



The Traffic Cone

“Guiding you over and around the bumps of your payroll journey”

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This is the first of a series of Traffic Cones this week relating to the “Final Push to 0 Warrants”.

As we discussed at the PHRUG and various communications throughout the summer, today is the day when we will identify all employees who have not yet elected an account for the auto deposit of their payroll and assign them an AccelaPay payroll debit card.

Cutoff for entry of banking information into the NIS Auto Deposit screen is **NOON** today. Please complete all data entry for auto deposit accounts by that time. The query will be processed and the report generated at 12:01. Anyone, not having a designated auto deposit account in NIS at that point, will appear on the report. This report will be formatted to US Bank’s data input file, encrypted and sent to US Bank for account setup.

US Bank will set up the accounts and reply with a verification report once this process is completed. Corrections and adjustments will be made as needed. When all corrections have been made and the file is free of errors, it will be forwarded to the Fargo, ND site for printing and mailing of the cards. Our intent is to have the cards printed and mailed tomorrow afternoon, Wednesday morning at the latest. Once mailed, it usually takes 2-3 days for delivery of the card. All recipients should receive their card by Saturday, Monday at the latest. This still allows time for activation of the card and use with payroll on Wednesday, September 23rd.

This is a fast track and I appreciate your cooperation and assistance as we head for the finish line. Let me know as soon as possible if you encounter any problems or glitches in the plan.

Thanks