

# DIRECT DEPOSIT

## PURPOSE

This guide describes the steps for entering a direct deposit deduction on the P070 Deductions and Deduction Adjustments screen.

Each employee may have up to nine direct deposits, eight with a fixed amount and one for net pay. One of these deposits may be to a U.S. Bank Focus MasterCard® (see Exceptions below).

## PREREQUISITES

The employee must complete, sign and submit one of the following forms to authorize, change or cancel the deduction and deposit:

- For a direct deposit to a checking, savings or TreasuryDirect account: OSPS.99.25 Direct Deposit form (signup, cancel/stop, or suspend)
- For a U.S. Bank Focus MasterCard® : OSPS.99.19 Pay Card form (signup or cancel)
- For expense reimbursements from R\*STARS to a Focus card: SFMS ACH-1 State of Oregon Direct Deposit Authorization Form for Receiving Payment by Electronic Funds Transfer (EFT)

See Supporting Documentation below.

## ENTRIES

This section includes three sets of instructions:

- Entering a new direct deposit
- Changing an existing direct deposit
- Deleting an existing direct deposit

## ENTERING A NEW DIRECT DEPOSIT

Action	More
1. Employee submits signed OSPS.99.25 Direct Deposit form (sign-up, cancel/stop, or suspend) or OSPS.99.19 Pay Card form (signup or cancel) to the agency payroll office.	

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<p>2. Agency payroll reviews the submitted form for completeness.</p>	<p>See Notes, International Transaction Certification below</p>																																																																																																
<p>3. Agency payroll enters the direct deposit on the P070 Deductions and Deduction Adjustments screen. In the upper left corner of any screen in OSPA:</p> <ul style="list-style-type: none"> <li>▪ Type P070, SSN or Employee ID (P070,OR#####)</li> <li>▪ Press [ENTER]</li> </ul>	<p>OSPA will default to your sign-on agency number and the current pay period ending date.</p> <p>See Notes, Timing of Entries below</p>																																																																																																
<p>4. Make the following entries on the P070 screen:</p> <ul style="list-style-type: none"> <li>▪ ? : a</li> <li>▪ <b>DED CODE DESC:</b> XDNN</li> <li>▪ <b>PLAN CODE DESC:</b> an unused plan code. See Notes, Plan Codes.</li> <li>▪ <b>EMPLOYEE PCT NET:</b> 100, if PLAN CODE DESC = 555</li> <li>▪ <b>EMPLOYEE SHARE FIXED AMOUNT:</b> amount of deposit, if PLAN CODE DESC ≠ 555, #####.##</li> <li>▪ <b>COMM:</b> For an Focus card, enter Focus</li> <li>▪ <b>ACH ACCT:</b> <ul style="list-style-type: none"> <li>○ For a checking, savings or TreasuryDirect account, the ABA Routing/Transit and account numbers from Form OSPA.99.25</li> </ul> </li> <li>▪ <b>ACCT CD:</b> <ul style="list-style-type: none"> <li>○ c = checking account</li> <li>○ s = savings account</li> <li>○ For the Focus Cards, use c</li> <li>○ For a TreasuryDirect account, use either s or c</li> </ul> </li> </ul>	<p>Let ADJ default to blank (ongoing).</p> <p>OSPA will fill in the BEGIN and END DATE when you save the transaction.</p> <p>Focus in the COMM field gives OSPS a way to query the database for statistics on card use.</p>																																																																																																
<p><b>Net Pay</b></p> <table border="1" data-bbox="123 1373 1214 1625"> <tr> <td>P070</td> <td>OR##### ,##### ,063016</td> <td colspan="10">DEDUCTIONS AND DEDUCTION ADJUSTMENTS</td> </tr> <tr> <td></td> <td>LASTNAME , FIRSTNAME</td> <td colspan="10">DA99 LAST PAGE</td> </tr> <tr> <td>A</td> <td>DED</td> <td>PLAN</td> <td>OPE</td> <td>DATE</td> <td>-EMPLOYEE---</td> <td>SHARE-</td> <td>JOB</td> <td>EMPLR</td> <td>BOARD</td> <td>VENDOR</td> <td></td> </tr> <tr> <td>D</td> <td>CODE</td> <td>CODE</td> <td>CD</td> <td>BEGIN</td> <td>END</td> <td>PCT</td> <td>PCT</td> <td>FIXED</td> <td>SHR</td> <td>SHARE</td> <td>SHARE</td> </tr> <tr> <td>J</td> <td>DESC</td> <td>DESC</td> <td></td> <td></td> <td></td> <td>GRS</td> <td>NET</td> <td>AMOUNT</td> <td>PCT</td> <td></td> <td></td> </tr> <tr style="background-color: yellow;"> <td>a</td> <td>x</td> <td>dedn</td> <td>555</td> <td></td> <td></td> <td>100</td> <td></td> <td>.00</td> <td></td> <td>.00</td> <td>.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>COMM US bank</td> <td></td> <td>TRANS DATE</td> <td></td> </tr> <tr> <td></td> <td></td> <td>ACH ACCT</td> <td>#####</td> <td></td> <td></td> <td></td> <td></td> <td>ACCT CD</td> <td>c</td> <td></td> <td></td> </tr> </table>	P070	OR##### ,##### ,063016	DEDUCTIONS AND DEDUCTION ADJUSTMENTS											LASTNAME , FIRSTNAME	DA99 LAST PAGE										A	DED	PLAN	OPE	DATE	-EMPLOYEE---	SHARE-	JOB	EMPLR	BOARD	VENDOR		D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR	SHARE	SHARE	J	DESC	DESC				GRS	NET	AMOUNT	PCT			a	x	dedn	555			100		.00		.00	.00									COMM US bank		TRANS DATE				ACH ACCT	#####					ACCT CD	c			<p>See Notes, Net Pay Direct Deposit.</p>
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Action	More
<p><b>Fixed Amount</b></p> <pre> P070  OR##### ,#### ,063016      DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME , FIRSTNAME       DA99 LAST PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT    FIXED  SHR    SHARE  SHARE  SHARE J DESC  DESC a  xdn  222                25.00                .00    .00    .00       COMM Focus      TRANS DATE ACH ACCT ##### ACCT CD c           </pre>	
<p>5. Review your entries. If they are correct, press [ENTER] to save the transaction. Watch for the message DA96 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P070 or Codes, Screen Message Codes.</p>	
<pre> P070  OR##### ,#### ,063016      DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME , FIRSTNAME      DA96 TRANSACTION COMPLETE       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT    FIXED  SHR    SHARE  SHARE  SHARE J DESC  DESC ?  XDNN 222  N 063016 9999999    25.00                .00    .00    .00   DIRECT DEP  FIXED 6      COMM FOCUS      TRANS DATE 060410 ACH ACCT ##### ACCT CD c  ?  XDNN 555  N 063016 9999999    100                .00    .00    .00   DIRECT DEP  NET PAY      COMM      TRANS DATE 060410 ACH ACCT ##### ACCT CD c           </pre>	
<p>6. If the employee has requested a Focus card, fax a copy of OSPS.99.19 Pay Card Authorization form to OSPS.</p>	<p>See Exceptions, U.S. Bank Focus.</p>
<p>7. If the employee has also submitted a SFMS ACH-1 State of Oregon Direct Deposit Authorization Form for Receiving Payment by Electronic Funds Transfer (EFT):</p> <ul style="list-style-type: none"> <li>▪ Wait until OSPA successfully pre-notes the Focus card</li> <li>▪ Then, fill in and sign Section C of the SFMS ACH-1 form</li> <li>▪ Place the form in a sealed envelope</li> <li>▪ Mark the envelope "confidential"</li> <li>▪ Send it to the ACH Coordinator, SFMS Operations, Department of Administrative Services, 155 Cottage St. NE U60, Salem, OR 97301-3970</li> </ul>	<p>See Notes, Pre-Note.</p> <p>See Exceptions, R*STARS Expense Reimbursement.</p>

## CHANGING AN EXISTING DIRECT DEPOSIT

If the employee is changing an account from a fixed amount to a net pay or a net pay to a fixed amount, do not use this process. Instead, delete the existing entry and enter a new one. See Deleting an Existing Direct Deposit below and Entering a New Direct Deposit above.

**NOTE:** If you change the ABA routing/transit and/or account number on an existing deduction, OSPA does a pre-note that takes up to five business days to complete. If you change them for a net pay deduction, the employee will receive a paper check for that payroll run. OSPA does not do a pre-note if you change the amount only. See Notes, Pre-Note below.

Action	More
1. Employee completes, signs and submits OSPS.99.25 Direct Deposit form (sign-up, cancel/stop, or suspend) or OSPS.99.19 Pay Card form (signup or cancel) to the agency payroll office to request a change to an existing direct deposit.	
2. Agency payroll reviews the submitted form for completeness.	See Notes, International Transaction Certification below
3. Retrieve the employee's record on the P070 Deductions and Deduction Adjustments screen. In the upper left corner of any screen in OSPA: <ul style="list-style-type: none"> <li>▪ Type P070, SSN or Employee ID (P070,OR#####)</li> <li>▪ Press [ENTER]</li> </ul>	OSPA will default to your sign-on agency number and the current pay period ending date.
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;">             p070 OR#####           </div>	
4. Press [ENTER] to scroll through the deductions until you find the direct deposit deduction you wish to change.	
5. For the deduction you wish to change, make the following entries over the existing record on the P070 screen: <p>If changing the amount of a fixed deposit:</p> <ul style="list-style-type: none"> <li>▪ ? : c</li> <li>▪ <b>EMPLOYEE SHARE FIXED AMOUNT:</b> new amount for deduction, #####.##</li> </ul> <p>If changing the ABA routing/transit and account number:</p> <ul style="list-style-type: none"> <li>▪ ? : c</li> <li>▪ <b>ACH ACCT:</b> new routing/transit and account number</li> </ul>	<p><b>NOTE:</b> If you change the ABA routing / transit and/or account number, OSPA will do a pre-note. If you change them for a net pay deduction, the employee will receive a paper check for that payroll run. See Notes, Pre-Note below.</p>

Action	More
<p><b>Existing Deduction</b></p> <pre> P070  OR##### ,#### ,063016      DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME I       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT   FIXED  SHR    SHARE  SHARE  SHARE J DESC  DESC ?  XDNN 111  N 113003 999999      490.00      .00    .00    .00   DIRECT DEP    FIXED 1      COMM OSU FED CU      TRANS DATE 110403   ACH ACCT #####          ACCT CD C           </pre>	
<p><b>Entry to Change the Amount</b></p> <pre> P070  OR##### ,#### ,063016      DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME I       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT   FIXED  SHR    SHARE  SHARE  SHARE J DESC  DESC c  XDNN 111  N 113003 999999      525.00      .00    .00    .00   DIRECT DEP    FIXED 1      COMM OSU FED CU      TRANS DATE 110403   ACH ACCT #####          ACCT CD C           </pre>	
<p>6. Review your entry. If everything is correct, press [ENTER] to save the transaction. Watch for the message DA96 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P070 or Codes, Screen Message Codes.</p>	
<p><b>Existing Deduction</b></p> <pre> P070  OR##### ,#### ,053116      DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME I       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT   FIXED  SHR    SHARE  SHARE  SHARE J DESC  DESC ?  XDNN 111  N 113003 053116      490.00      .00    .00    .00   DIRECT DEP    FIXED 1      COMM OSU FED CU      TRANS DATE 012109   ACH ACCT #####          ACCT CD C           </pre>	<p>OSPA will enter an END DATE of the prior pay period for the existing deduction.</p>
<p><b>Saved Transaction that Changes the Amount</b></p> <pre> P070  OR##### ,#### ,063016      DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME I       DA98 PRESS ENTER FOR NEXT PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB    EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT   FIXED  SHR    SHARE  SHARE  SHARE J DESC  DESC ?  XDNN 111  N 063016 999999      525.00      .00    .00    .00   DIRECT DEP    FIXED 1      COMM OSU FED CU      TRANS DATE 060410   ACH ACCT #####          ACCT CD C           </pre>	<p>The deduction for the changed amount will have a BEGIN DATE of the pay period used to retrieve the record.</p> <p>See Notes, Pre-Note below.</p>

## DELETING AN EXISTING DIRECT DEPOSIT

Make the following entries if the employee submits:

- OSPS.99.25 Direct Deposit form (sign-up, cancel/stop, or suspend) and checks "I want to CANCEL/STOP or TEMPORARILY SUSPEND
- OSPS.99.19 Pay Card form (signup or cancel) and checks I want to STOP using the pay card

Action	More
<p>1. Retrieve the employee's record on the P070 Deductions and Deduction Adjustments screen for the first pay period that will <b>not</b> have the deduction. In the upper left corner of any screen in OSPA:</p> <ul style="list-style-type: none"> <li>▪ Type P070, SSN or Employee ID, pay period end date (P070,OR##### MMDDYY)</li> <li>▪ Press [ENTER]</li> </ul>	<p>OSPA will default to your sign-on agency number.</p>
<p>p070 OR##### 073116</p>	
<p>2. Press [ENTER] to scroll through the deductions until you find the direct deposit deduction you wish to delete.</p> <p>3. When you have found the deduction, type d over the ? for the deduction you wish to delete.</p>	
<pre> P070  OR##### ,##### ,073116  DEDUCTIONS AND DEDUCTION ADJUSTMENTS       LASTNAME, FIRSTNAME I                                 DA99 LAST PAGE  A DED  PLAN OPE      DATE  -EMPLOYEE---SHARE-  JOB   EMPLR  BOARD  VENDOR D CODE CODE CD  BEGIN  END    PCT PCT   FIXED  SHR   SHARE  SHARE  SHARE J DESC DESC d  XDNN 555  N 053196 999999 100   .00   .00   .00   .00   DIRECT DEP      NET PAY      COMM      TRANS DATE 102298 ACH ACCT #####                                 ACCT CD C           </pre>	
<p>4. Make sure that you have the correct deduction. Press [ENTER] to save the transaction. Watch for the message DA96 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P070 or Codes, Screen Message Codes.</p>	

Action										More			
P070 OR##### ,####, 063016 DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME, FIRSTNAME I DA98 PRESS ENTER FOR NEXT PAGE										OSPA will enter an END DATE of the prior pay period for the existing deduction.			
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D	CODE	CODE	CD	BEGIN	END	PCT	PCT	FIXED	SHR		SHARE	SHARE	SHARE
J	DESC	DESC				GRS	NET	AMOUNT	PCT				
?	XDNN	555	N	053196	063016		100	.00			.00	.00	.00
DIRECT DEP NET PAY COMM TRANS DATE 012109 ACH ACCT ##### ACCT CD C													

## NOTES

**ACH ACCT** – The ACH ACCT field on the P070 screen can accommodate up to 26 alphanumeric characters. The first nine digits are the routing and transit or ABA number (see below). The last 17 digits are for the employee’s unique account number. The employee’s account number will be a maximum of 17 digits.

**ACH Process** – OSPA produces an electronic file for direct deposit twice monthly as part of each final regular payroll run. It does not create a direct deposit file as part of the off-cycle or manual check process. After the ACH Stops deadline (see the OSPS Processing Calendar), OSPS transmits the direct deposit file to the Oregon State Treasury (OST). OST transmits it to the ACH Clearing House for posting to the designated financial institutions.

**ACH Reject** – If the designated financial institution cannot process the deposit, it rejects it.

Any banking day, OST may receive an electronic file of direct deposits that have rejected because of an invalid routing / transit number, an invalid account number or a closed account. OSPS receives an electronic J463-30-1 ACH Returns report each banking day. OSPS faxes a copy of the report to any agency with an employee listed. Agency payroll is responsible for working with the employee to correct the account information on the P070 Deductions and Deduction Adjustments screen. The correct routing / transit and account number may be on the report. If it is not, OST has access to standard routing and transit numbers.

If the ACH reject is not a pre-note (see below), it means the payee will not receive a payment for that payroll run. Your agency will need to request a manual check to replace the payment made by direct deposit. OSPS will not process the check until the bank returns the funds to the Joint Payroll Account (JPA).

**ACH Reversal** – If an agency discovers that they have sent a direct deposit transaction in error, they can initiate a reversing entry.

Under the National Automated Clearing House Association (NACHA) rules, an erroneous ACH entry has one of the following characteristics:

- It is a duplicate of a previously initiated transaction
- It orders payment to a receiver that the originator did not intend to credit or debit

- It orders a payment in a dollar amount different than the amount intended by the originator

The receiver's bank must receive the reversing entry no later than midnight of the fifth banking day following the settlement date of the original entry.

There is not a guarantee that the state will receive the reversing amount. It is possible that the receiver has already withdrawn some or all of the funds prior to the reversing transaction. If there are not enough funds in the account to cover the reversal, the reversal will reject.

If you discover that you have made a direct deposit in error, immediately contact the OSPS Help Desk and the receiver of the payment. See ACH Stops below.

**ACH Stops** -- Until the ACH Stops deadline listed on the OSPS Processing Calendar for each payroll run, an agency can request that OSPS stop a direct deposit by submitting Form OSPS.99.07 ACH Stop/Reversal Request form. OSPS stops the deposit by deleting that transaction from the direct deposit file. The employee will not receive payment unless the agency also requests a manual check.

If you discover prior to the ACH Stops deadline that you have requested a stop in error, contact OSPS, who can restore the deposit to the file.

**Deduction Code** – All direct deposits have deduction code XDNN. There are several possible plan codes, see below.

**International Transaction Certification** – On September 18, 2009, NACHA implemented new ACH rules for international transactions (IAT). The changes align NACHA rules with the U.S. Office of Foreign Assets Control requirements under the U.S. Bank Secrecy Act. With the NACHA rule changes, OSPA will not process international transactions. When the employee signs Section D of OSPS.99.25, the employee certifies that the employee will not ultimately deposit the entire amount to a foreign account.

**Net Pay Direct Deposit** – With a plan code of 555, OSPA will deposit the net amount (the amount left after all deductions) of the employee's pay in the designated account. The employee will not receive a paper check. OSPA provides an electronic copy of the remittance advice, which employees can access via the ePayroll website, <https://swapp.oregon.gov/EmployeePayrollPortal/Login.aspx>.

Even if the employee normally has a net pay direct deposit, the employee will receive a paper check in the following circumstances:

- The employee has a LOA BEG DT/CD with no END date on the P030 Job Status Data screen. An employee officially on a leave of absence will receive a paper check.
- The employee has a SEPARATION DT/REASON (other than 80 transfer) on the P030 screen. When the employee leaves state service, his/her final payment will be in the form of a paper check.

**Plan Codes** – Each employee may have up to nine direct deposits. Each deposit will have a separate plan code:

- Plan codes 111, 120, 130, 140, 150, 222, 333 and 444 are for fixed amounts. Enter the amount of the deposit in the EMPLOYEE SHARE FIXED AMOUNT field on the P070 screen.

- Plan code 555 is the net pay deposit. Enter 100 in the EMPLOYEE SHARE PCT NET field on the P070 screen. OSPA will deposit the net amount (the amount left after all deductions) of the employee's pay in the designated account. See Net Pay Direct Deposit above.
- Plan codes 601, 605, 606, 607, and 610 are for special purposes for specific agencies.

**Pre-Note** – When you first enter the direct deposit deduction on the P070 screen (see Timing of Entries below), OSPA will send a pre-note to the account – a transaction for \$0.0 – to ensure that the routing/transit and account numbers are correct. If the pre-note is successful, OSPA will deposit funds to the account the next regular payroll run the employee receives pay. If it is not, the pre-note will be included on the ACH Returns report. The pre-note occurs five business days after the entry of the direct deposit deduction.

The pre-note deadline for the next payroll run is five business days before the preliminary run. This means there will be a lag of at least one payroll run before OSPA makes the first deposit to the account if the deduction entry was entered after the pre-note deadline. For example, payroll enters the deduction after the pre-note deadline but prior to cut-off for final payroll run 1 for the May / paid June 1 payroll. OSPA will pre-note for the May / paid June 1 pay period and deposit funds the next time the employee receives pay, either May paid June 15 or June paid July 1.

OSPA will also do a pre-note if you change the ABA routing/transit and account number on an existing deduction. For that payroll run, if the employee has a net pay direct deposit, the employee will receive a paper check.

OSPA does not do a pre-note if you change the fixed amount or the gaining agency clones the employee's record when the employee transfers from one state agency to another.

**Routing / Transit Number** – The nine-digit routing and transit (or ABA) number identifies a particular bank. Routing and transit numbers for Oregon-based banks will begin with 12; for Oregon-based credit unions, and savings and loans, the number will begin with 32. The routing and transit number should never begin with five.

When you enter and save a routing and transit number on the P070 screen, OSPA performs a "behind the scenes" verification of the number. The last digit of every routing/transit number is a "check digit" -- the result of a mathematical calculation of all of the other numbers. When you try to save a P070 entry with a routing/transit number, OSPA will perform the mathematical calculation. If the calculated amount does not match the check-digit, you will receive the error message "DA28 ACCT INV ABA." This will not guarantee the accuracy of individual account numbers, but it will eliminate delays in beginning direct deposit when the bank routing/transit number is incorrect.

**Timing of Entries** – Enter direct deposits in the month they are received - do not make entries in a closed pay period.

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## **EXCEPTIONS**

**U.S. Bank Focus® MasterCard®** – As an alternative to paper checks, the state offers state employees the U.S. Bank Focus® MasterCard®, which is a pre-paid stored value debit card.

From the OSPA perspective, the cards look like any other direct deposit. Agency payroll enters the card information on the P070 screen with the direct deposit deduction code (XDNN) and one of the standard plan codes – either a fixed amount or net pay.

All of the cards have the same routing / transit number and a payroll assigned account number. Contact OSPS for the routing / transit number and the criteria for the account number. The ACCT CD on the P070 screen = C. Enter Focus in the COMM field on the P070 screen.

After you have entered the P070 deduction for the first time, fax the OSPS.99.19 Pay Card form (sign-up or cancel) to OSPS to set-up the card account. OSPS will confirm that the employee's name in the PPDB is the same as on the form. If it is not, OSPS will enter the name listed in the PPDB. OSPS will use the other employee provided information, even if it is different from the information in the PPDB.

Once OSPS has confirmed the employee's name and within two business days **after** run 1 final for the current pay period, we will set-up the card account on the Focus web site. That night, the vendor will mail the card to the address listed on the Authorization Form. The employee should receive it within seven to ten business days. **IF THE EMPLOYEE HAS NOT RECEIVED THE CARD WITHIN 3 WEEKS, CONTACT THE OSPS HELP DESK.**

The employee will need to call the toll-free number for the Customer Care Center to activate the card.

OSPS has access to web-based reports and the ability to electronically verify OSPA and R\*STARS deposits to the cards. The state does not have access to how the cardholder uses the card.

To lessen the risk of loss due to fraud or theft U.S. Bank has daily dollar amount limits on the Focus card. The cardholder may:

- Withdraw up to \$1,525 from an ATM
- Withdraw up to \$5,000 from a financial institution
- Buy up to \$4,000 worth of goods and services using point-of-sale service

If the employee believes s/he will need to exceed the daily cash withdrawal limits, s/he can request a higher limit for teller withdrawals either when applying for the card or after receiving the card. Contact the OSPS Help Desk if the employee requests an exception after receiving the card.

For additional information about the cards, see the web site:

[www.oregon.gov/das/Financial/Payroll/Pages/directdep.aspx](http://www.oregon.gov/das/Financial/Payroll/Pages/directdep.aspx)

**LWOP, Avoidance of Overpayment** – When a salaried employee reports LWOP after the deadline for canceling a net pay direct deposit, the employee will be overpaid. When an employee has frequently reported LWOP and has received more than one overpayment, OAM 45.37.00.PO Review of Month End Leave Reports recommends that the payroll office contact the employee to suspend or cancel the direct deposit. Ask the employee to complete and sign a new OSPS.99.25 Direct Deposit or OSPS.99.19 Pay Card form.

**R\*STARS Expense Reimbursement with the U.S. Bank Focus MasterCard®** – Employees who have a Focus card may have R\*STARS expense reimbursements deposited to the card. They must have an on-going direct deposit to the card in OSPA for at least \$5.00 per month. The card must successfully pre-note in OSPA prior to entry in R\*STARS.

If the employee wants R\*STARS expense reimbursements to go to the Focus card, the employee completes the SFMS ACH-1 State of Oregon Direct Deposit Authorization Form for Receiving Payment by Electronic Funds Transfer (EFT) and turns it into the agency payroll office. Because the agency payroll office assigns the routing / transit and account numbers for a Focus card, the employee omits the account information in Section C, Financial Institution Information.

**After** a successful pre-note in OSPA, agency payroll completes and signs Section C, Financial Institution Information, on the SFMS ACH-1 form and forwards it in a sealed envelope to:

ACH Coordinator  
 SFMS Operations  
 Department of Administrative Services  
 155 Cottage St. NE U60  
 Salem, OR 97301-3970  
 Mark the envelope "confidential"

The SFMS ACH Coordinator will enter the account information in R\*STARS, which will send a pre-note with the next batch cycle. R\*STARS normally runs a batch cycle after each business day. The next time R\*STARS reimburses the employee with that vendor mail code, the funds will deposit to the Focus card.

An SFMS Accountant monitors the ACH reject report for R\*STARS and works with the employee for deposits that fail.

## **TROUBLESHOOTING**

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## **SUPPORTING DOCUMENTATION**

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For direct deposit, employees may submit one of the following forms. Because all three contain bank account information, they are Information Asset Classification 3, Critical. They require secure transportation, storage and destruction. See <http://www.oregon.gov/DAS/Policies/107-004-050.pdf> for additional information.

**OSPS.99.25 Direct Deposit Form (signup, cancel/stop or suspend)** – The agency payroll office will place the original form in the employee's file.

**OSPS.99.19 Pay Card Form (signup or cancel)** – Agency payroll will keep the original form in the employee's file. For new cards, they will fax a copy of the form to Oregon Statewide Payroll Services. OSPS stores the faxed copy in the Focus records.

**SFMS ACH-1 State of Oregon Direct Deposit Authorization Form for Receiving Payment by Electronic Funds Transfer (EFT)** – If the employee wants expense reimbursements from R\*STARS to be deposited to a Focus card, the employee must also fill out this form. The SFMS ACH Coordinator maintains the files for these forms in SFMS.

For direct deposits to checking accounts, we encourage employees to attach a voided check to the direct deposit forms. If needed, OSPS or SFMS will use them to verify the routing/transit and account numbers.

## **INTERACTIONS**

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For additional information, see the OSPA Reference Manual, Screen Descriptions.

## **AFFECTED BY**

**Payroll Deduction Table** – OSPS enters deduction and plan codes on the ADD1 Payroll Deduction Table and ADD2 or ADD3 Payroll Ded/Plan Table screens. Agency payroll may view them on the PTD1 Payroll Deduction and PTD2 or PTD3 Payroll Ded/Plan Table screens. The PTD1 screen lists the vendor's name and address. The PTD2 screen lists the plan codes that may be used with a given deduction code. Not all deduction codes have plan codes. The deduction code must be on the PTD1 screen before you can enter it on the P070 screen.

## **DIRECTLY AFFECTS**

**P191 Register Summary** -- This screen displays the pay register summary for an employee for the tax year, register set and concurrent job number order. OSPA updates the screen after each final payroll run. The screen shows whether the employee received a direct deposit or a check.

**P192 Register Listing** -- This screen displays the payroll register detail for a designated employee, pay period and payroll run. OSPA updates the screen after each final payroll run and maintains the data for the current tax year. The screen includes the direct deposits.

**P370 Calculation of Current Payoff** -- The P370 is an inquiry only screen that shows the results of an on-line calculation from entries made since the last final payroll run. The direct deposits are in the DEDUCTIONS section. If the employee has a net pay direct deposit, the NET/ACH field will have the net deposit in the ACH field.

## **INDIRECTLY AFFECTS**

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## **RESOURCES**

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### **AUTHORITY / REFERENCES**

ORS 652.110 Medium for Paying Employees,  
[https://www.oregonlegislature.gov/bills\\_laws/Pages/ORS.aspx](https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx), allows employers to pay employees electronically, as long as the employee authorizes the direct deposit in writing

OAM 45.37.00.PO Review of Month End Leave Reports,  
<http://www.oregon.gov/DAS/Financial/Acctng/Documents/45.37.00.po.pdf>, recommends agencies cancel a direct deposit when the employee has been overpaid several times because of LWOP

Statewide Information Asset Classification Policy 107-004-050,  
<http://www.oregon.gov/DAS/Policies/107-004-050.pdf>

### **FORMS**

The following forms are on the OSPS web site:

<http://www.oregon.gov/DAS/Financial/Payroll/Pages/forms.aspx>

OSPS.99.07 ACH Stop/Reversal Request

OSPS.99.19 Pay Card Form (signup or cancel)

OSPS.99.25 Direct Deposit Form (signup, stop/cancel or suspend)

SFMS ACH-1 State of Oregon Direct Deposit Authorization Form for Receiving Payment by Electronic Funds Transfer (EFT) is on the SFMS web site:  
[http://www.oregon.gov/das/Financial/AcctgSys/Documents/ACH\\_Enrollment\\_Form.pdf](http://www.oregon.gov/das/Financial/AcctgSys/Documents/ACH_Enrollment_Form.pdf)

### **REPORTS**

See the OSPA Reference Manual, Report Descriptions for additional information.

XREFRA ACH Direct Deposit Register  
J463-30-1 ACH Returns

### **WEBSITES**

TreasuryDirect: [http://www.treasurydirect.gov/indiv/products/prod\\_tdpayrollinfo.htm](http://www.treasurydirect.gov/indiv/products/prod_tdpayrollinfo.htm)

OSPS Direct Deposit information: <http://www.oregon.gov/das/Financial/Payroll/Pages/directdep.aspx>

OSPS Processing Calendar: <http://www.oregon.gov/DAS/Financial/Payroll/Pages/ospscalendars.aspx>

# ATTACHMENTS

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# REVISION HISTORY

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
01/12/07	1.0	Original
04/20/07	1.1	AccelaPay withdrawal limits
01/16/08	1.2	Updated OSPA form numbers; web links
01/21/09	1.3	Instructions for deleting and changing, change in AccelaPay process, LOA effect on XDNN 555
08/05/09	1.4	Account info change will pre-note; WR# 3138, ACH Returns report number added
06/07/10	1.5	OSPA 99.19 created, savings bonds transition to TreasuryDirect
07/15/10	1.6	Clarify pre-note when change routing/transit/account numbers
05/09/11	1.7	OSPA.99.25 replaced OSPA.99.08 and OSPA.99.11
03/07/12	1.8	Changes in AccelaPay limits; AccelaPay in COMM field on P070; XDNN plan codes updated; information asset classification raised to 4
8/30/13	1.9	Updated the AccelaPay entry to include routing number and account number information.
5/11/15	2.0	Updated information regarding five business day pre-note and ePaystub
05/12/16	2.1	Updated email address for help desk Updated web links
11/22/16	2.2	Updated changing pay card from US Bank Visa to US Bank Focus MasterCard