

JOB AID

HRMS Create and Maintain Payroll Master Data

Create or Update Bank Details

Section 1–For Payroll Processor, Payroll Analyst or Payroll Supervisor



HRMS Create and Maintain Payroll Master Data

Create or Update Bank Details

This procedure is used to update an employee's payment method and associated bank information. The payment options available are warrant (paper check) or direct deposit (bank transfer/ACH). HRMS defaults to a warrant.

Perform this procedure when:

- An employee changes banks
- An employee changes how funds are distributed
- Errors are discovered with the initial bank pre-note process
- An employee requests a change to the payment method

Important Note: You must monitor Report ZHR_RPTPY151 for Notifications of Changes (NOC) or Returns reported by the financial institution. Failure to do so may result in deposits not processing correctly.

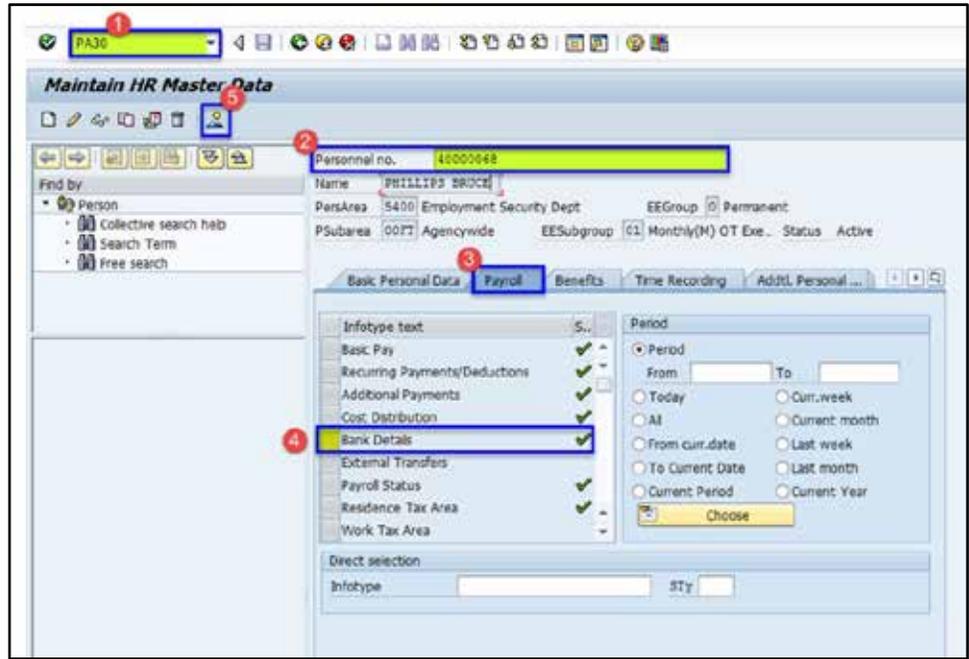
- Any **Return transaction** will automatically reset the employee's bank details (0009) to a warrant for records dated in the past. Records that have an effective date on or after the date of the Return transaction **will not** process. The Payroll Office will need to determine what action is necessary.
- Any **Correction transaction** with code C01-C07 will automatically update the employee's bank details (0009) with the new information. Code C08 and higher will require the Payroll Office to determine what action is necessary.

Section 1–For Payroll Processor, Payroll Analyst or Payroll Supervisor



The actions in this section are completed by the **Payroll Processor, Payroll Analyst or Payroll Supervisor**.

1. Start by entering Transaction Code **PA30** in the Command field and press the **Enter** key.
2. Enter the employee's **Personnel no.**
3. Click on the *Payroll* tab.
4. Click in the box to the left of *Bank Details*.
5. Click the **Overview** icon.



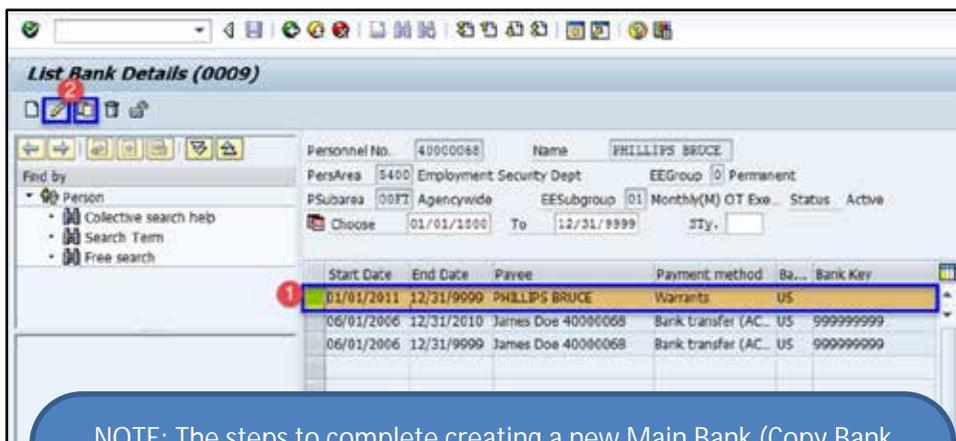
1. Click on the box to the left of the record that needs changed.

2. **Choose one action:**

Create a new Main Bank by clicking **Copy**. This action copies the old record and then delimits the day before the new record takes effect.

OR

Update the current Main Bank account by clicking **Change**.



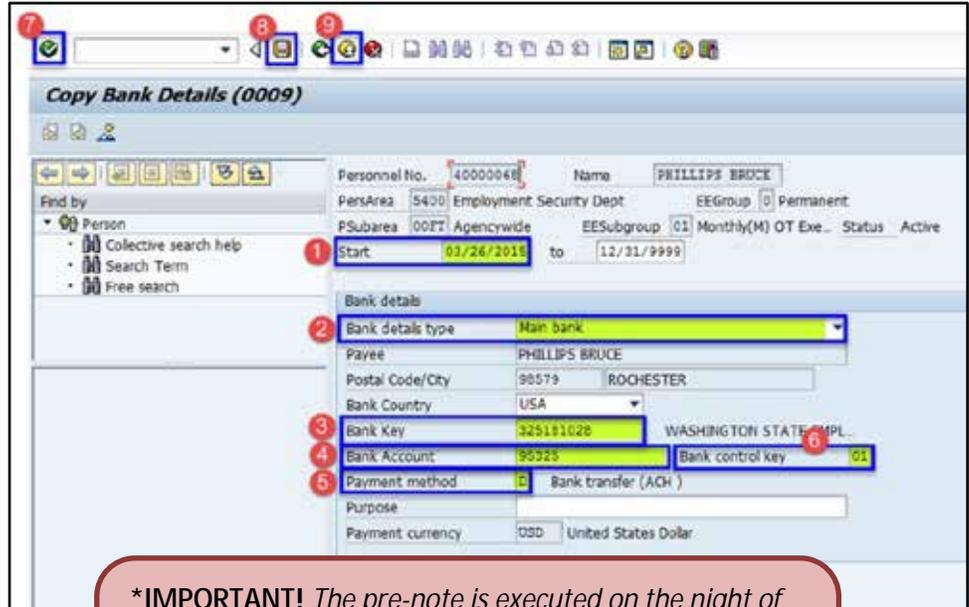
NOTE: The steps to complete creating a new Main Bank (Copy Bank Details) and updating incorrect information (Change Bank Details) are the same. The only difference is in the name of the action screen used. See Step 2 on this page to determine the proper action to access the correct screen. Even though the screen on the following page is titled **Copy Bank Details**, the *steps are the same for both actions*.

Copy/Create Bank Details (0009)

1. In the **Start** field, enter the first day after the check date of the previous pay period.*

*In this example, the bank changes will become effective on the 4/10/2015 payday. The previous check date was 3/25/2015 so the **Start** date for this record should be 3/26/2015.*

2. Make sure the **Bank Details Type** field shows *Main Bank*. The state does not support payments to multiple financial institutions.
3. In the **Bank Key** field, enter the bank routing number.
4. In the **Bank Account** field, enter the employee's account number.
5. In the **Payment Method** field, enter "*D*" for *Bank Transfer (ACH)*.
6. In the **Bank Control Key** field, enter the account type: *01* for Checking or *02* for Savings.
7. Click the **Enter** icon.
8. Click **Save**.
9. Click **Exit**.



***IMPORTANT!** The pre-note is executed on the night of Day 3 payroll processing. Any record that is keyed 10 days prior to Day 3 will be effective for that payday. If the transaction is keyed less than 10 days prior to Day 3 processing, it will be effective the next payday.