



**Office of
Mental Health**

Agency Best Practices

Audit of Direct Deposits Entries

Direct Deposit Form Completion

AC 2772 (Rev. 8/07) PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

Direct Deposit Form for NYS Employees
(To be used for enrollment, changes and cancellations)

Section A: Employee Information
NAME (LAST, FIRST, MI) _____ WORK PHONE # (____) _____
LAST FOUR DIGITS OF SOCIAL SECURITY # _____ AGENCY/DEPT CODE _____

For more than three accounts or if you prefer to list each Financial Institution on a separate form, use additional forms as necessary. Up to seven fixed amount or percentage deposits may be processed as well as one excess (net pay) deposit.

Section B: Account Type	New or Additional *	Change Joint Account Holder *	Change Amount or Percentage	Cancel	Name of Financial Institution	Account Number	Amount, Percentage or Dates
1. <input type="checkbox"/> Savings <input type="checkbox"/> Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
2. <input type="checkbox"/> Savings <input type="checkbox"/> Checking							
3. <input type="checkbox"/> Savings <input type="checkbox"/> Checking							

*For new/additional accounts with joint account holders or to add a joint account holder to existing accounts, both signatures are required in Section D.

Section C: This section must be completed by your financial institution for new/additional accounts when directing funds into a savings account or into a checking account if a voided personal check is not attached. The employee's name MUST appear on the account(s).
As a representative of the below named financial institution, I certify that this institution is ACH capable and agree to receive and deposit the salary to the account shown above in accordance with Part 102 of the Codes, Rules, and Regulations of the State of New York and to be bound by such rules. Salary credited to the account below will be available to the depositor on payday.

1. NAME OF FINANCIAL INSTITUTION _____	Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking
Depositor's Account Number (EFT Format) _____	Routing Number _____
Print or Type Representative's Name _____	Signature of Representative _____
Telephone Number _____	Date _____
2. NAME OF FINANCIAL INSTITUTION _____	Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking
Depositor's Account Number (EFT Format) _____	Routing Number _____
Print or Type Representative's Name _____	Signature of Representative _____
Telephone Number _____	Date _____
3. NAME OF FINANCIAL INSTITUTION _____	Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking
Depositor's Account Number (EFT Format) _____	Routing Number _____
Print or Type Representative's Name _____	Signature of Representative _____
Telephone Number _____	Date _____

Section D: Employee/Joint Account Holders Certification: I certify that I read and understand the instructions to this form, including the authorization for recovery. In signing this form, I authorize my salary payment to be sent to the designated financial institution(s) to be deposited into the specified account(s). The joint account holder for accounts listed in Section B, if any, must sign on the corresponding line for new/additional accounts or account holder(s).

Employee Signature _____	Date _____
B-1 Joint Account Holder _____	Date _____
B-2 Joint Account Holder _____	Date _____
B-3 Joint Account Holder _____	Date _____

- Original form required. No copies
- A voided check with the employee's name printed on it (no starter checks) or completion of section C by a financial representative are required for new accounts
- Direct Deposit form MUST be signed by the employee AND any other persons named on the account



Audit Direct Deposit Entries Locked Query

Query should be run the day after all entries have been made

- Main Menu>Reporting
Tools>Query>Query Manager
- Click Advanced Search link
- Choose “contains” in the Query Name drop-down and type “locked” in the box
- Choose “contains” in the Description drop-down and type “direct deposit” in the box
- Click Search and choose *Locked_QC1_Direct_Deposit* HTML or Excel

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | [Create New Query](#)

Query Name	contains	<input type="text" value="LOCKED"/>
Description	contains	<input type="text" value="DIRECT DEPOSIT"/>
Uses Record Name	begins with	<input type="text"/>
Uses Field Name	begins with	<input type="text"/>
Access Group Name	begins with	<input type="text"/>
Folder Name	begins with	<input type="text"/>
Owner	=	<input type="text"/>

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)



Office of
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Locked_QC1_Direct_Deposit_Excel

Dept	Name	NYS Emplid	Eff Date	DD Status	Last Action By	Dt. of last update	Priority	Routing #	Account Nbr	Account Type	Amount \$	Amount %	Type
50010	HARDEN,COURTNEY M	N02089854	1/16/2020	Active	Online Usr	1/30/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	C	\$300.00	0.00	Amount
50010	HARDEN,COURTNEY M	N02089854	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50010	JARRETT,KARRIN T	N02226839	1/16/2020	Active	Online Usr	1/28/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50010	ROSH,ELIZABETH	N01459488	1/16/2020	Active	Online Usr	1/28/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50010	WEBER,MEGAN T	N02227081	1/16/2020	Active	Online Usr	1/28/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50010	WILLIAMSON,MICHELLE C	N02226842	1/16/2020	Active	Online Usr	1/28/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	JOHNSON,JOVANNIE A	N02228765	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	LAVELAH,JATU Y	N01167400	1/2/2020	Active	Online Usr	1/17/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	S	\$200.00	0.00	Amount
50020	LAVELAH,JATU Y	N01167400	1/16/2020	Active	Online Usr	1/30/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	S	\$200.00	0.00	Amount
50020	LAVELAH,JATU Y	N01167400	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	NABAVIAN,GUISSOO	N01576319	1/16/2020	Active	Online Usr	1/30/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	S	\$441.00	0.00	Amount
50020	NABAVIAN,GUISSOO	N01576319	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	NWAOJIGBA,BRIGHT C	N02144216	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	RIDDICK,DEBORA A	N01706137	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	TAYESE,VICTORIA	N01856111	1/3/2020	Active	Online Usr	1/17/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50020	CLARK,JEFFERSON	N01963721	1/2/2020	Inactive	System	1/21/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	S	\$126.50	0.00	Amount
50020	CLARK,JEFFERSON	N01963721	1/2/2020	Inactive	System	1/21/2020	200	xxxxxxxxxx	XXXXXXXXXXXX	C	\$125.00	0.00	Amount
50020	CLARK,JEFFERSON	N01963721	1/2/2020	Inactive	System	1/21/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50030	HOGG,KRISTA A	N02222713	1/21/2020	Active	Emp Sf Svc	1/21/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance
50030	HAYLES,BEVERLY D	N02226736	1/2/2020	Active	Online Usr	1/16/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	C	\$150.00	0.00	Amount
50030	HAYLES,BEVERLY D	N02226736	1/16/2020	Active	Online Usr	1/30/2020	100	xxxxxxxxxx	XXXXXXXXXXXX	C	\$150.00	0.00	Amount
50030	HAYLES,BEVERLY D	N02226736	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXXX	C	\$0.00	0.00	Balance



Query Review

“Last Action By” Column

- Filter out Emp Sf Svc – This signifies an employee has opted out of receiving an advice. Employees do not currently have the ability to update their Direct Deposit information through Payroll Online
- System – The majority should have a DD Status of “Inactive” – Direct Deposit accounts are automatically deactivated by the system for employees who have been off the payroll for 3 pay periods
- An “Active” status indicates a change completed within OSC; i.e. the financial institution changed their account numbers. Reach out to OSC to verify this is a legitimate change.



Query Review

“Effective Date” Column

- The query should always be run utilizing the 1st day of the PP to ensure all Direct Deposits are accounted for
- Review effective dates that are prior to the 1st day of the PP you are reviewing
- Review the “Date of Last Update” for these entries as they should be the two days after payroll close of previous PP. You should not have a current Direct Deposit form for these entries.



Review Direct Deposit Forms Against Query

- Direct Deposits should be reviewed not only by the employee who entered them, but by a second person to double ensure all information is correct.
- Review each form against each column on the query
- Be sure the name and Empl ID on the query matches the name on the form
- Ensure the DD Status is correct – when starting a new account for a previous employee, the status will default to inactive
- Check each digit for both the routing and bank account numbers
- Check that the correct account type, checking or savings, has been entered
- Be sure the correct dollar or percentage amount has been entered
- Note: All active accounts will be listed on the query, not just the new entries



Review Direct Deposit Forms Against Query

- Ensure there is a Direct Deposit form for each current entry on the query
- Ensure there is an entry listed on the query for each form entered
- For Direct Deposit forms that are deemed “No Entry Needed”, attach a copy of the current PayServ Direct Deposit panel(s) to the back of the form during entry. This will aid both reviewers when it comes time to review.
- Any and all discrepancies should be corrected asap and a new query run the following day to ensure corrections were completed accurately

