



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 19, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-07

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Employee Bank Information Corrections for Direct Deposit

Employees paid through Direct Deposit must have accurate bank detail information entered in ISIS HR to ensure timely deposits to their account. The three most common incorrect items that may cause a delay in payment are incorrect employee account number, incorrect routing number (bank key) and incorrect account type (bank control key).

The Office of State Uniform Payroll (OSUP) processes a daily report that lists employees that have incorrect bank data in ISIS HR and the correct information that has been received from their financial institution. **This information must be corrected in ISIS HR prior to the next payment transaction.**

In order for agencies to correct this information, OSUP will email this report daily in an Excel spreadsheet format. Agencies will be responsible for updating this information in a timely manner to make certain the information is correct for the next payroll or off-cycle payment.

Attached is a form that must be completed and returned to our office by **July 23, 2001** to provide email addresses and other important information for **two** contacts at your agency. If your department is responsible for maintaining employees' bank detail information for multiple agencies, list all agency names and numbers on one form with the contact information for those agencies. The form must be signed by a Dept Head/Agency Director to indicate the contact people listed are authorized to receive this information in an email attachment. Also attached is a sample of the report you might receive and a description of the information that could be seen on the report.

If you have any questions about the form, report or the information in this memorandum, please contact a member of the Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	Ralph Noland	342-5377
Angel Vernon	342-5344		

JWC:PAR/kmb

Attachments:

[Contact Information Form \(OSUP/F26\)](#)

[Sample EFT Correction Report](#)

**OFFICE OF STATE UNIFORM PAYROLL
EFT CONTACT INFORMATION**

AGY _____ **AGENCY NAME** _____

TO: Jena W. Cary, Director
Office of State Uniform Payroll
1051 North Third Street, Rm. 132-B
Baton Rouge, LA 70802

The Two (2) Contact Personnel Listed Below are Authorized to Receive EFT Report via Email:

<u>ADD</u> <u>CHANGE</u> <u>DELETE</u>	NAME	TITLE	INTERNET E-MAIL ADDRESS	SIGNATURE	PHONE NO. (include area code)	FAX NO. (include area code)

EFFECTIVE DATE OF CHANGE: _____

AUTHORIZED BY: _____

PAGE ____ **of** ____

SIGNATURE: _____

TITLE: _____

PAYROLL ACH RETURN REPORT - DAILY RUN DATE MM/DD/YY

Pers. Area	Org. Unit	EE Group	EE Subgrp	Pers SArea	Per. Num.	Emp SSN	Emp Name	Corr Code	Error	Corr Info	Amt Returned	Eff Date	COMMENTS
1111	22222222	X	33	4444	88888888	123456789	JANE DOE	C01	INCORRECT EMPLOYEE ACCOUNT NUMBER	999999999	0.00	MM/DD/YY	CHANGE EMPLOYEE'S ACCOUNT NUMBER TO THE NUMBER THAT IS REPORTED IN THE "CORR INFO" COLUMN
2222	33333333	Y	44	5555	77777777	321549876	JOHN DOE	C02	INCORRECT FINANCIAL INSTITUTION NUMBER	111111111	0.00	MM/DD/YY	CHANGE THE BANK KEY TO THE NUMBER THAT IS REPORTED IN THE "CORR INFO" COLUMN
3333	44444444	Z	55	6666	55555555	987654321	JUNIOR DOE	C05	INCORRECT ACCOUNT TYPE	88	0.00	MM/DD/YY	CHANGE BANK CONTROL KEY TO EITHER A 01* FOR CHECKING OR A 02** FOR SAVINGS

*FOR INCORRECT ACCOUNT TYPE ERRORS ONLY: WHEN THE 2 DIGIT NUMBER IN THE "CORR INFO" COLUMN BEGINS WITH THE NUMBER 2, BANK CONTROL KEY SHOULD BE "01" IN ISIS HR

**FOR INCORRECT ACCOUNT TYPE ERRORS ONLY: WHEN THE 2 DIGIT NUMBER IN THE "CORR INFO" COLUMN BEGINS WITH THE NUMBER 3, BANK CONTROL KEY SHOULD BE "02" IN ISIS HR