



# HRIS Job Role Training

**Direct Deposit**

Forms: XR12.1

## Table of Contents

Introduction .....	3
Direct Deposit Distribution (XR12.1).....	4
Adding New Direct Deposits .....	4
Changing the Cycles or Amount on a Flat Amount Direct Deposit Distribution.....	10
Stopping a Direct Deposit Distribution .....	12

## Introduction

Employees are encouraged to have their wages directly deposited into a selected bank account. Direct deposit is the process that establishes and automatically deposits the Employee's wages into his/her bank account.

In HRIS, Agency Payroll will set up direct deposit using the Direct Deposit Form (XR12.1). Before direct deposit can be established, the Employee must complete all applicable fields on the GAO-65 (Authorization for a Direct Deposit or Payroll Deduction) Form.

Employees may have one direct deposit per account number - up to a maximum of 3 different account numbers. For example:

- One "net" pay direct deposit (checking or savings), or
- One "net" pay direct deposit plus one "fixed" flat amount direct deposit, or
- One "net" pay direct deposit plus two "fixed" flat amount direct deposits, or
- One "fixed" (flat) amount direct deposit (checking and/or savings), or
- Two "fixed" (flat) amount direct deposits.

For rehired employees the Agency Payroll Office should review and stop any existing Direct Deposits before the employee's first pay check and the employee must fill out a new GAO-65 (Authorization for a Direct Deposit or Payroll Deduction) Form. This is not applicable to interagency transfers.

The General Accounting Office Payroll Department is responsible for establishing all new banks in HRIS for Direct Deposit.

The Employee will receive a Direct Deposit Advice on the second payday after accurate entry of the direct deposit transaction. GAO Payroll is responsible for updating the Direct Deposit from a Prenotify status to an Accepted status.

### Notes

- If changes are made to an Account Number, Account Type or Bank Routing Number on an existing Direct Deposit distribution, that distribution must be stopped and then the new account information added as a new distribution to be accurately reflected in history. The Direct Deposit must go through Prenotify status again.

# Direct Deposit Distribution (XR12.1)

## Adding New Direct Deposits

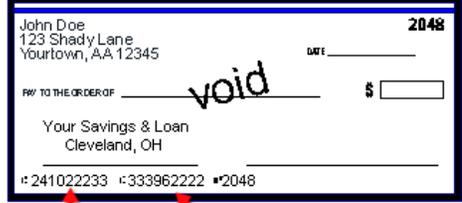
The screenshot displays the HRIS State of Arizona interface for adding new direct deposits. The page title is "Direct Deposit Distribution (XR12.1)". The top navigation bar includes "Home", "Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Inquire". A search bar on the right contains "xr12.1".

On the left, a sidebar menu shows "Your Employee Services" with a callout 16 pointing to it. The main form area is divided into "Main" and "Canada" tabs. The "Main" tab is active, showing various input fields for a direct deposit entry. Callouts 1 through 15 point to specific fields and controls:

- 1: Search bar containing "xr12.1"
- 2: Company selection field
- 3: Employee selection field
- 4: Country selection field
- 5: A bracket grouping the "Original" and "Remaining" input fields at the bottom.
- 6: Receiving DFI selection field
- 7: Bank selection field
- 8: Account selection field
- 9: A bracket grouping the "Roll Number" and "Prenotify Status" fields.
- 10: Payment Description field
- 11: Payable To field
- 12: Flat Amount field
- 13: Cycles selection field
- 14: Occurrences field

The form fields include: Company, Employee, Distribution Order, Country, Receiving DFI, Bank, Account, Account Type, Roll Number, Prenotify Status, Payment Description, Payable To, Flat Amount, Percent of Net, Default, Effective Date, Cycles, Occurrences, Original, and Remaining. A "View All" button is located near the Country field. The "Entry Type" is set to "0".

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type XR12.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Direct Deposit Distribution Form (XR12.1) will open.	
2	<b>Company</b> field	R	If field is not <b>Company</b> '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
3	<b>Employee</b> field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	<b>Distribution Order</b> drop down arrow	R	Click the drop down arrow next to the <b>Distribution Order</b> Field.	<p>If the Employee has prior distributions those will appear in the list.</p> <p>If this is the Employee's first distribution, the drop down list will be blank.</p>	<p>The distribution order is the order in which the direct deposit distributions are taken. This should be a sequential number starting with '1'.</p> <p>Before continuing, you should complete the following steps:</p> <ol style="list-style-type: none"> <li>1. If distributions appear, then Employee has prior distributions. <ul style="list-style-type: none"> <li>o If adding a new net pay direct deposit, verify that the Employee's old net pay direct deposit has been stopped and the default flag has been set to 'N' or this distribution cannot be setup. See the steps for Stopping a Direct Deposit Distribution (Page 12). You must follow these steps first to update the old direct deposit or you will not be able to establish a new net pay distribution.</li> </ul> </li> <li>2. Review current distributions and verify this that this distribution is a <b>new account (add)</b> and not an <b>old account (change)</b>. If the account number or Receiving DFI changes in any way you must add a new distribution order.</li> </ol>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					3. If this is a new distribution (after all old distributions have been reviewed/updated), then continue with these steps.
5	Distribution Order Field	R	Type the Distribution Order identifier for the new direct deposit distribution.		<p>If the Employee has <b>no prior distributions</b>, the following should be used as a guide for defining the distribution order:</p> <ul style="list-style-type: none"> <li>• Net Pay (Default) Direct Deposits should always be listed as Distribution Order #1.</li> <li>• Fixed Amount Direct Deposits should always be listed as Distribution Orders #2 or #3</li> </ul> <p>If the Employee has prior distributions and 1-3 are already used, then you must pick a new distribution order, use the next number available in the sequence.</p>
6	Receiving DFI Field	R	Type or select from the drop down list the Bank Routing number for the direct deposit.	Bank field will auto fill with the bank name after entry of the bank routing number.	<p>The Bank Routing number will appear on the GAO-65 form and should be verified against the 8 or 9-digit number on the bottom left corner of the cancelled check.</p>  <p><b>241022233</b>      <b>333962222</b>  <b>Routing Number</b>    <b>Account Number</b></p> <p><b>If the Bank Routing Number cannot be located in the drop down menu, you MUST contact GAO to have the bank</b></p>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<b>setup prior to continuing with this distribution setup.</b>
7	Account Field	R	Type the Employee's account number as provided on the GAO-65 form.		The Account number also appears on the GAO-65 form and should be verified against the account number on the bottom right of the cancelled check.
8	Account Type Field	R	Type or select from the drop down menu whether the account is a 'C' – Checking or 'S' Savings account.		
9	Roll No, Prenotify Status field	N / A	Roll No –will remain BLANK. Field is not used by the State of Arizona.  Prenotify Status – field will default to the appropriate value.		<b>For all new direct deposits, the Prenotify status field must be set to the default of 'N'. This should never be changed</b> because every new direct deposit must be sent through the prenotification process first. If this field is changed, the <b>Employees money could be lost.</b>
10	Payment Description Field	R	Type ' <b>DIR DEP</b> ' in the Payment Description Field.		
11	Flat Amount, Percent of Net Field	R	Type the amount in the Flat Amount field if the Employee is establishing flat amount (fixed) direct deposit.  OR  Type '100' in the percent of net field if the Employee is establishing a net direct deposit.		You will have an entry in either the Flat Amount field OR the Percent of Net field but not both.   Example - Employee wishes to establish 3 different direct deposits as follows: one fixed amount of \$100 to a Savings Account, one fixed amount of \$50 to a Holiday Gift Account and the remainder to a net (default) checking. <ul style="list-style-type: none"> <li>In HRIS, the Employee would get three direct deposits and for his \$1000 of pay HRIS would process as follows: <ul style="list-style-type: none"> <li>Default checking ("net") =</li> </ul> </li> </ul>

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					<ul style="list-style-type: none"> <li>○ 100 pct</li> <li>○ Flat Amount – Savings = \$100</li> <li>○ Flat Amount – Holiday Gift = \$50</li> <li>○ Total of all Direct Deposits = \$1000</li> </ul>
12	<b>Default</b> Field	R	Type or select from the drop down whether or not this is the default distribution. <ul style="list-style-type: none"> <li>• If the percent of net field contains '100' then type 'Y' in this field.</li> <li>• Leave field BLANK if the Flat Amount field is being used.</li> </ul>		<p>Field defaults to 'N' if left Blank.</p> <p>Field designates which Direct Deposit is processed last (if the Employee has multiple distributions).</p> <p><b>Employee is only allowed one distribution set to 'Y'.</b> If an old distribution has been stopped and the distribution field is set to 'Y' you must change it to 'N' before adding the new 'Y'.</p>
13	<b>Effective Date</b> field – First Box	R	Type in the beginning effective date of the distribution.		<p>Effective date should be the date of entry into HRIS unless specifically with a future begin date.</p> <p>Date is formatted as MMDDYY</p>
13	<b>Effective Date</b> Field – Second Box	O	This field is used when stopping distributions. This will be the ending date of the distribution. DO NOT type a date in this field if setting up a new distribution.		
14	<b>Cycles</b> Field – First, Second and Third Boxes	R	Type or select 'X' from the drop down menu on the number of cycles to include in this distribution.		<p>For 'net' pay distributions, select cycles 1, 2, &amp; 3 (first three boxes).</p> <p>For flat (fixed) amount distributions,</p>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<ul style="list-style-type: none"> <li>Select cycles 1 &amp; 2 to setup for 24 direct deposits per year, OR</li> <li>Select cycles 1, 2 &amp; 3 to setup for 26 direct deposits per year.</li> </ul>
15	<b>Original, Remaining</b> Fields	N / A	Fields will remain BLANK.		
16	<b>Add</b> Button	R	Click 'Add' to save the direct deposit distribution.	<p>If distribution was successfully added see "Add Complete - Continue" in the lower left corner. Bank Name will also appear in the Bank field.</p> <p>If problems exist, refer to additional notes.</p>	<p>If errors are encountered in the direct deposit setup, the process will not be saved.</p> <ul style="list-style-type: none"> <li>If the message "Routing Number Does Not Exist" appears you will need to send a request to the GAO Central Payroll Office to have the new Bank Established before continuing.</li> <li>If the message "Default Direct Deposit Distribution already defined" appears, you have two distributions set with Default = 'Y'. You need to review the Employee's record and set one of the distributions to Default = 'N'.</li> <li>If the message "Warning, multiple distributions at 100 percent" appears it means that you have multiple distributions set with percent of net = 100. Review and correct the Employee's record to ensure only one distribution is active (no end date) with a percent of net = 100 and click Add again.</li> </ul>



	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	White Search Box	R	Type XR12.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Direct Deposit Distribution Form (XR12.1) will open.	
2	<b>Company</b> field	R	If field is not <b>Company</b> '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
3	<b>Employee</b> field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	<b>Distribution Order</b> Field	R	Type or select from the drop down the distribution order to be changed.		If the distribution order number is unknown, click the drop down arrow at the end of the field to display all current distributions.
5	<b>Inquire</b> button	R	Click Inquire to display distribution information.	Existing direct deposit information will be displayed on the form.	
6	<b>Flat Amount</b> Field	R	Type the new amount of the flat (fixed) amount distribution.  If Amount is not changing, skip this step.		
7	<b>Cycles</b> Field	R	Type the new cycles for the flat (fixed) amount distribution.  If Cycles are not changing, skip this step.		For flat (fixed) amount distributions, <ul style="list-style-type: none"> <li>• Select cycles 1 &amp; 2 to setup for 24 direct deposits per year, OR</li> <li>• Select cycles 1, 2 &amp; 3 to setup for 26 direct deposits per year.</li> </ul>
8	<b>Change</b> Button	R	Click Change to save the changes.	See 'Change Complete – Continue' in the lower left corner.	

 Changes to Direct Deposit - If the Employee requests a change to any of the following fields then the existing Direct Deposit must be stopped and a new Direct Deposit must be established:

- Receiving DFI Field= Bank Routing Number.
- Account Number Field.
- Account Type or Default Field.

## Stopping a Direct Deposit Distribution

HRIS State of Arizona

Welcome Rita [logout]

Direct Deposit Distribution (XR12.1)

xr12.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Inquire

Your Employee Services

Company 1 STATE OF ARIZONA

Employee 30007 HAAS, STEVEN

Distribution Order 1 Country US View All

Main Canada

Receiving DFI 122105278

Bank USA BANK

Account 0831234567 Entry Type

Account Type S Savings

Roll Number

Prenotify Status P Prenotified

Payment Description DIRDEP

Payable To

Flat Amount 200.00

Percent of Net

Default N No

Effective Date 12/20/2003 -

Cycles X X X

Occurrences

Original Remaining

8

5

4

6

7

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XR12.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Direct Deposit Distribution Form (XR12.1) will open.	
2	<b>Company</b> field	R	If field is not <b>Company</b> '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
3	<b>Employee</b> field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	<b>Distribution Order</b> Field	R	Type or select from the drop down the distribution order to be changed.		If the distribution order number is unknown, click the drop down arrow at the end of the field to display all current distributions.
5	<b>Inquire</b> button	R	Click Inquire to display distribution information.	Existing direct deposit information will be displayed on the form.	
6	<b>Default</b> Field	R	If stopping a net pay direct deposit distribution, type 'N' in the default field.  If stopping a flat amount distribution, skip this step.		
7	<b>Effective Date</b> Field – Second Box	R	Type the stop date for the direct deposit distribution.		Stop date being entered should be the date of entry into HRIS unless specifically noted as a future stop date.  Date is formatted as MMDDYY
8	<b>Change</b> Button	R	Click Change to save the changes.	See 'Change Complete – Continue' in the lower left corner.	

 *Once a Direct Deposit is stopped, if the employee chooses to restart the Direct Deposit this is considered a **new request** and the direct deposit will need to be set up as a new distribution order and must go through the prenotification process.*