EFT Employee Letter

Purpose	Use this procedure to create the EFT letter to send to employees once their Bank Details (0009) has been created for direct deposit, or if changes have been made to their account. This letter can be used by the employee to verify that their wages will be deposited into the proper account.
Trigger	Perform this procedure when an employee has chosen to have their paychecks directly deposited into their bank account and their Bank Details (0009) has been created. You can also create a letter to inform an employee that their account information has been changed per their request.
Prerequisites	Employee's bank detail has been keyed into the Bank Details (0009) Infotype.
End User Roles	In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor.

Change History	
Date	**Change Description**
8/20/2007	Created
7/17/2012	User procedure updated to match current system. New screen shot of the letter.

Transaction Code   ZHR_RPTPY713

Helpful Hints	
Helpful Hints	The Pre-Note process verifies that the bank detail and account number were keyed into the system correctly. This process is executed when payroll is exited by DES. Any record that was **_keyed_** 10 days prior to payroll being exited will be effective for that payroll. If the transaction was **_keyed_** less than 10 days prior to payroll being exited will be effective the following payroll.
	For example: Today is August 20, and an employee has requested to have their pay checks automatically deposited into their bank account starting on the September 10th pay date.
	The employee has turned in the required paper work, the bank account number, and bank ID number have been keyed into the system. Since the information has been keyed into HRMS 10 days prior to the exit of the September 10th pay date, the employee will have their pay check directly deposited.
	⚠️ This report will not create an EFT Employee letter if the employee's Bank Details (0009) is effective for a future date. Once the day arrives and you run the report, the EFT Employee's Letter will generate.

	Refer to [Bank Details for Warrant or Bank Transfer (ACH)](#) user procedure

Procedure

1.   Start the transaction using the transaction code **ZHR_RPTPY713**.

2.   Click [Payroll period] to specify the payroll period.

3.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll area	R	Groups and designates the employees whose payroll is run on the same date. ![i] The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11
Current Period	R	Displays the current pay period ![i] If you are unsure of the current pay period click ![check] (**Enter**) to display the current period. ![i] For a list of pay periods refer to Pay Periods **Example: 14/2012 (**7/1/2012 to 7/15/2012)

State of Washington

Other Period	O	Display a pay period in the past. **Example:** 12/2012

4.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. **Example:** 414633
Personnel area	R	A specific agency/sub-agency in the State of Washington. **Example: 2350**
Business area	O	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). **Example: 2350**

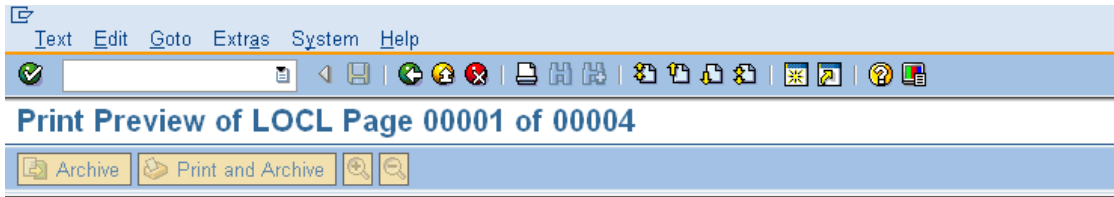| Payroll area	R	Groups and designates the employees whose payroll is run on the same date.
		The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.
		Example: 11
Error Messages	O	This will display the total number of employee records that were processed during the reporting period.

5. Click (Execute) to execute a process or action.

6.

Click to preview the letter, or Click to print the letter.

Text Edit Goto Extras System Help

Print Preview of LOCL Page 00001 of 00004

Archive | Print and Archive

State of Washington

Agency: 0110
Organization Code: 30000270

July 18 , 2012

Withman, Dan
1500 Jefferson
Olympia, WA 98501

Dear Employee:

According to our records you have authorized the State of Washington to automatically deposit your net wages. You will receive a warrant until the new information has been recorded properly.

Please verify the following information to ensure your wages will be deposited to the proper financial institution and account. If the information is correct, the automatic deposit of your wages will begin as soon as the account information is confirmed by your financial institution. This takes approximately 10 to 15 calendar days.

Financial Institution Name: KEY BANK
Financial Institution Number: 041200775
Type of Account: Checking or PAY CARD*
Account Number: 68577358215

*Note for employees using PAY CARD: Pay cards are coded as a Checking account in the payroll system for the purposes of automatic deposit of net wages. Your net pay will be directed to your pay card as requested.

If any of the above information is incorrect, please notify your payroll officer *** IMMEDIATELY *** so that the information can be corrected. Incorrect information may cause your wages to be directed to the wrong financial institution or account and delay your pay. Moreover, your correct automatic deposit may not be effective until the following pay period.

If you have any questions, please contact your payroll officer.

Use the scroll bars on the right hand side of the screen to the view the entire letter.

If the ☑ Errors Messages is checked when you execute the report, once you have viewed the letter, click the ⊗ (**Cancel**) button on the letter to display report stats:

HR
State of Washington

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EFT Employee Letter

Washington State Department of Personnel
Employee EFT Letters Report
Program: ZHR_RPTPY713
Client: R
Rundate: 07/18/2012
Time: 16:42:35
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Message 1	Message 2	Message 3
Total Records Processed	2	
Total Retirees	0	
Total Non-Retirees	2	

```
Records displayed: 3
```

Results
You have generated the EFT Letter to send to the employee for verification.
Comments
None.