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

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:

<table>
<thead>
<tr>
<th>ADD</th>
<th>NAME</th>
<th>TITLE</th>
<th>INTERNET E-MAIL ADDRESS</th>
<th>SIGNATURE</th>
<th>PHONE NO. (include area code)</th>
<th>FAX NO. (include area code)</th>
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EFFECTIVE DATE OF CHANGE: ______________________  

AUTHORIZED BY: _________________________________

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<td>1111</td>
<td>22222222</td>
<td>X</td>
<td>33</td>
<td>4444</td>
<td>88888888</td>
<td>123456789</td>
<td>JANE DOE</td>
<td>C01</td>
<td>INCORRECT EMPLOYEE ACCOUNT NUMBER</td>
<td>999999999</td>
<td>0.00</td>
<td>MM/DD/YY</td>
<td>CHANGE EMPLOYEE’S ACCOUNT NUMBER TO THE NUMBER THAT IS REPORTED IN THE &quot;CORR INFO&quot; COLUMN</td>
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<td>2222</td>
<td>33333333</td>
<td>Y</td>
<td>44</td>
<td>5555</td>
<td>77777777</td>
<td>321549876</td>
<td>JOHN DOE</td>
<td>C02</td>
<td>INCORRECT FINANCIAL INSTITUTION NUMBER</td>
<td>111111111</td>
<td>0.00</td>
<td>MM/DD/YY</td>
<td>CHANGE THE BANK KEY TO THE NUMBER THAT IS REPORTED IN THE &quot;CORR INFO&quot; COLUMN</td>
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<td>3333</td>
<td>44444444</td>
<td>Z</td>
<td>55</td>
<td>6666</td>
<td>55555555</td>
<td>987654321</td>
<td>JUNIOR DOE</td>
<td>C05</td>
<td>INCORRECT ACCOUNT TYPE</td>
<td>88</td>
<td>0.00</td>
<td>MM/DD/YY</td>
<td>CHANGE BANK CONTROL KEY TO EITHER A 01* FOR CHECKING OR A 02** FOR SAVINGS</td>
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*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

memo-2002-07attachment2