



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

August 24, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2007-05

TO: All ISIS HR Paid Agencies
FROM: Jena W. Cary
Director
SUBJECT: Bank Detail Warning Message

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 entries that may cause a delay in payment are incorrect employee account number, incorrect routing number (bank key) and incorrect account type (bank control key).

Agencies **must not** save a new or updated bank record in ISIS HR when the **warning message “bank marked for deletion”** is received. This warning message means the bank routing number (bank key) entered is no longer valid for direct deposit, and any funds sent using this routing number will be returned to the Office of State Uniform Payroll (OSUP). If this warning message is received, agency personnel should immediately contact the employee and advise them to contact their financial institution for correct routing number information.

NOTE: When employees enter a routing number that is no longer valid in LEO, they do not receive a warning message, but they are not able to save the information.

If you have any 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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|-----------------|----------|-------------|----------|
| Angel Vernon | 342-5344 | Penny Jones | 342-5354 |
| Angela Woods | 342-5345 | Laurie Lee | 342-5377 |
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JWC:LAL