



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2007-12

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Update to Reverse Employee Check/EFT Procedures and Form

The attached procedure and form regarding reversals of ISIS HR employee payments has been revised. Please discard all prior versions and begin following the revised procedure and using the revised form.

If you have any questions about the updated procedure or form, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Laurie Lee	342-5377	Orneatha Wright	342-5357
Penny Jones	342-5354	Angela Woods	342-5345
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JWC:LAL/kmb

Attachments: 1. Reverse Employee Check/EFT procedures (R 9/22/06)
2. [Reverse Employee Check/EFT \(OSUP/F3\) form \(R 9/22/06\)](#)

Reverse Employee Check/EFT Procedures

R 9/22/06

The Reverse Employee Check/EFT (OSUP/F3) form is used when a payroll or off-cycle check/EFT has been issued in error. (Example: A change to the master data or a change to the time record reflects an overpayment occurred and a check/EFT needs to be reversed [voided] or reversed & reissued for a lesser amount).

- Some overpayments may require an employee to send a personal check or money order to correct the overpayment, or an agreement may be reached with the agency to recover the amount owed from future pay.
- Agencies must have approval from OSUP to recoup via check from an active employee. See OSUP Memos #2002-50 and #2004-35 and the rule on recoupment of overpayments published in the March 20, 2005 State Register.
- Agencies must correct all master data, time entry and/or bank data prior to OSUP processing the ISIS HR Reversal, OSUP/F3.
- Once it has been determined that this information has been corrected, OSUP will process the ISIS HR Reversal and contact the agency when it is okay to process the "Correction Check" (Employee Check or EFT) to produce the reissued check/EFT if applicable.

Note on EFT's: EFT reversals will only be processed by OSUP in certain situations for employee overpayments. Agencies must obtain OSUP's approval for this prior to submitting the Reverse form to OSUP. Refer to OSUP's Bank Reversal policy. In most cases, it takes 5 business days for OSUP to receive the bank credit. Consequently, the employee would not receive any funds due them until after this time.

Each agency is responsible for preparing OSUP/F3 forms and submitting these requests to OSUP for processing. It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed and will be returned to the agency for completion and/or correction. When possible, it is beneficial for the reverse transactions to clear in the same month that the original check/EFT was issued so that the monthly vendor payments are accurate.

Warning:

It is the agency's responsibility to monitor **Reverse** Check/EFT Requests on terminated employees. **The agency will accept responsibility for covering any deficit incurred due to the processing of Reverse Employee Check/EFT Requests.**

Reverse Employee Check/EFT Procedures

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The following procedures outline how to process a **Reverse and Reissue** transaction:

1. Write or stamp the word "VOID" over the signature on the face of the employee regular or off-cycle payroll check. Make a photocopy. If the check has been lost, stolen, or destroyed, a Stop Payment request must be prepared and submitted to OSUP. Refer to OSUP procedures for ISIS HR Stop Payments for additional information.
2. Prepare a **Reverse Employee Check/EFT (OSUP/F3)** form by completing the following fields:
 - a. Employee Name
 - b. Employee Personnel No.
 - c. Personnel Area Number
 - d. Payment method (C or T)
 - e. Payment number
 - f. Payment date
 - g. Net Amount
 - h. Does employee have a garnishment, credit union deduction, or deferred compensation deduction?
 - i. Is employee terminated? Date? Is employee deceased? Date?
 - j. Reason for request (must provide specific details for an overpayment)
 - k. Prepared by
 - l. Phone number

Note: Agencies are permitted to FAX (225-219-4432) in the **Reverse Employee Check/EFT (OSUP/F3)** requests ONLY for an EFT reversal since no check is being submitted.

3. Before a new check/EFT can be **Reissued** to the employee, the agency must complete all necessary corrections to the employee's master data, time records and/or bank data and OSUP must complete the ISIS HR Reversal.
4. Submit to OSUP the **Reverse Employee Check/EFT (OSUP/F3)** form along with a copy of the remuneration statement (required backup) by the daily deadline of 10:00 a.m. Retain a copy of the request and the check or appropriate documents in your agency's Reverse and Reissue Employee Check/EFT Suspense file.
5. OSUP will complete the **Reverse** process by 2:00 p.m. of the business day following the receipt of the request and/or receipt of funds.
6. Agencies must view the employee's payroll history to determine when the **Reverse** has been completed by using transaction code ZPUOC_10A and drilling down on the information button on the appropriate transaction. Once the agency has verified that the **Reverse** process has been completed, copies may be removed from the Suspense file following agency policy.

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7. After both the correction and **Reverse** process has been completed, the agency must perform the "Correction Check" (check or EFT) process in the ISIS HR system to generate the employee off-cycle payment. If the off-cycle correction check is not processed, the payment will generate in the next regular payroll processing. **Refer to the ISIS HR Online Documentation System for step by step instructions on this process.** The off-cycle check/EFT will be printed/transmitted by OSUP the next business day following the agency's completion of the "Correction Check" (check or EFT) process. Checks will be mailed directly to the employee.

Note: The off-cycle **Reissue** check/EFT cannot be produced in ISIS HR until OSUP has completed the **Reverse** process.