

Employee Instructions – Automatic 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.

This work instruction shows how to

[Enter Employee Instructions for Auto Deposit and Employee Expense Reimbursement](#)

[Stop Employee Instructions for Auto Deposit](#)

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/>.

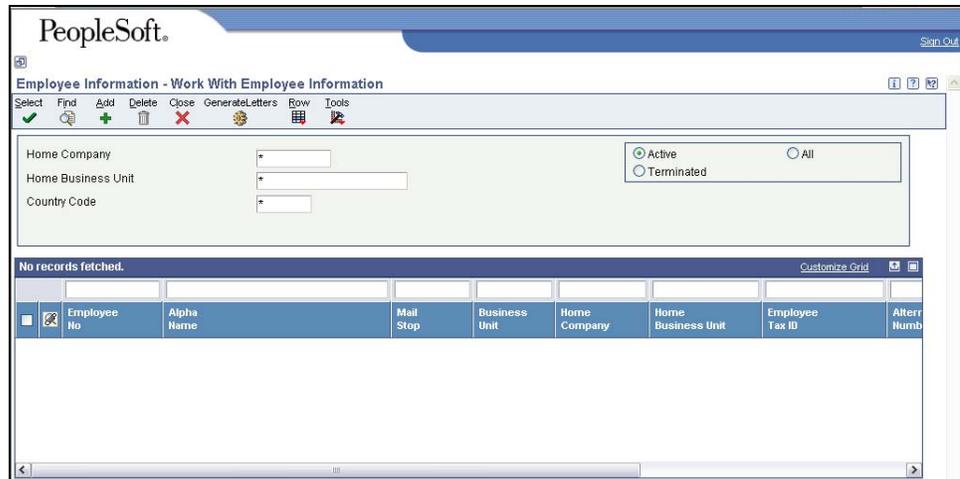
Navigation

Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

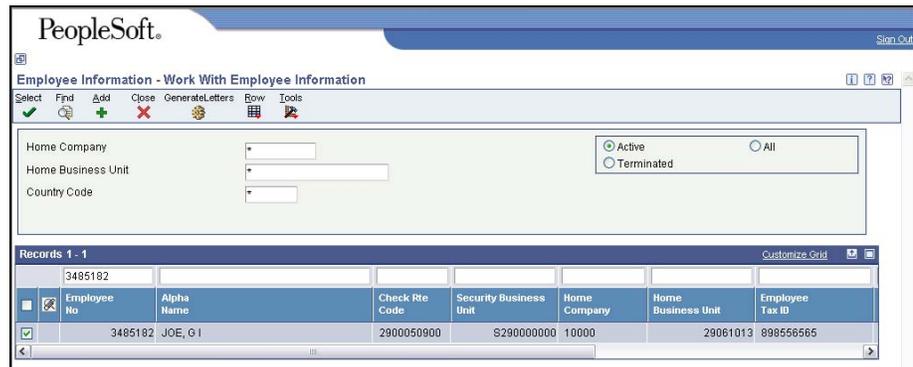
Steps

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

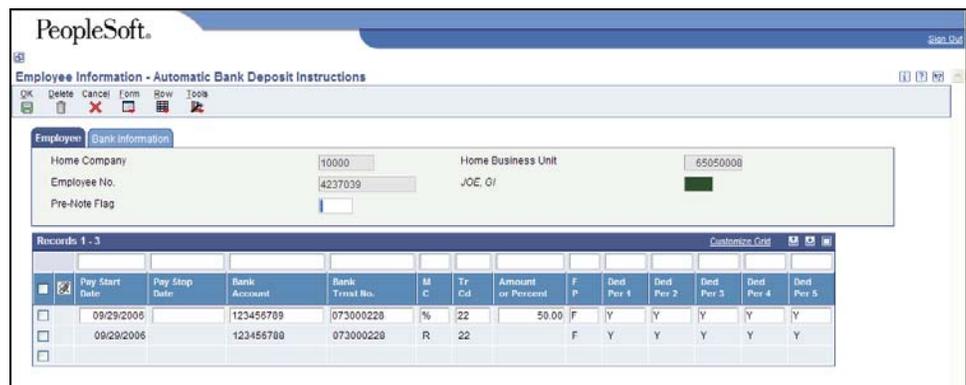
Start this instruction from the Employee Information – Work with Employee Information window.



1. Type the employee Address Book number in the Employee No field on the QBE line for whom you are entering automatic deposit instructions.
2. Click **Find** to display employee information.



3. Choose the employee on the grid by placing a checkmark to the left of the row.
4. Click **Row, Auto Deposit**. The Employee Information – Automatic Bank Deposit Instructions window appears.



5. Complete the following fields on the first blank line on the grid:
 - Pay Start Date – Type the pay date on which this automatic deposit instruction should start.

- Pay Stop Date – Type the pay date on which this automatic deposit instruction should stop, or leave this field blank for ongoing automatic deposit instructions. (Optional)
- ✎ **For expense reimbursements, always enter the Pay Stop Date the same as the Pay Start Date.**
- Bank Account – Type the employee’s bank account number.
- Bank Trnst No. (Bank Routing No.) – 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.

✎ If the bank is not on the list, you will need to contact State Accounting to add it.

- MC (Method Code) – 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 %.

⚠ At least one of the instructions you enter for the employee must use Method Code **R** unless the only entry is **E**.

- Tr Cd (Transaction Code) – Type **22** (checking); type **32** (savings).
- 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.

✎ The system creates **P** in the Pre-Note Flag field.

✎ Percent (%) uses the total net pay, including any net pay allocated via Amount (\$).

- “F/P” – 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.

✎ The F/P field applies only if the Method Code is \$ or %.

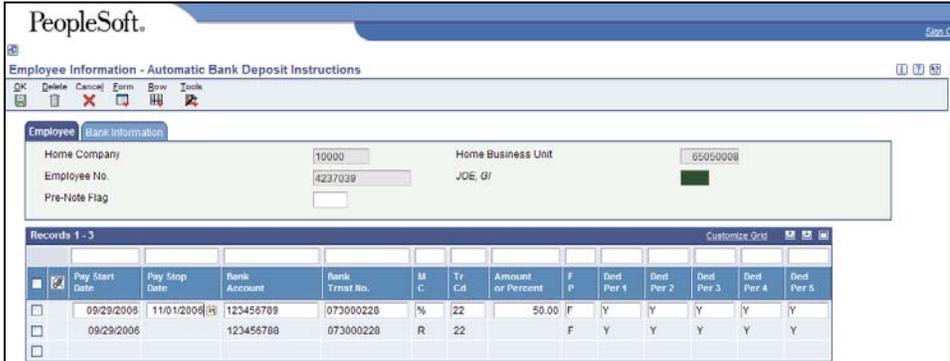
6. Repeat step 5 to add additional auto deposit allocations, or to add Method Code R.
7. Click **OK** to accept the information and return to the Work with Employee Information window.
8. To review the Auto Deposit Instructions for an employee, choose the employee and click **Row, Auto Deposit**. The Auto Deposit Instructions – Automatic Bank Deposit Instructions window appears.

 The system will process auto deposit instructions in the order they appear on the Auto Deposit Instructions screen. The allocation listed at the top of the grid will process first, then the allocation listed second, and so on until all allocations have attempted to process.

9. Click **Cancel** to return to the Work with Employee Information window.
10. Click **Close**.

Stop Employee Instructions for Auto Deposit

1. For any line of Auto Deposit instructions that have 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.

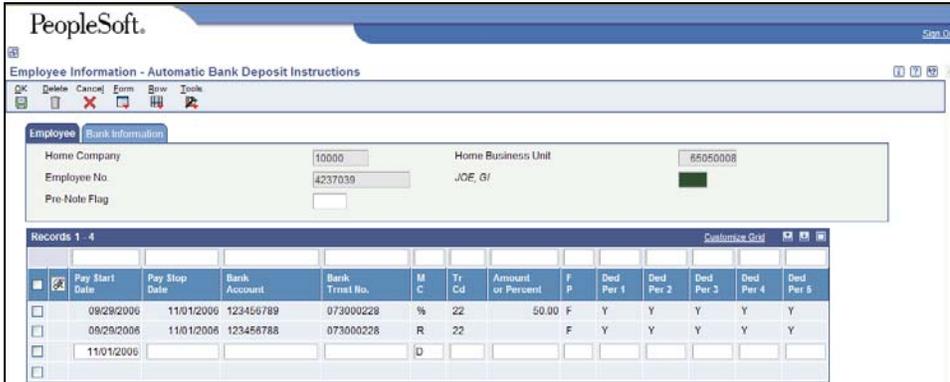


Pay Start Date	Pay Stop Date	Bank Account	Bank Trust No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
09/29/2006	11/01/2006	123456789	073000228	%	22	50.00	F	Y	Y	Y	Y	Y
09/29/2006		123456788	073000228	R	22		F	Y	Y	Y	Y	Y

2. For the line of Auto Deposit instructions that have an R in the MC field, enter a stop date in the Pay Stop Date field.

 A “Remainder Record Required” error may appear.

3. In order to keep history on the Auto Deposit screen and to clear the error, a new line must be entered. In the next blank line, complete the following fields:
 - Pay Start Date – enter a date greater than the stop date of the auto deposit
 - MC – enter D



Pay Start Date	Pay Stop Date	Bank Account	Bank Trust 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
09/29/2006	11/01/2006	123456789	073000228	%	22	50.00	F	Y	Y	Y	Y	Y
09/29/2006	11/01/2006	123456788	073000228	R	22		F	Y	Y	Y	Y	Y
11/01/2006				D								

4. Click **OK** to return to the Work with Employee Information window.
5. Click **Close**.