



Office Memorandum

Date: November 22, 2013

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Direct Deposit Designee

Each pay period financial institutions notify Statewide Payroll Services of problems with employee direct deposit information. The issues include returned deposits due to closed accounts, invalid financial institution routing transit numbers or invalid account numbers. In most cases, Statewide Payroll Services works with the agency's direct deposit designee to resolve the issue. Failure to have a direct deposit designee or back up staff available to respond to direct deposit issues promptly could result in a delays for employees receiving their pay.

Minnesota Management & Budget's statewide Direct Deposit of Employee Pay - Policy - Direct Deposit Designee is as follows:

Each state agency should assign an employee as its direct deposit designee. The designee will receive completed Payroll Direct Deposit Authorization forms from employees, enter and inquire on direct deposit data, and be the contact for direct deposit questions or problems.

Minnesota Management & Budget requires that the direct deposit designee be someone who is not authorized to add employees to the system or to enter payroll data to pay employees. The reason for this is to maintain separation of duties for good internal control. Agencies should **also designate a backup** to the direct deposit designee so there is **always** someone in the office who can enter data, inquire on direct deposit status, and solve direct deposit problems for employees.

Agencies must identify the direct deposit designees on the SEMA4 Contact pages. Statewide Payroll Services relies on the Contact pages to know whom to contact regarding your agency's direct deposit problems. Other agencies, as well as all employees within your agency, are able to refer to the list of agency's contacts to know whom to contact with questions. Agency contacts should be reviewed and updated throughout the year.

Because an increasing number of employees are updating their direct deposit record in Self Service, some designees may have limited opportunities to update direct deposit records in SEMA4. However, it is critical that each direct deposit designee be able to update records in SEMA4 accurately and answer employee questions related to direct deposit.

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Please ensure all direct deposit designees are made aware of the following resources:

- **Direct Deposit Self-study course:** After registering, an email will be sent providing the information needed to access the Learning Guide and the SEMA4 Training Database. Exercises in the guide include entering/updating direct deposit records. [Course registration information is available on the MMB web site.](#)
- **SEMA4 Help:**
 - Step-by-step instructions: [Processing Direct Deposit Information.](#)
 - Operating Policy and Procedure: [Direct Deposit of Employee Pay](#)
- **Self Service Direct Deposit Instructions:** Step-by-step instructions for employees are available in Self Service and on the [MMB web site.](#)

Agency Payroll, HR and Accounting staff should contact Mary Wixson in Statewide Payroll Services at 651-201-8062 or mary.wixson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF