



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-16

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Main Bank Details Changed to a Check Upon Separation

Beginning October 4, 2007, separated employees' Infotype 9 (IT9) Main Bank will automatically be changed to a payment method of "check" effective 30 days after separation. OSUP has requested this change to alleviate the number of dollar returns received for separated employees that are caused by account closures and retro relevant activity.

After a separation action has been entered, the nightly delimit job will check the employee's IT9 record and take the following action:

- If the current Main Bank record on IT9 is a Check (C) payment method, then no further action will be taken.
- If the current Main Bank record on IT9 is a Transfer (T) payment method, then the system will calculate a date that is 30 days from the entry date of the separation action or 30 days from the effective date of the separation action, **whichever is greater**. The system will use the last day of that pay period to create the new IT9 "check" Main Bank record and it will delimit the old IT9 "transfer" record the last day of that pay period minus one.

Agencies should ensure separation actions are entered in ISIS HR in a timely manner.

If an employee is rehired by an ISIS HR Paid agency within 30 days of the separation action, the agency should ensure that the new Bank Details record that was created and inserted during the rehire action is used by extending the "To Date" to 12/31/9999, which will overwrite the Check (C) record.

If you have any questions on how to correct ISIS HR data, please contact the ISIS HR Help Desk at (225) 342-2677. For all other questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

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JWC:ASW