

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: June 17, 2016

FROM: Louise M. Sawtelle
Associate Controller - Operations

SUBJECT: Pre-Notification Process Change
CPO 16-14

A pre-notification process is currently used for direct deposits to verify the banking information entered into the payroll system is correct. The pre-note process is currently used for two (2) pay periods for any new or updated direct deposit account prior to a "live" transaction being issued to the bank.

The pre-note process will be reduced from two (2) pay periods to one (1) pay period effective the first pay date of FY 2017. As a result, after a pre-note is processed for one (1) pay period, the direct deposit will be "live" and the money will be forwarded to the employee's selected bank account.

During the pre-notification process, if the bank account information is "rejected" by the bank, the employee will be placed in "suspended" status. If the information provided by the employee is deemed to be the issue, the agency payroll office will be notified and the employee will be expected to submit a revised direct deposit form.

In some cases, the financial institution may not respond to the pre-notification process but the banking information is still incorrect. When the direct deposit becomes "live", the banking information can still be "rejected" and the deposit cannot be completed. In these cases, the employee will be issued an emergency check after the State receives confirmation that the money has been returned by the bank. In addition, the employee will be expected to submit a revised direct deposit form.

Please contact me if you have any questions regarding the pre-note process.
Thank you.