

Employee Instructions - Auto Deposit
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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Employee Instructions - Auto Deposit

Auto Deposit Overview

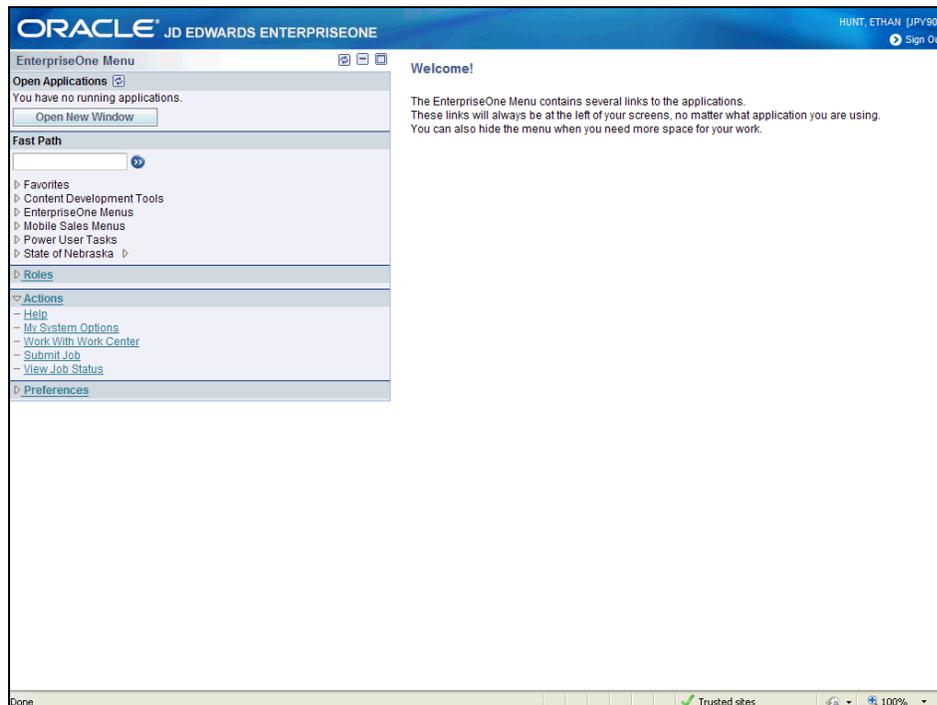
Enter automatic-deposit instructions for an employee who wants their paycheck deposited directly into one or more bank accounts. HR can enter bank instructions for an employee requesting their Employee Expense Reimbursement be electronically deposited to a bank account. On a daily basis the State Accounting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

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.



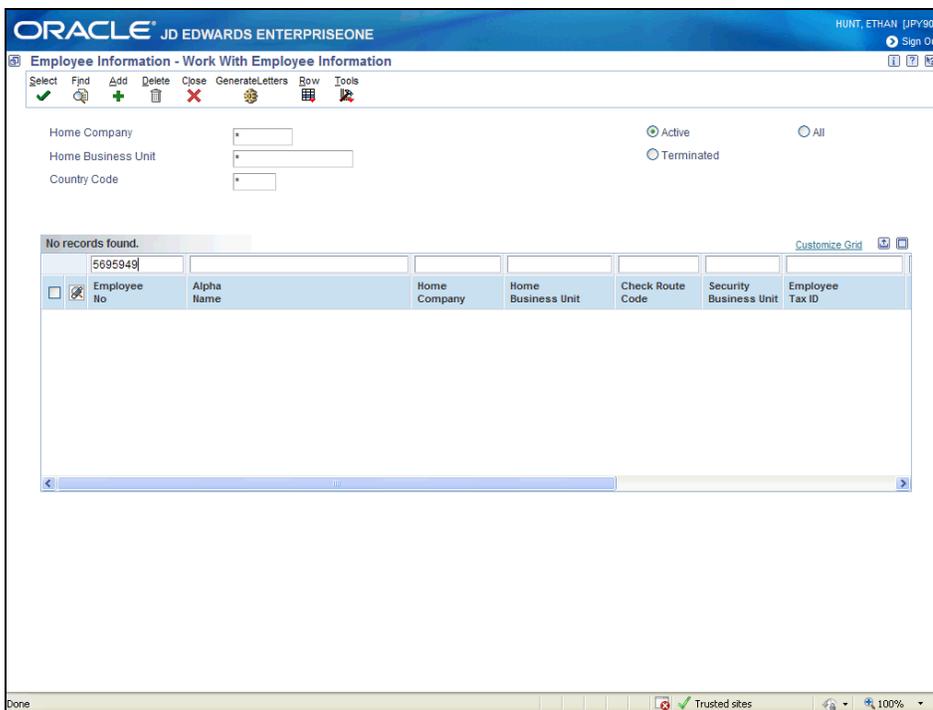
Step	Action
1.	Click the State of Nebraska link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">State of Nebraska</div>

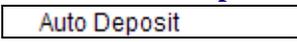
Training Guide

Employee Instructions - Auto Deposit



Step	Action
2.	Click the Human Resources 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. 

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Automatic Bank Deposit Instructions'. The top navigation bar includes 'ORACLE JD EDWARDS ENTERPRISEONE' and a user profile for 'HUNT, ETHAN (JPY900)'. The main window title is 'Employee Information - Automatic Bank Deposit Instructions'. Below the title bar are standard application controls like 'OK', 'Delete', 'Cancel', 'Form', 'Row', and 'Tools'. The form is divided into two tabs: 'Employee' and 'Bank Information'. The 'Employee' tab is active, showing fields for 'Home Company' (10000), 'Home Business Unit' (65025009), 'Employee No.' (5695949), and 'Pre-Note Flag' (P). The 'Bank Information' tab is also visible. Below the form fields is a grid titled 'Records 1 - 1' with columns for 'Pay Start Date', 'Pay Stop Date', 'Bank Account', 'Bank Trnst No.', 'M C', 'Tr Cd', 'Amount or Percent', 'F P', and 'Ded Per 1' through 'Ded Per 4'. The grid currently contains one row with empty fields. The bottom of the window shows a browser status bar with 'Done', 'Trusted sites', and a zoom level of 100%.

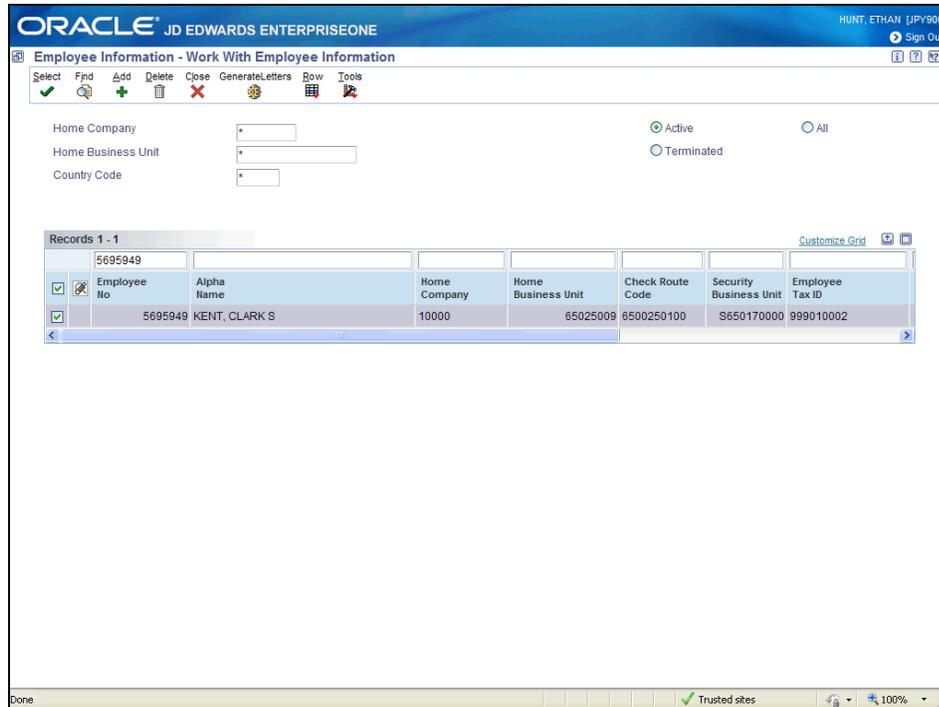
Step	Action
10.	In the Pay Start Date field type the pay date on which this automatic deposit instruction should start.
11.	Click in the Pay Stop Date field. <input type="text"/>
12.	In the Pay Stop Date field type the pay date on which this automatic deposit instruction should stop, or leave this field blank for ongoing automatic deposit instructions. Note: For expense reimbursements, always enter the Pay Stop Date the same as the Pay Start Date.
13.	Click in the Bank Account field. <input type="text"/>
14.	In the Bank Account field type the employee's bank account number.
15.	Click in the Bank Trnst No. field. <input type="text"/>
16.	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. Note: If the bank is not on the list, you will need to contact State Accounting to add it. 

Training Guide

Employee Instructions - Auto Deposit



Step	Action
17.	Click in the MC field. <input type="text"/>
18.	In the MC (Method Code) field type one of the following: \$ - A flat dollar amount is deposited. % - A % of net pay is deposited. R - Remainder to be electronically deposited. E - Expense Reimbursement Method Code \$ will take priority over Method Code %. An allocation with Method Code \$ will process before an allocation with Method Code %. Note: At least one of the instructions you enter for the employee must use Method Code R unless the only entry is E.
19.	Click in the Tr Cd field. <input type="text" value="22"/>
20.	In the Tr Cd field (Transaction Code) type 22 if it is a checking account or type 32 if it is a savings account.
21.	Click in the Amount or Percent field. <input type="text"/>
22.	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. Note: The system creates P in the Pre-Note Flag field. Note: Percent (%) uses the total net pay, including any net pay allocated via Amount (\$).
23.	Click in the F P field. <input type="text"/>
24.	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. Note: The F/P field applies only if the Method Code is \$ or %.
25.	Repeat these steps for additional accounts.
26.	When you are finished click the OK button. 



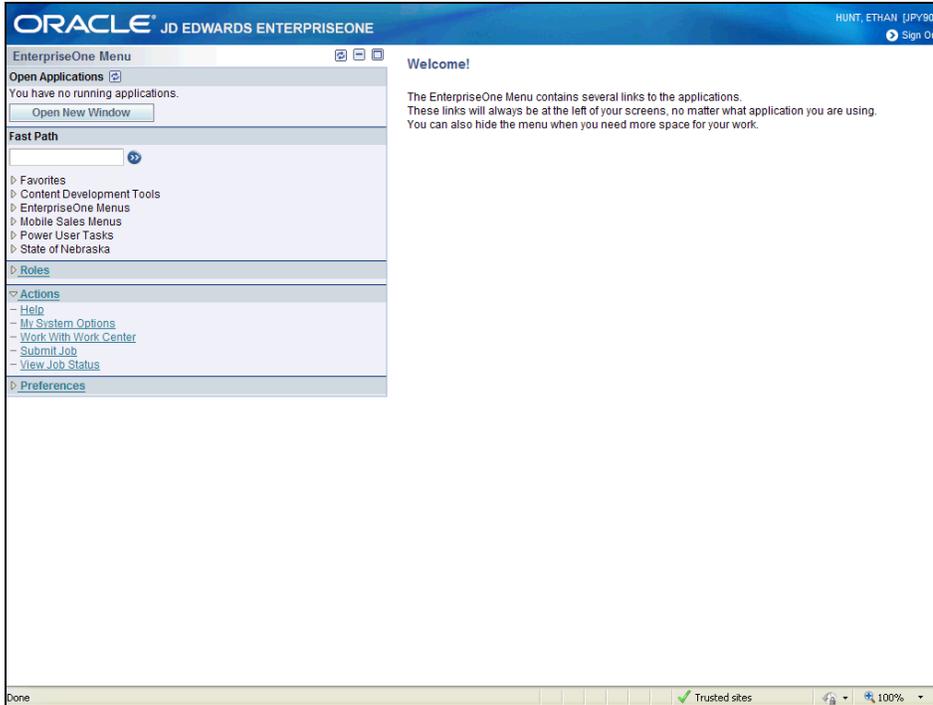
Step	Action
27.	Click the Close button. 
28.	You have successfully completed this lesson. End of Procedure.

Stop Auto Deposit for Employee Procedure

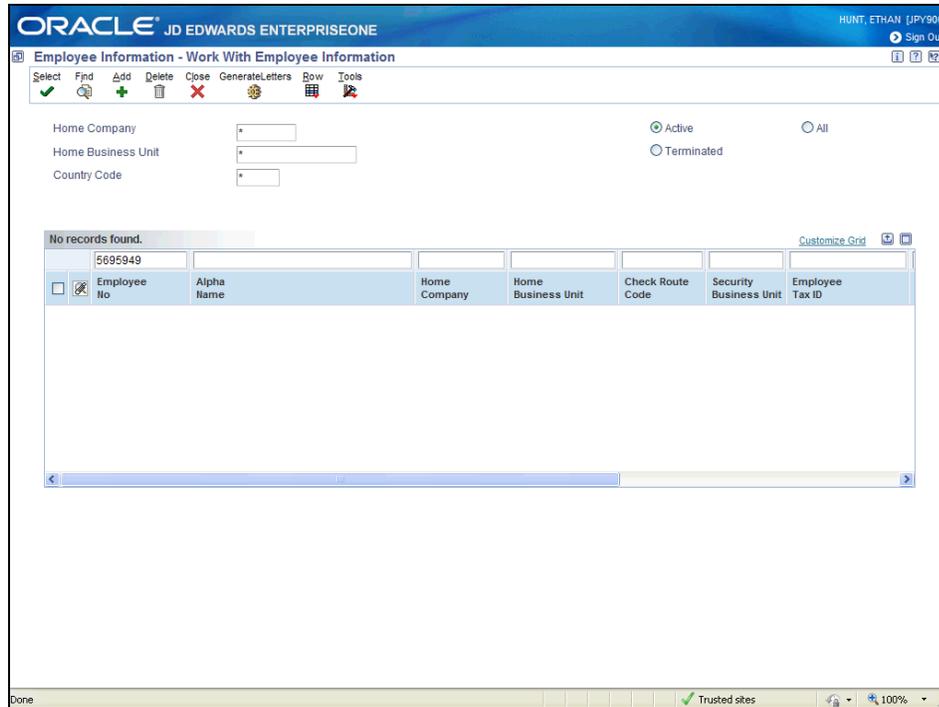
In this lesson you will learn how to stop auto deposit for an employee.

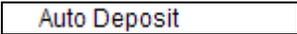
Training Guide

Employee Instructions - Auto Deposit



Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Human Resources link. <u>Human Resources</u>
3.	Click the Employee Maintenance link. <u>Employee Maintenance</u>
4.	Click the Employee Information link. <u>Employee Information</u>
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

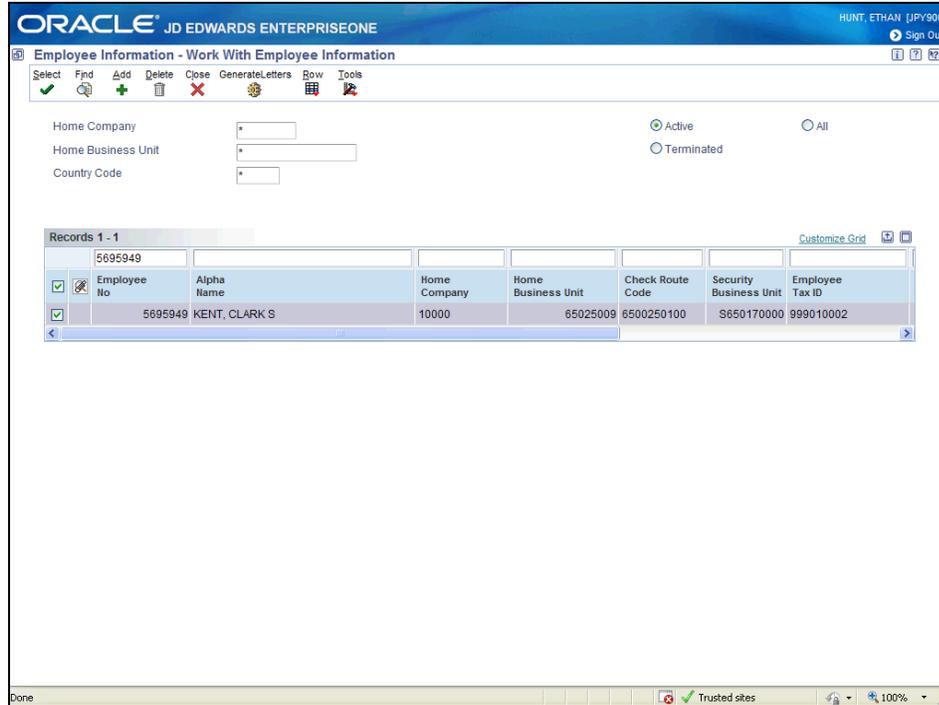
Employee Instructions - Auto Deposit

Employee Information - Automatic Bank Deposit Instructions

Home Company: 10000 Home Business Unit: 65025009
 Employee No.: 5695949 KENT, CLARK S
 Pre-Note Flag: P

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
02/10/2010		123456789	011900254	%	22	50.00	F	Y	Y	Y	Y	Y
02/10/2010		987654321	011000138	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 MC field.
16.	Click the OK button. 



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