

# Department of Accounts Payroll Bulletin

Calendar Year 2003

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Volume 2003-04

## New Direct Deposit Stop Payment Procedures

### Modified Procedures for Stop Payment of Direct Deposit

Paperless earnings notices, through Payline, have reduced the availability of direct deposit earnings notice for inclusion in the stop payment documentation process. Therefore, DOA has streamlined the requirements for direct deposit stop payment. A Direct Deposit Stop Payment form is provided at the end of this bulletin as well as on DOA's website at [http://www.doa.virginia.gov/Payroll/Forms/Payroll\\_Forms\\_Main.cfm](http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm).

To request a stop payment, simply complete the Direct Deposit Stop Payment form, and fax to Annie Callanta, Diana Jones, or Felecia Smith at (804) 225-3499 or (804) 786-9201. Be sure the form includes:

- Employee Name
- Company Number
- Employee Number
- Direct Deposit Number (from Report 10)
- Check Date
- Pay Period End Date
- Reason Code
- Amounts by Direct Deposit Deduction
- Authorizing Signature (must be on Form DA-04-121)
- Desired YQ Indicator

## How Timing Affects DD Stop Payment

### Understanding Stop Payments for Direct Deposit

The timing of a request for stop payment of a direct deposit affects the ability to intercept the funds prior to distribution. To aid in your understanding of how timing affects the stop payment, some general guidelines have been provided on the following page. Any questions regarding these guidelines should be directed to Annie Callanta at [annie.callanta@doa.virginia.gov](mailto:annie.callanta@doa.virginia.gov).

#### *In This Issue of the Payroll Bulletin.....*

1. New Direct Deposit Stop Payment Procedures
2. How Timing Affects DD Stop Payment
3. Correction to Bulletin 2003-03
4. VSDP Conversion - Maintenance
5. Payline Modifications/Enhancements

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Lora L. George at (804) 225-2245 or Email at [lora.george@doa.virginia.gov](mailto:lora.george@doa.virginia.gov).

State Payroll Operations

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## How Timing Affects DD Stop Payment (continued)

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### Understanding Stop Payments for Direct Deposit (cont.)

#### Basic Direct Deposit Stop Payment Guidelines:

- Requests received by 3:30 PM will be processed the same day. Those received after 3:30 will not be processed until the following workday.
- Requests received the day after certification and up to three (3) State business days prior to the check-date (deposit date) will be **deleted** from the transmission. That is, the initial transaction is never transferred to the Receiving Financial Institution (RFI). (Ex: Requests must be received prior to 3:30 P.M. on Tuesday, January 28, 2003 for deposits dated Friday, January 31, 2003 to be *deleted*.)
- Requests received after that time and up to five (5) business days after the date of deposit will be processed as a **reversal**. (Ex: Requests received after 3:30 P.M. on Tuesday, January 28, 2003 for deposits dated Friday, January 31, 2003 will be *reversed*, not *deleted*.) The initial transaction cannot be deleted; therefore, a reversing transaction must be created and remitted to the RFI. As the funds related to the initial transaction may no longer be available in the employee's account, it is possible that the reversing transaction is rejected. For that reason, *DOA cannot guarantee the success of the reversal*. Once the reversal has been accepted, DOA will process the corresponding *void* transaction in CIPPS. A void is not complete until it is seen on the Report 10.

In order to ensure the timely return of the direct deposit credits, please submit your stop payment requests as soon as possible. As an alternative to voiding a direct deposit, direct deposits can be routed to another account, such as another account for the affected employee or an agency petty cash account. However direct deposit transactions *cannot* be converted to a negotiable instrument (i.e., check).

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## Correction to Bulletin 2003-03

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### VSDP Automated Conversion - Retirement Service Election

Payroll Bulletin 2003-03 stated that maintenance transactions should be performed for employees who elected to receive retirement service credits in lieu of disability credits. It has been brought to our attention that such an election cannot be made until the employee terminates or retires from State service.

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## VSDP Conversion - Maintenance May Be Required

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### VSDP Automated Conversion - Opt Out Employees

Payroll Bulletin 2002-16 provided guidance for the actions required for the automatic conversion of employee leave records to VSDP. On January 14, 2003 all employees for whom the conversion indicator was not changed from a 'Y' to an 'N' *were* converted to the program. If you have an employee who opted out of the program but the indicator was not changed to an 'N', maintenance transactions (NS, NF, and ND) to reverse the allocations must be performed prior to adjusting the HPIUS screen. Once these reversing transactions are completed, change the HPIUS screen to reflect a non-VSDP participant and perform maintenance transactions to load the correct sick leave balance (NS).

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## Payline Modifications/Enhancements

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### Log On Page

The Log On page to Payline has been modified to remove the 'New Password' and 'Reenter Password' fields as some users found this confusing. The ability to change a permanent password still exists on the Personal Options page. To modify a permanent password, the user would access Payline using the existing password, then

- Click on Main Menu
  - Click on Personal Options
  - Click on Edit
  - Modify the password in the Password field (this will continue to be shown as asterisks for each character entered)
  - Click on Accept
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### Statistical Reporting Feature

Payline has been enhanced for those *line agency personnel who have been granted masking access* to obtain statistical reporting of both Payline participation and earnings notice elimination. After logging into Payline, a new button in the left-hand side entitled 'Reporting' is displayed. For instructions on how to obtain masking access, please refer to Payroll Bulletin 2002-06.

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## Payline Modifications/Enhancements, Continued

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### Statistical Reporting Feature (continued)

The *Earnings Notice Status by Agency* pages provide statistical information for those agencies for which masking access has been established. The inquiry is completed as follows:

#### **Please Enter Payment Dates to include in report:**

Enter the range of check dates for which statistical information is desired. (The request must use the actual check date and not the pay period dates or processing date.)

#### **Please Check Agencies to include in report:**

Click on 'ALL' to request data for all agencies for which masking access has been granted, or click on the specific agency for which the statistical information is desired. Data for multiple agencies may be requested at one time.

#### **Click on Accept:**

Please note the message at the top of the page. **"If you have several agencies or a large period selected, this page can take several minutes to load. Please do NOT click the refresh button."**

#### **The following statistical information will be provided on the results page:**

- Agency
- #Checks
- #DDs
- Total #Pmts
- Payline Participants
- Payline Participants w/DD
- Payline Participants w/DD Opt-Out

From the results page, the detailed information can be viewed by clicking on the agency number for which detailed data is desired. The *Earnings Notice Status by Employee* page provides detailed employee information representing the check dates for which the inquiry was performed.

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## Payline Modifications/Enhancements, Continued

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**Statistical  
Reporting  
Feature**  
(continued)

The following information is displayed:

- Agency
- SSN
- FIRST
- MI
- LAST
- Payline DD Selection
- ORG Code

The results presented can vary depending on the combination of values chosen for Payment Status and Payline Participation drop down boxes. The Payment Status is defaulted to 'DD Notice Eliminated' that represents a listing of those employees who have *opted out* of receiving printed earnings notices for direct deposit. The Payline Participation is defaulted to 'All'. Selecting another agency or other values in the drop down boxes can modify the results presented. (Only those agencies for which masking access has been granted will display in the Agency drop down list.)

The **Payment Status** options are:

*All* - Lists all employees who received payments within the range of check dates requested.

*DD Notice Printed* - Displays those individuals who participate in direct deposit and have NOT opted out of receiving a printed earnings notice.

*DD Notice Eliminated* - Displays those individuals who participate in direct deposit and have OPTED OUT of receiving a printed earnings notice.

*Check Printed* - Displays those individuals who do not participate in direct deposit.

**Payline Participation** indicator can be used to refine the results provided by the Payment Status option elected. The Payline Participation options are:

*All* - Displays all employees within the group identified by the Payment Status option and check range entered on the inquiry screen.

*Payline Participant* - Displays only those who have a Payline permanent security record.

*No Payline Security Record* - Displays only those who have not established a Payline permanent security record.

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## Payline Modifications/Enhancements, Continued

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### View Pay Stub

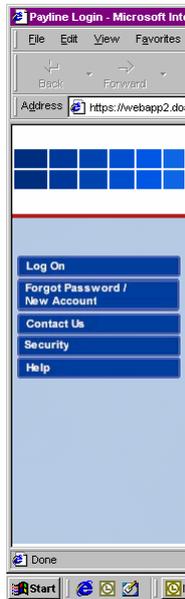
Several Payline users requested that the Pay Stub not print in color as it depleted their color print cartridges. Therefore, the View Pay Stub facility has been modified to change the presentation to black and white when 'Print' is selected.

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### Deletion of Permanent Security Records

Permanent Payline security records for users who have not accessed the system in 180 days are automatically deleted. The automatic deletion of temporary passwords not used within 90 days continues to remain in affect.

Payline participants are informed of these system controls directly on the Log On page as displayed below:



# DIRECT DEPOSIT STOP PAYMENT

**Employee Name**

**Company Number**

**Employee Number**

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**Direct Deposit Number**

**Check Date**

**Pay Period End Date**

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**Reason**

**Amounts**

Account Closed

59 DDChecking1 \_\_\_\_\_

Incorrect Amount

67 DDChecking2 \_\_\_\_\_

Leave Without Pay

68 DDSaving2 \_\_\_\_\_

Other

69 DDChecking (Net) \_\_\_\_\_

Brief Explanation

70 DDSaving (Net) \_\_\_\_\_

**Authorized Signature (Agency)**

**Date**

**YQ Indicator (circle one)**

Y- YEAR TO DATE ONLY

Q- YEAR AND QUARTER TO DATE

Reserve for DOA Payroll Operations use:

Action Taken: \_\_\_\_\_  
 Deletion \_\_\_\_\_  
 Reversal \_\_\_\_\_  
 INSF \_\_\_\_\_  
 Rewire \_\_\_\_\_