Corrections and Returns

Transaction Code:
ZHR_RPTPY151

Purpose	Use this procedure to display the pre-note (for direct deposits) corrections and rejects the agency needs to correct on the employee record.
Trigger	Perform this procedure on a daily basis for any Notifications of Changes (NOC) or Returns that may have come from the bank. Failure to monitor this report may result in Automatic Deposits not being processed accurately.
Prerequisites	An employee has requested to have their paychecks directly deposited into their bank account or a change has been made to the employee's bank account.
End User Roles	In order to perform this transaction you must be assigned one of the following roles: Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor

Change History	Change Description
12/21/2007	Note added re: repeated account returns
7/22/2009	Screen shots updated to reflect current system
8/11/2009	Tip added re: sequence number
6/25/2012	Trigger comment updated. Note added to *Personnel area field.*
7/11/2012	Updated description of For Seq and For Date

Transaction Code   ZHR_RPTPY151

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY151**.

2. Select a Key Date.

3. Under the Selection section complete the following fields:

R=Required Entry	O=Optional Entry	C=Conditional Entry
Field Name	R/O/C	Description
Personnel Number	C	The employee's unique identifying number. Example: **400000129**
Personnel area	R	A specific agency/sub agency in the State of Washington. ℹ️ Agencies should run this report on a **daily** basis using the *Personnel area* field to capture details for the

HR
WSD **Personnel**

		entire agency. Example: **1111 Information Services Division**
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: **0001- Non represented**
Employee group	O	Status of an employee or position within the State of Washington. **Note:** This is the status of the position only, not the employee. Example: **0 (Permanent)**

4.   Under the ACH File Period Selection complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
For Date	R	Enter the current date. ⓘ You can enter a timeframe the ACH was keyed into HRMS, by entering a range of dates. ⓘ Use the (Matchcode) to select the date the ACH was sent. **Example:** 7/11/2012
For Seqnr	O	The sequence number for the date selected in the ACH file**.** ⓘ To view all for selected Date, you can leave this field blank. ⓘ **Tip:** Click on the (Matchcode) to see if there is more than one sequence number. If there is more than once sequence you will need to enter both sequence numbers to view corrections and returns sent on the same date. ⓘ To enter both sequence numbers click on (multiple selection), enter all sequence numbers and click **Copy)**

WSD **Personnel**

Multiple Selection for SEQ_NO

Select Single Values (2) | Select Ranges

O..	Si...
	1
	2

Example: 001

Program Edit Goto System Help

Corrections and Returns for Agency Action

Further selections → Search helps   → Org. structure

Key date
◉ Today
○ Other keydate
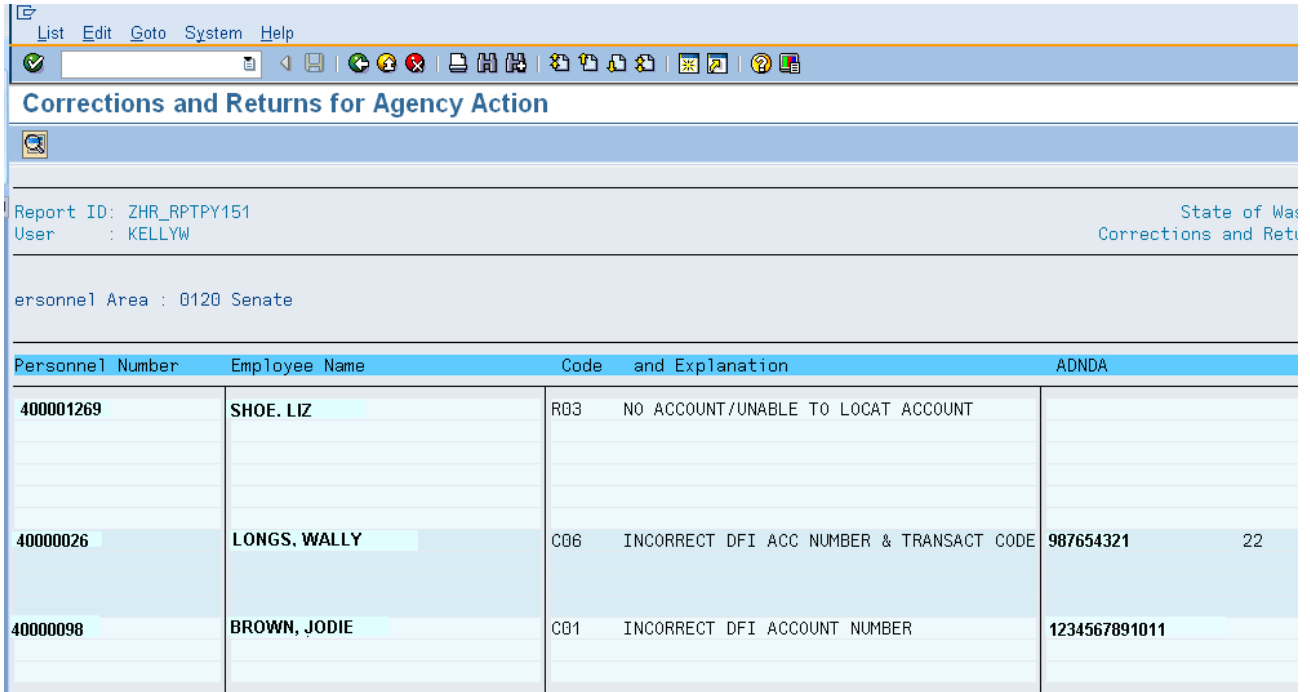   Key Date [   ]

Selection
Personnel Number [   ] →
Personnel area [0120] →
Personnel subarea [   ] →
Employee group [   ] →
Employee subgroup [   ] →

ACH File Period Selection
For Date [07/11/2012] to [   ] →
For Seqnr [   ]

5. Click 🕓 (Execute) to generate the report

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 Corrections and Returns for Agency Action

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Report ID: ZHR_RPTPY151                                                    State of Was
User     : KELLYW                                                    Corrections and Retu

ersonnel Area : 0120 Senate
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Personnel Number	Employee Name	Code	and Explanation	ADNDA	
400001269	SHOE. LIZ	R03	NO ACCOUNT/UNABLE TO LOCAT ACCOUNT		
40000026	LONGS, WALLY	C06	INCORRECT DFI ACC NUMBER & TRANSACT CODE	987654321	22
40000098	BROWN, JODIE	C01	INCORRECT DFI ACCOUNT NUMBER	1234567891011	

ℹ️   Depending on the type of transaction that comes to ISD from the employee's Bank the following actions may occur:

- Any return transaction (which is noted by the letter "R" on the report) will automatically reset the employee's Bank Details (0009) back to a Warrant for records dated in the past.

    ℹ️   Do **not** reenter an account number that has been rejected in the prenote process.

    ❌   **Repeated Account Returns**:
    If an agency does not correct the wrong account information on Infotype 0009 (Bank Details), the institution used by the State of Washington to process EFT's, The Automated Clearing House (ACH) has the ability to penalize the state $10,000 for repeated account returns. Any charge from the ACH for incorrect account information will be passed on to the agency.

- Bank Details (0009) records that have an effective date on or after the date of the return will not process. Messages indicated FAILED will show and the user must determine if any action is required.

![HR WSD Personnel logo]

- A correction transaction with codes C01, C02, C03, C05, or C07 will automatically update the employee's Bank Details (0009) with the new information.

- A correction transaction code with C04, C08 or higher will only be reported, and the user must determine the appropriate course of action

Results
You have generated the Corrections and Returns report for your agency.