

Department of Accounts

Payroll Bulletin

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the Payroll
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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 Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

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Elimination of Direct Deposit Prenotes

Effective Date

Effective December 1, 2006, we will no longer send prenotes for new or modified direct deposit information. As prenotes are not required by the Automated Clearing House (ACH) and in conjunction with the Commonwealth's initiative to reduce check printing, this change will align our practices with our goals by eliminating that first required check. This will also allow for direct deposit of those payments to short-term or contracted employees.

Best Practice

As the elimination of prenotes removes the opportunity for bank number and account number verification, it is highly suggested that you provide the employee with the direct deposit enrollment form and direct the employee to ask his banking institution to complete the routing number and account number information. Additionally, we have modified the form to *remove the option of attaching a deposit slip* as some institutions use a different routing number for deposits than that required for electronic funds transfer to the banking account.

Please note that if the account information is incorrect and the funds which are transferred are irretrievable, the agency will be charged for any amount required to make the affected employee whole.

Caution

Wachovia routing number of 051000253 while valid, is NOT VALID for Virginia banking institutions.

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VIRGINIA DEBIT MASTERCARD

Virginia's Newest Way to Pay Employees Electronically

The Commonwealth of Virginia strongly encourages the use of electronic methods of payment in the course of doing business. This holds true in paying its employees as well. While direct deposit of payroll has been available since the early 1980s, not all employees maintain bank accounts. Therefore, a small percentage of "unbanked" employees still receive their earnings in the form of a paper check.

In conjunction with the Department of Treasury, the Department of Accounts began a pilot program to allow State employee payrolls to be deposited to a Debit MasterCard or "Pay Card". The first deposit made to these cards was on December 16, 2005. This program is now available to all employees of the Commonwealth paid through CIPPS. This electronic payment option is ideal for those employees currently receiving a pay check or even those on direct deposit who wish to have a portion of their pay set aside in the paycard each pay day.

Please note that DOA will be establishing a policy of no same day replacement for lost or stolen checks (either via petty cash or X-batch vouchers) in the near future. Therefore, inform employees who receive paper paychecks that they are highly encouraged to choose either direct deposit or the debit card to receive their net pay.

Benefits of the Virginia Debit MasterCard

With the implementation of the Pay Card all employees of the Commonwealth will have an opportunity to receive their pay electronically and enjoy these benefits:

- No more expensive check cashing fees.
- No lost or stolen checks containing personal information.
- No delays due to the mail or a natural disaster.
- Access to pay when on vacation or away from home.
- If you lose cash, it's gone; if you lose your card, your funds are protected simply by making a call to report your card missing.
- Confidential...the Commonwealth of Virginia does not know where you use your card or what you purchase with it.
- Make purchases most everywhere MasterCard is accepted ****no fee****
- Get cash back with purchase at most major retailers ****no fee****
- Get cash worldwide at ATM machines ****2 free withdrawals per month at Wachovia ATMs****
- Review your account activity online anytime at www.eppicard.com

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VIRGINIA DEBIT MASTERCARD, continued

Fees To avoid paying any charges or fees for using this card, please note the following:

- Make purchases where MasterCard is accepted
- Get cash back with purchase at most major retailers
- Get cash at Wachovia ATM's **2 free withdrawals per calendar month**
- Get cash at a Wachovia bank teller window **1 free withdrawal per calendar month**

Call 1-800-961-8423 to access your account **5 free calls per calendar month**

Review your account activity online anytime at
<https://www.eppicard.com/eppicard/vacard/index.jsp>

Virginia Debit MasterCard Procedures

Agencies will distribute information about the Pay Card to employees in one of two ways.

Option A: Provide the internet address. All of the program details including the enrollment form can be found under the heading "Program Material" at
<https://www.eppicard.com/eppicard/vacard/index.jsp>.

Option B: Print and distribute the following forms from the web site:

1. Program Announcement
2. Enrollment Form
3. Program Instruction

Employees that opt to participate will complete the enrollment form and return it to their Agency Payroll Officer (APO).

The APO should then fax the form to the Department of Accounts (DOA) Direct Deposit Unit at 804-225-3499.

DOA will key in all of the information to MasterCard to establish the employee's account. MasterCard will send DOA the banking information for each employee and DOA will enter this into CIPPS and establish the deduction. Once entered in CIPPS, DOA will send the APO an email notification that CIPPS has been updated.

The APO should then verify the information on the notification form, initial and forward to the employee. The APO should also capture the bank and account routing numbers by doing screen prints of the H0BB1 direct deposit screen. Attach that screen print to the original enrollment form and file in the employee's payroll/personnel file.

Contact

If you have any questions, concerns or comments, please send an email to
Martha.laster@doa.virginia.gov or call her at 804-225-2382.
