

AUTOMATIC DEPOSIT CHANGE

P-1 Type 249 Automatic Deposit Change

Requires Approvals by: PA PAYL

Pay Period Frequency: Recurring each pay period until another P-1 is written/processed.

Use this P-1 to start, stop or change an employee's direct deposit banking information. It is critical that this information is correct, otherwise the employee's net pay may be delayed due to banking errors.

Always have the employee complete the 4-part Payroll form called 'Agreement for Automatic Deposits'. This form is not available via the DAS web site. The automatic deposit agreement form found on the DAS web site is for use by non-employees, for payments through the I/3 financial system. This web form is not to be used for payroll purposes.

Write the P-1 number and pay period effective date on the bottom of the original form. Send the completed, (all applicable boxes and blanks filled out) original form with a voided check or copy of a voided check (not deposit slip since the routing number may different than what is on the check) to Centralized Payroll, for P-1 approvals at PAYL level. There are copies for the Employing Department (to be put in the employee's personnel file), Financial Institution and Employee (both the Financial Institution and Employee copy may be given to the employee, as most financial institutions no longer require their copy).

Note that when a direct deposit P-1 action is initially started for an employee, there is a pre-note process that occurs through Payroll processing. After the P-1 is processed for the pay period, the employee's first net pay amount is issued as a regular pay warrant, while the pre-note banking action is validated with the employee's banking institution. If the pre-note process validates, then the next regular payment issued will be directly deposited into the employee's banking institution. Subsequent changes to the banking information will not require a pre-note process.

You can tell on PRIE and/or warrant information module if an employee received a direct deposit payment. On PRIE and/or warrant information module, pay warrants beginning with a '1' will identify a direct deposit transaction. Pay warrants beginning with a '0' are actual paper warrants issued.

P-1 notes: Optional Remarks are required to be selected (212-Add, 213-Change, 214-Delete) on the P-1.

- Auto Deposit Code must either be = 22-Checking, 32-Savings, 00-None
- Use Dep Code = 00 only when direct deposit is to be stopped. In this instance, fill all other fields with zeroes.
- ABA Number is always 9 digits. This is the bank routing number.
- Account number information will vary in length/digits.

Please notify DAS-SAE EFT Administrator on any employee direct deposit changes, because the I/3 Vendor file (if applicable) may need to be changed as well. HRIS and I/3 Financial systems are not integrated, so the data needs manually changed in both systems. You can fax a copy of the P-1 page to EFT Administrator.

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D3325063 ACT: _      REPORT OF PERSONNEL ACTION (P-1) | ----- P-1 TYPE -----
PRINTER:                DOE, JOHN D                |249 AUTO DEPOSIT CHG
-- P-1 STATUS --      P-1 NUMBER .....: 2316454      | ----- APPROVED BY -----
  PROCESSED          EFFECTIVE DATE ....: 02/12/2016  | PA  PAYL PROC
  OPTIONAL REMARKS*  INITIATED BY .....: 411-140000  | YES YES YES
212                                                           |
REMARKS:                                                       |

----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1
                        |
                        00 | AUTO DEP CODE* | 22  CHECKING
                        000000000 | ABA NUMBER | xxxxxxxxxxx
                        |ACCOUNT NUMBER | xxxxxxxxxxx
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