

APD RETRIEVAL

Purpose

To retrieve an automatic payroll deposit (APD) from an employee's bank account.

When

It becomes necessary to retrieve an APD when monies have been transmitted and deposited in error to an employee's bank account. The window for retrieval begins when the APD records are created and transmitted to Bank of America and ends the day before payday at 12:00 noon. Therefore, it is advantageous to the district to notify BMAS as soon as possible when an APD has been paid in error.

Procedure

Automatic deposit records are created the day that payroll processes and are transmitted no later than 1:00 p.m. the day following payroll processing. Business, Management, and Advisory Services (BMAS) has the option to request Bank of America to retrieve automatic deposits. However, this option does not guarantee return of funds from Bank of America.

If the retrieval is successful, the money will be returned to the treasurer's cash account and BMAS will be contacted. BMAS will cancel the APD in the system, which will reverse the employee's pay history records and employer's benefit records. BMAS will transfer the retrieved APD funds from the payroll revolving fund to the district's general fund.

It is the district's responsibility to reprocess this payroll item, if necessary, for the appropriate amount.

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Contact Person: Monica Pascoe

Procedure Binder Section: Payroll