

Employee Instructions - Auto Deposit
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Employee Instructions - Auto Deposit

Auto Deposit Overview

Enter automatic-deposit instructions for an employee who wants their paycheck deposited directly into one or more bank accounts. HR can enter bank instructions for an employee requesting their Employee Expense Reimbursement be electronically deposited to a bank account. On a daily basis the State Accounting Address Book section will process the banking instructions to update the Accounts Payable side of NIS.

An employee may choose to send their Payroll Check to several bank accounts and their Employee Expense Reimbursement to a different bank account. However, the Employee Expense Reimbursement on the Accounts Payable side may only accommodate one row of banking information.

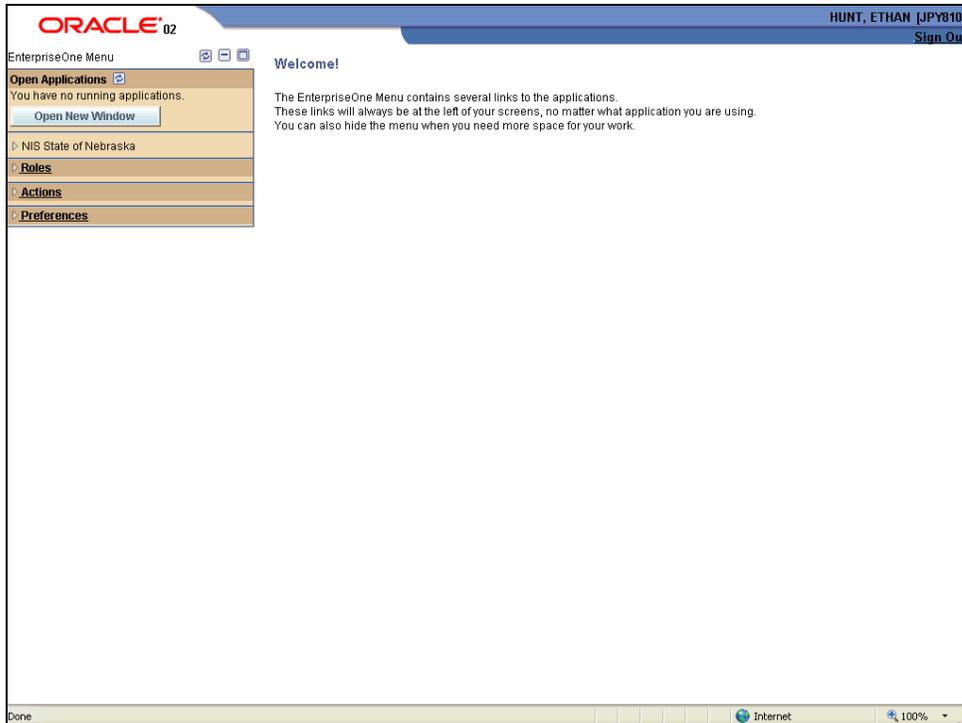
Auto Deposit Instructions for Direct Deposit and/or Employee Expense Reimbursement

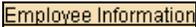
Procedure

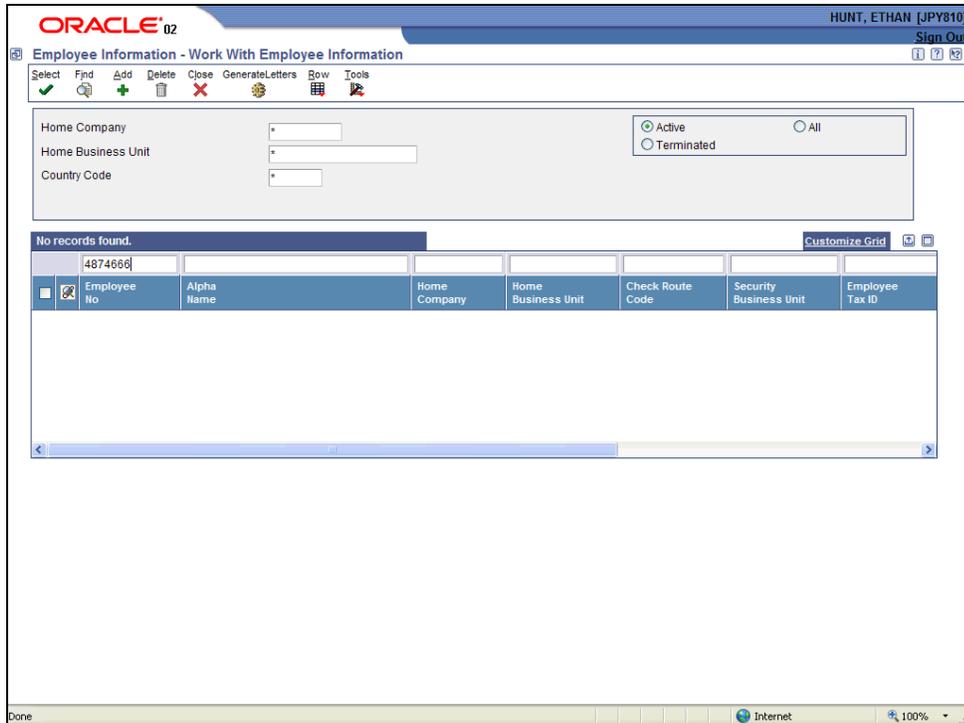
In this lesson you will learn how to enter information for auto deposit for direct deposit and employee expense reimbursement.

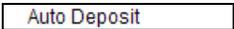
Training Guide

Employee Instructions - Auto Deposit



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.



Step	Action
6.	After entering your search criteria in the QBE line click the Find button. 
7.	Choose the employee by clicking the check box next to their record. 
8.	Click the Row button. 
9.	Click the Auto Deposit menu. 

Training Guide

Employee Instructions - Auto Deposit

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Automatic Bank Deposit Instructions

Employee Bank Information

Home Company: 10000 Home Business Unit: 650250
 Employee No.: 4874666 KENT, CLARK S
 Pre-Note Flag:

Records 1 - 1 Customize Grid

	Pay Start Date	Pay Stop Date	Bank Account	Bank Trnst No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
<input type="checkbox"/>													

Step	Action
10.	In the Pay Start Date field type the pay date on which this automatic deposit instruction should start.
11.	In the Pay Stop Date field type the pay date on which this automatic deposit instruction should stop, or leave this field blank for ongoing automatic deposit instructions. Note: For expense reimbursements, always enter the Pay Stop Date the same as the Pay Start Date.
12.	In the Bank Account field type the employee's bank account number.

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Employee Information - Automatic Bank Deposit Instructions

Employee Bank Information

Home Company: 10000 Home Business Unit: 650250
 Employee No.: 4874666 KENT, CLARK S
 Pre-Note Flag:

Records 1 - 2 Customize Grid

	Pay Start Date	Pay Stop Date	Bank Account	Bank Trnst No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
<input type="checkbox"/>	05/20/2009		123456789			22							

Step	Action
13.	<p>In the Bank Trnst No. (Bank Routing No.) field type the bank transit number for the financial institution where the account is located, or click Visual Assist to choose from a list of banks.</p> <p>Note: If the bank is not on the list, you will need to contact State Accounting to add it.</p> 

Training Guide

Employee Instructions - Auto Deposit



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Employee Information - Automatic Bank Deposit Instructions

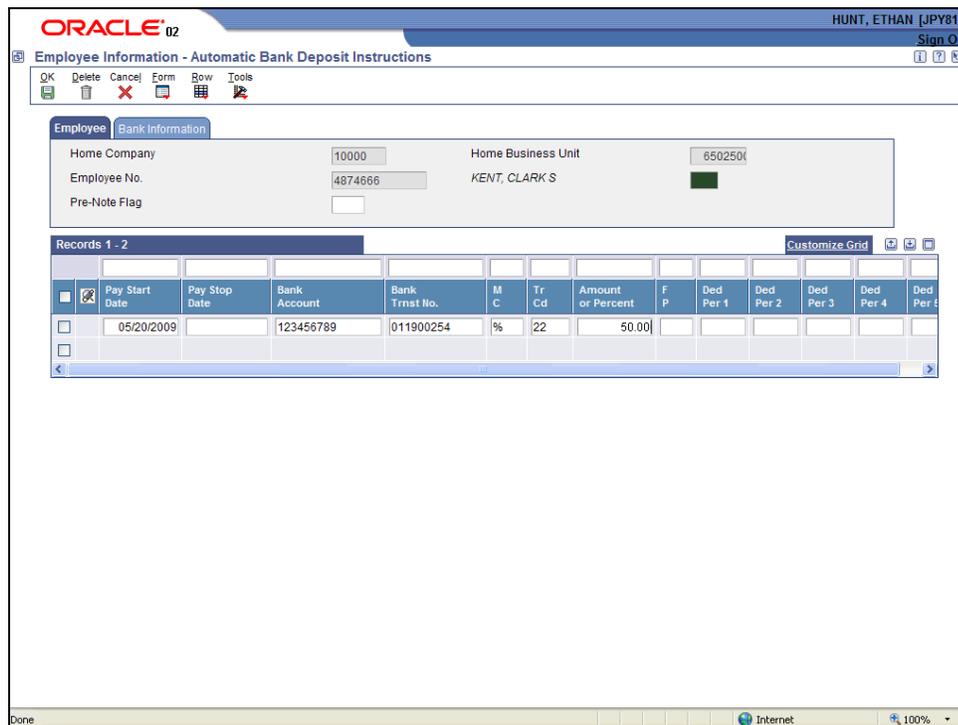
Employee Bank Information

Home Company: 10000 Home Business Unit: 650250
 Employee No.: 4874666 KENT, CLARK S
 Pre-Note Flag:

Records 1 - 2 Customize Grid

	Pay Start Date	Pay Stop Date	Bank Account	Bank Trnst No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
<input type="checkbox"/>	05/20/2009		123456789	011900254	22								

Step	Action
14.	<p>In the MC (Method Code) field type one of the following:</p> <p>\$ - A flat dollar amount is deposited. % - A % of net pay is deposited. R - Remainder to be electronically deposited. E - Expense Reimbursement</p> <p>Method Code \$ will take priority over Method Code %. An allocation with Method Code \$ will process before an allocation with Method Code %.</p> <p>Note: At least one of the instructions you enter for the employee must use Method Code R unless the only entry is E.</p>
15.	<p>In the Tr Cd field (Transaction Code) type 22 if it is a checking account or type 32 if it is a savings account.</p>
16.	<p>Amount or Percent - If you typed \$ in the MC field, type the dollar amount that should be allocated to this account. If you typed % in the MC field, type the percentage of net pay to be allocated to the account. If you typed R or E in the MC field, leave this field blank.</p> <p>Note: The system creates P in the Pre-Note Flag field.</p> <p>Note: Percent (%) uses the total net pay, including any net pay allocated via Amount (\$).</p>



Step	Action
17.	<p>In the F/P field enter an F or P. Putting a value of P in this field specifies that a partial amount can be generated for the financial institution indicated. A value of F specifies that if the full amount cannot be generated, the distribution to this financial institution will be ignored.</p> <p>Note: The F/P field applies only if the Method Code is \$ or %.</p>
18.	Repeat these steps for additional accounts.

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Employee Instructions - Auto Deposit



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Employee Information - Automatic Bank Deposit Instructions

OK Delete Cancel Form Row Tools

Employee Bank Information

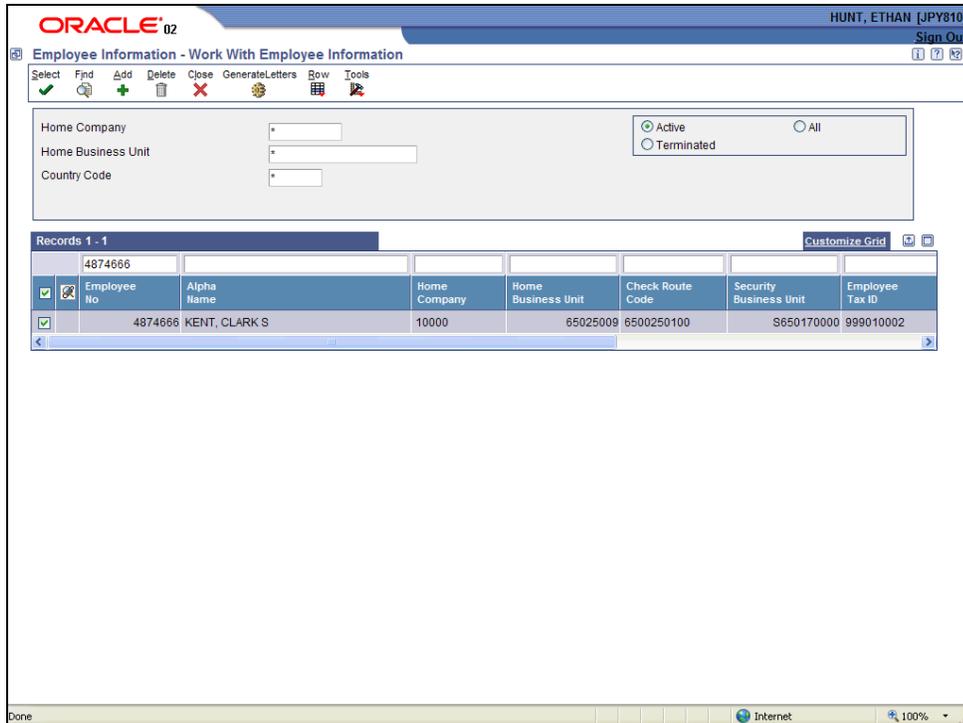
Home Company: 10000 Home Business Unit: 650250
 Employee No.: 4874666 KENT, CLARK S
 Pre-Note Flag:

Records 1 - 3 Customize Grid

	Pay Start Date	Pay Stop Date	Bank Account	Bank Trnst No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
<input type="checkbox"/>	05/20/2009		123456789	011900254	%	22	50.00	F	Y	Y	Y	Y	Y
<input type="checkbox"/>	05/20/2009		987654321	011900254	R	22							

Done Internet 100%

Step	Action
19.	When you are finished click the OK button. 



Step	Action
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.

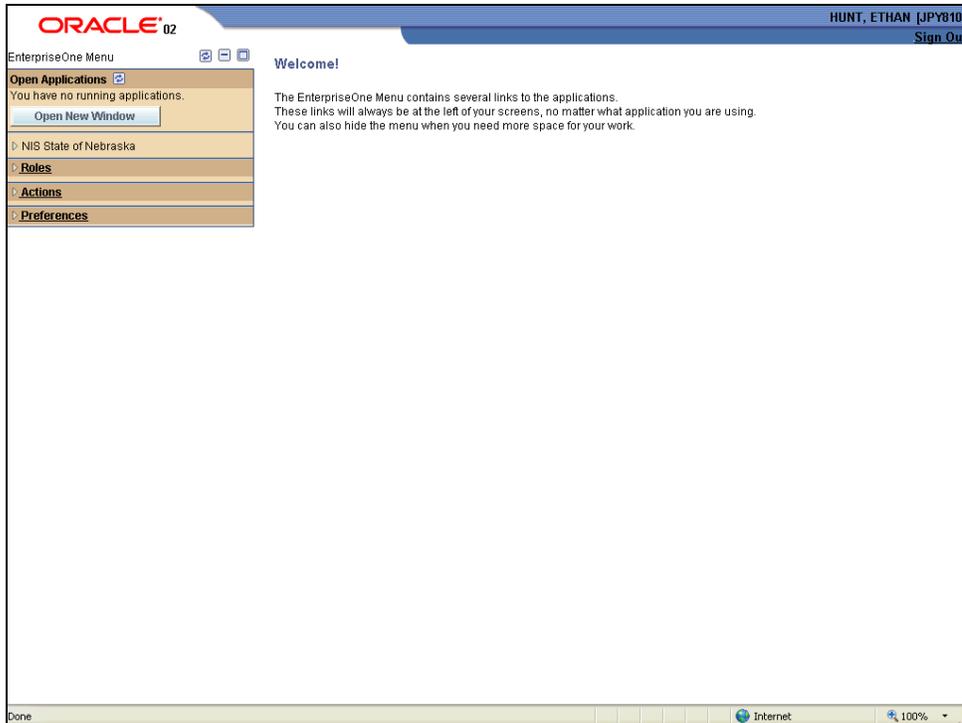
Stop Auto Deposit for Employee

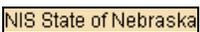
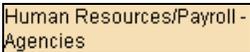
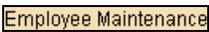
Procedure

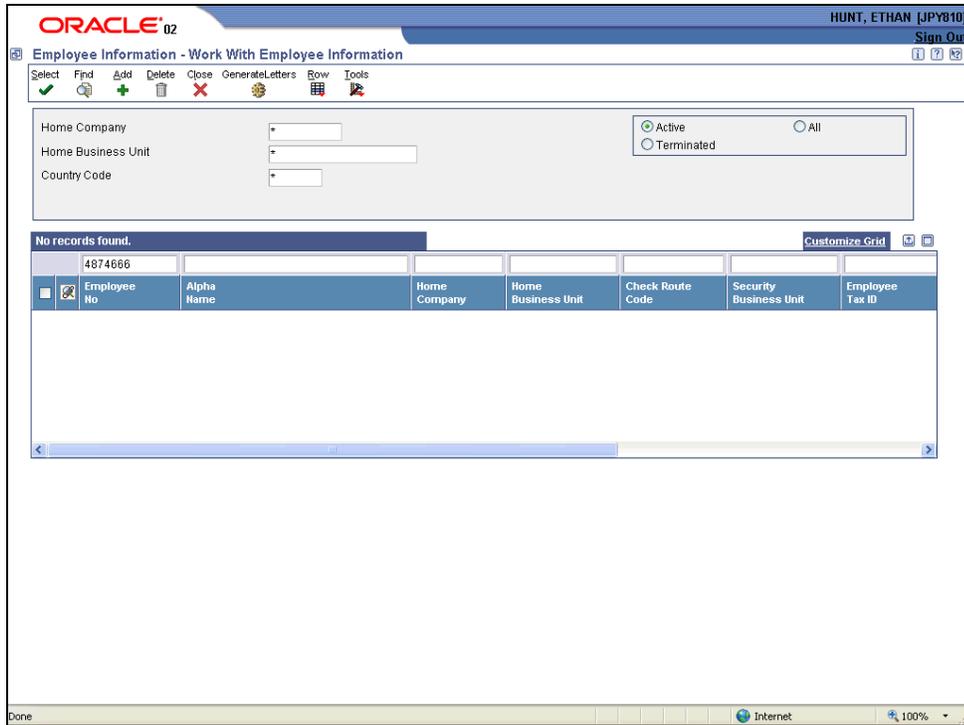
In this lesson you will learn how to stop auto deposit for an employee.

Training Guide

Employee Instructions - Auto Deposit



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.



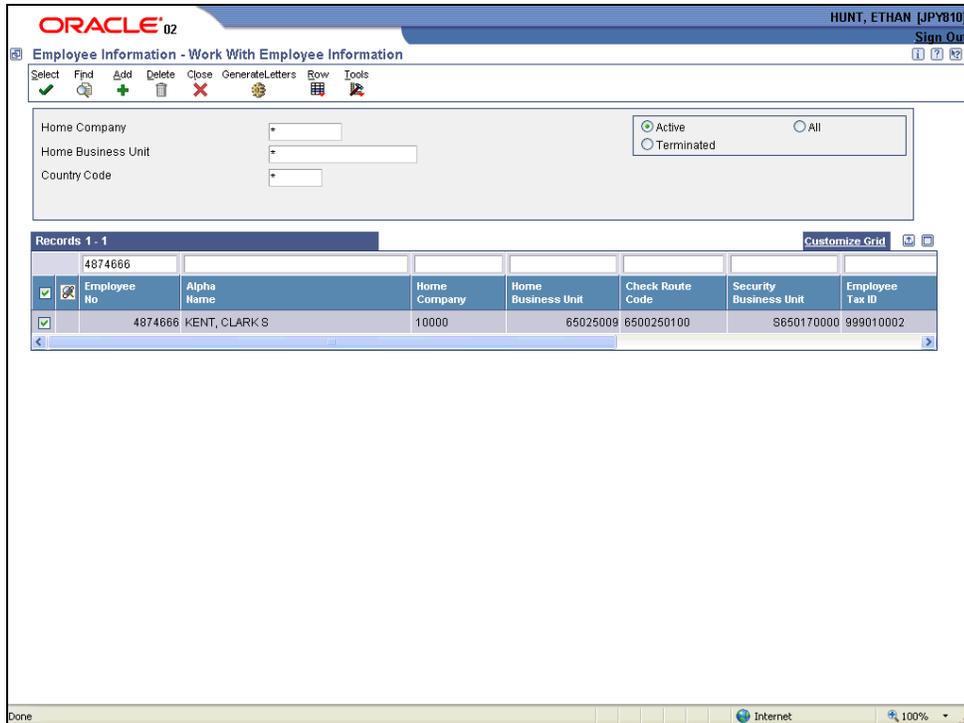
Step	Action
6.	After entering your search criteria in the QBE line click the Find button. 
7.	Choose the employee by clicking the check box next to their record. 
8.	Click the Row button. 
9.	Click the Auto Deposit menu. 

Training Guide

Employee Instructions - Auto Deposit

Pay Start Date	Pay Stop Date	Bank Account	Bank Trnst No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
05/20/2009		123456789	011900254	%	22	50.00	F	Y	Y	Y	Y	Y
05/20/2009		987654321	011900254	R	22		F	Y	Y	Y	Y	Y

Step	Action
10.	For any line which has a percent sign (%) or dollar sign (\$) in the MC field, simply enter a stop date in the Pay Stop Date field to remove the auto deposit instructions.
11.	For the line which has an R in the MC field, enter a stop date in the Pay Stop Date field.
12.	When you are finished click the OK button. 
13.	A “ Remainder Record Required ” error may appear. In order to keep history on the Auto Deposit screen complete the following steps.
14.	A new line must be entered. In the next blank line enter a date in the Pay Start Date field. The date must be greater than the stop date of the other lines.
15.	Enter " D " into the M C field.
16.	Click the OK button. 



Step	Action
17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.