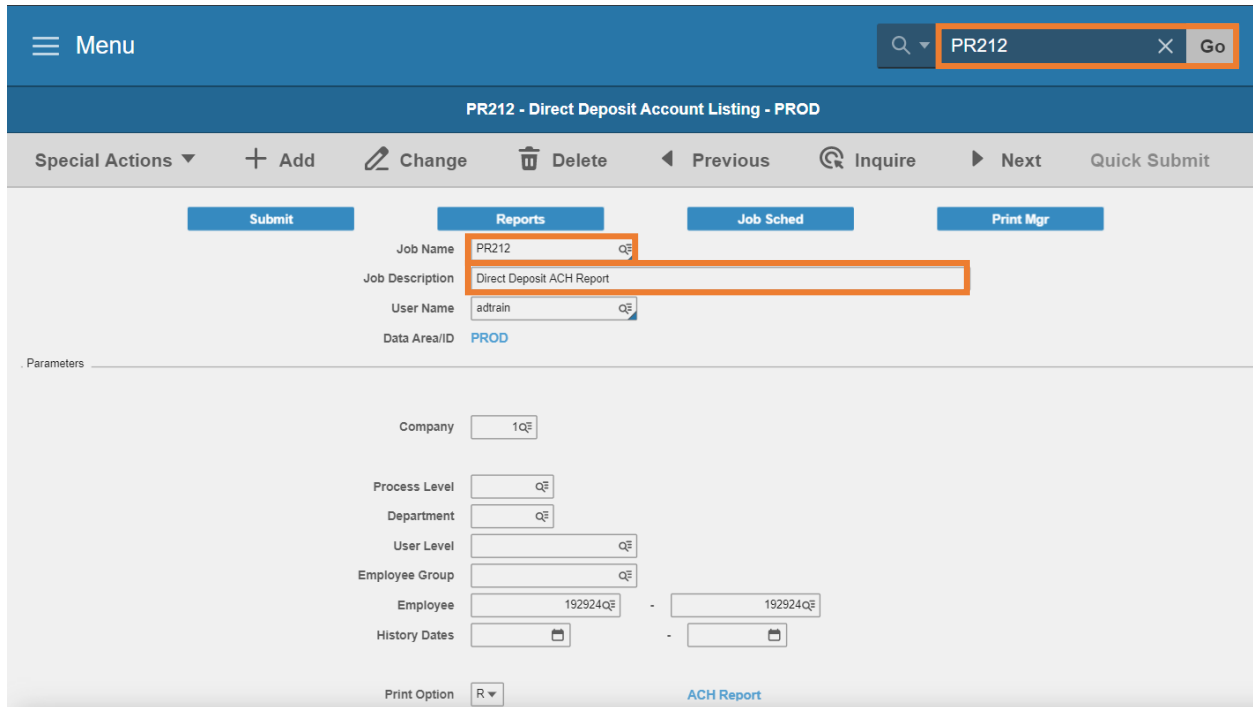
FC	Order	Default	Bank	Account	Type
C	2	N	WILD WEST BANK	7891011	Savings
	1	Y	WILD WEST BANK	123456	Checking

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

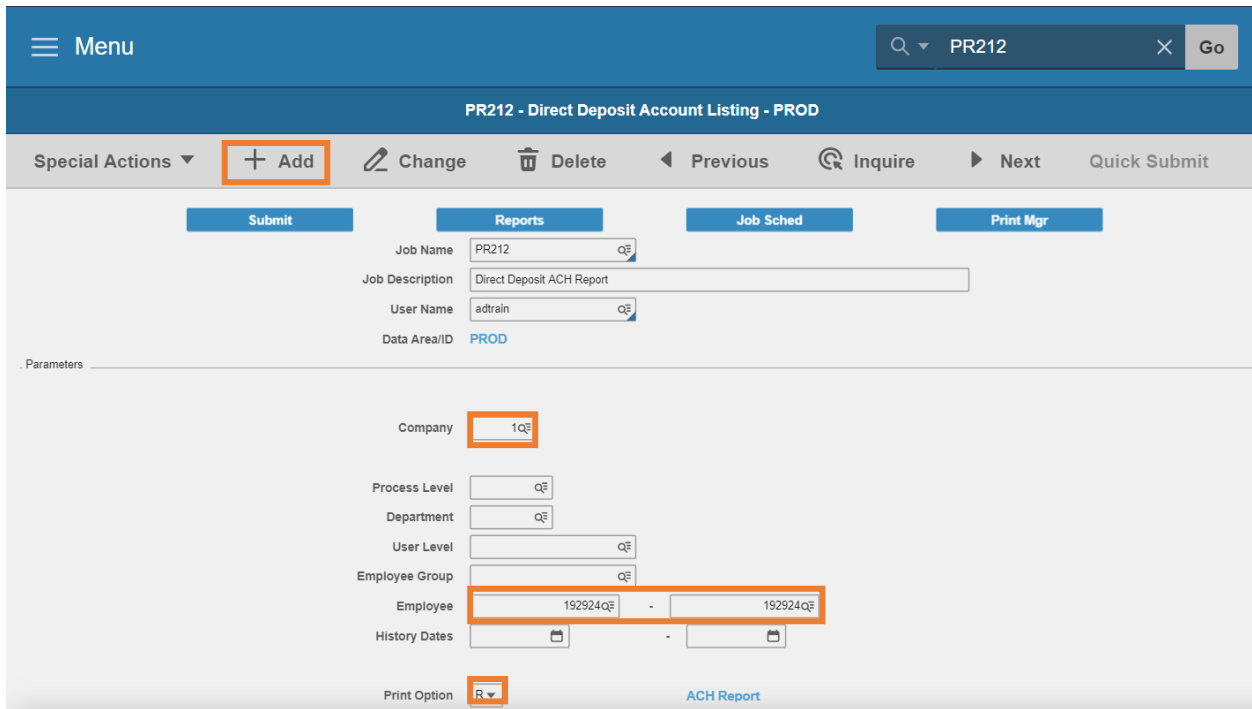
## Create Report Parameters

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.








The screenshot shows the HRIS system interface for creating a report. The search bar at the top contains 'PR212'. The 'Reports' tab is selected, and the 'Job Name' field is set to 'PR212' and 'Job Description' is 'Direct Deposit ACH Report'. Other fields include 'User Name' (adtrain), 'Data Area/ID' (PROD), 'Company' (10E), 'Process Level', 'Department', 'User Level', 'Employee Group', 'Employee' (192924QE), 'History Dates', and 'Print Option' (R). A blue 'ACH Report' button is visible at the bottom right.

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



Menu PR212

**PR212 - Direct Deposit Account Listing - PROD**

Special Actions ▾ **+ Add**  Change  Delete  Previous  Inquire  Next Quick Submit

**Submit** **Reports** **Job Sched** **Print Mgr**

Job Name

Job Description

User Name

Data Area/ID **PROD**

Parameters

Company

Process Level

Department

User Level

Employee Group

Employee   -

History Dates   -




Print Option   [ACH 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

☰ Menu
🔍 PR212 Go

**PR212 - Direct Deposit Account Listing - PROD**

Special Actions ▾
+ Add
 Change
 Delete
◀ Previous
 Inquire
▶ Next
Quick Submit

Submit

Job Name

Job Description

User Name

Data Area/ID PROD

Reports

Job Sched

Print Mgr

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

Direct Deposit Account Listing			
PR212	Date 01/29/20 Time 10:15	Company 1 STATE OF ARIZONA Direct Deposit Account Listing	Page 1
Employee	Name		
192924	BEESELY HALPERT		
Direct Dep Dist Order	02	Default Flag	N
Bank	WILD WEST BANK	Begin Date	01/28/20
Receiving DFI	000000001	End Date	
Account	7891011	Roll No	
Account Type	Saving	Deduction Cycles	X X X
Prenotify Status	Accepted	Occurrences	
Percent of Net	0.000	Original	0
Amount	30.00	Remaining	0
Payable to		Print Receipt	Yes
Create Date	01/28/20	Last Update Date	01/29/20
Create Time	15:29:26	Last Update Time	09:13:43
Create User		Last Update User	
Direct Dep Dist Order	01	Default Flag	Y
Bank	WILD WEST BANK	Begin Date	01/02/19
Receiving DFI	000000001	End Date	
Account	123456	Roll No	
Account Type	Checking	Deduction Cycles	X X X
Prenotify Status	Accepted	Occurrences	
Percent of Net	100.000	Original	0
Amount	0.00	Remaining	0
Payable to		Print Receipt	Yes
Create Date	01/29/20	Last Update Date	01/29/20
Create Time	09:26:45	Last Update Time	09:26:45
Create User		Last Update User	