

AUTOMATIC PAYROLL DEPOSITS

Purpose

To set forth the required procedures for districts with regards to automatic payroll deposits (APD).

When

Districts would use this procedure when signing up an employee for automatic payroll deposit (APD) and also for a holding, ignoring, or cancellation of an employee's APD.

Procedure

AUTHORIZATIONS

The district should give the employee the *Employee Authorization/ Acknowledgment of Services Relating to Electronic Banking (Direct Deposit)* form and instruct them to complete it and have their bank complete the shaded portion at the bottom and return it to the district.

Once the district has received the completed form from the employee, give the yellow copy to the employee, keep the pink copy for your records, and submit the white original copy to BMAS for processing.

BMAS will then enter the APD authorization into the system. It is important to remember that the first time payroll runs following an APD entry, the system performs what is known as a prenote. This means the account information is actually transmitted, as it will be when the APD becomes active, however the prenote transmits \$0.00. Provided there were no errors in the original entry and transmission of the prenote APD, the employee's paycheck will automatically post to their account the following month.

It is important to remember that a new employee who signs up for APD can not be entered into the system until he/she is entered by personnel and is active within the payroll system.

If BMAS receives notification from Bank of America of **any** irregularity with an employee's APD, the employee will be asked to complete another form which includes having the employee's financial institution complete its' part again. This is the only way to ensure proper credit to the employee's account.

AUTOMATIC PAYROLL DEPOSITS

Page 2

HOLD / IGNORE

There may be an occasion where an employee needs to have their automatic payroll deposit held or ignored for one or more EOM pay cycles. The district will need to have the employee complete the *Hold of Automatic Payroll Deposit* form and return it to the district. The district should then forward the original copy to BMAS for processing, faxing the form only as instructed in "GENERAL."

CANCELLATION

The district should have the employee complete the *Cancellation of Automatic Payroll Deposit* form and return it. The district should then forward the original copy to BMAS for processing, faxing the form only as instructed in "GENERAL."

Please remember that if an employee terminates employment who has an APD for payroll, the district must have the employee complete the *Cancellation of Automatic Payroll Deposit* form as soon as his/her final payroll has processed and then forward it to BMAS for processing. **WARNING:** if an employee terminating employment does not submit a *Cancellation of Automatic Payroll Deposit* form, their APD remains dormant in the system and if that individual is reemployed (even years later) the APD will reactivate on their first warrant.

GENERAL

BMAS enters APD authorizations on the day the completed forms are received or not more than two days after receipt, provided payroll is not processing. BMAS will make every attempt to enter all APD authorizations received within the month prior to payroll processing for that month.

As stated above, if an employee has not been set up in personnel or does not have an active pay line, an APD authorization cannot be entered. It is important to forward the white original copies (via courier) to BMAS as soon as the district receives them. The deadline for data input of APD authorizations is 12:00 p.m. the afternoon prior to EOM payroll processing. BMAS will not use faxed copies to input APD data until two days prior to EOM payroll processing. When it is necessary to fax the forms, the district should forward the original white copies after faxing.

Date Revised: July 2007

Procedure Binder Section: Payroll