

Agency Best Practices Audit of Direct Deposits Entries

Direct Deposit Form Completion

Then the a section of contemp	Di	(To be us	ed for enrollm	ent, change	s and cancellations)	NAL ACCOUNTS	NUMATION OF
Section A: Employee Informa	ation						
NAME (LAST, FIRST, MI)	code For y	punding	AT CHARGE	tone pos	WO	RK PHONE # (
LAST FOUR DIGITS OF SC	OCIAL SEC	CURITY	#	ande	AG	ENCY/DEPT CO	DE
or more than three accounts or if you mount or percentage deposits may be	prefer to list e	each Finance	ial Institution excess (net pay	y) deposit	arate form, use addit	ional forms as necessa	ry. Up to seven fixed
Section B: Account Type	New or Additional *	Change Joint Account Holder *	Change Amount or Percentage	Cancel	Name of Financial Institution	Account Numbe	Amount, Percentage o Excess
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1. Savings Checking	CO12 5-3.	pde cerro	(mey inc	enorme.	Cotor a specific	out a fixed smooth	dap of an
2. Savings Checking		3.4.6.8		and the first	they all other dis	ninder of monie	
3. Savings Checking							
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- 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	۲	LOCKED	
Description	contains	۷	DIRECT DEPOSIT	
Uses Record Name	begins with	V		
Uses Field Name	begins with	V		
Access Group Name	begins with	۷		٩,
Folder Name	begins with	۷		
Owner	=		T	

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

 		_
Search	Clear	Basic Search



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 %	Туре
50010	HARDEN, COURTNEY M	N02089854	1/16/2020	Active	Online Usr	1/30/2020	100	XXXXXXXXXXX	XXXXXXXXXXX	С	\$300.00	0.00	Amount
50010	HARDEN, COURTNEY M	N02089854	1/16/2020	Active	Online Usr	1/30/2020	999	xxxxxxxxxx	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50010	JARRETT, KARRIN T	N02226839	1/16/2020	Active	Online Usr	1/28/2020	999	xxxxxxxxxx	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50010	ROSH,ELIZABETH	N01459488	1/16/2020	Active	Online Usr	1/28/2020	999	XXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50010	WEBER, MEGAN T	N02227081	1/16/2020	Active	Online Usr	1/28/2020	999	xxxxxxxxxx	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50010	WILLIAMSON, MICHELLE C	N02226842	1/16/2020	Active	Online Usr	1/28/2020	999	XXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	JOHNSON, JOVANNIE A	N02228765	1/16/2020	Active	Online Usr	1/30/2020	999	XXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	LAVELAH, JATU Y	N01167400	1/2/2020	Active	Online Usr	1/17/2020	100	XXXXXXXXXXX	XXXXXXXXXXX	S	\$200.00	0.00	Amount
50020	LAVELAH, JATU Y	N01167400	1/16/2020	Active	Online Usr	1/30/2020	100	XXXXXXXXXXXX	XXXXXXXXXXX	S	\$200.00	0.00	Amount
50020	LAVELAH, JATU Y	N01167400	1/16/2020	Active	Online Usr	1/30/2020	999	XXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	NABAVIAN, GUISSOO	N01576319	1/16/2020	Active	Online Usr	1/30/2020	100	XXXXXXXXXXXX	XXXXXXXXXXX	S	\$441.00	0.00	Amount
50020	NABAVIAN, GUISSOO	N01576319	1/16/2020	Active	Online Usr	1/30/2020	999	XXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	NWAOJIGBA, BRIGHT C	N02144216	1/16/2020	Active	Online Usr	1/30/2020	999	XXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	RIDDICK, DEBORA A	N01706137	1/16/2020	Active	Online Usr	1/30/2020	999	XXXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	TAYESE, VICTORIA	N01856111	1/3/2020	Active	Online Usr	1/17/2020	999	XXXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50020	CLARK, JEFFERSON	N01963721	1/2/2020	Inactive	System	1/21/2020	100	XXXXXXXXXXXX	XXXXXXXXXXX	S	\$126.50	0.00	Amount
50020	CLARK, JEFFERSON	N01963721	1/2/2020	Inactive	System	1/21/2020	200	XXXXXXXXXXXXX	XXXXXXXXXXX	С	\$125.00	0.00	Amount
50020	CLARK, JEFFERSON	N01963721	1/2/2020	Inactive	System	1/21/2020	999	XXXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50030	HOGG,KRISTA A	N02222713	1/21/2020	Active	Emp Sf Svc	1/21/2020	999	XXXXXXXXXXXXX	XXXXXXXXXXX	С	\$0.00	0.00	Balance
50030	HAYLES, BEVERLY D	N02226736	1/2/2020	Active	Online Usr	1/16/2020	100	XXXXXXXXXX	XXXXXXXXXXX	С	\$150.00	0.00	Amount
50030	HAYLES, BEVERLY D	N02226736	1/16/2020	Active	Online Usr	1/30/2020	100	XXXXXXXXXX	XXXXXXXXXXX	С	\$150.00	0.00	Amount
50030	HAYLES, BEVERLY D	N02226736	1/16/2020	Active	Online Usr	1/30/2020	999	XXXXXXXXXXXXXXX	XXXXXXXXXXXX	С	\$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

