



Office Memorandum

Date: October 23, 2009

To: Agency Payroll, HR and Direct Deposit Contacts

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Direct Deposit Change

Recent changes to banking regulations require employees, who arrange to have any of their pay transferred from their U.S.A. direct deposit financial institution to a financial institution outside of the U.S.A., to provide the name and full address of the U.S.A. financial institution. This has prompted changes to OnBoarding, the Direct Deposit page in Employee Self Service and SEMA4, and the Payroll Direct Deposit Authorization form.

Employee Self Service

The following check box and statement have been added to the Self Service Direct Deposit page.

Check the box if you will be transferring any of your pay from this financial institution to a financial institution outside of the U.S.A.

When the check box is selected and the record is saved, a message will display directing the employee to submit this direct deposit request on a paper form to the agency's payroll office. The payroll office **cannot** enter this direct deposit record in SEMA4; therefore, the Payroll Direct Deposit Authorization form must be forwarded to Statewide Payroll Services for processing.

Employees are able to view and clear the check box when the transferring of pay ends.

SEMA4

The Direct Deposit page includes a separate section for the bank ID and check box with a statement referring to the transfer of pay:

Your Bank Information

Bank ID:

Check the box if the employee will be transferring any of their pay from this financial institution to a financial institution outside of the U.S.A.

Prenotification Required

When the check box is selected, this message displays:

Please send a Direct Deposit Authorization form to Statewide Payroll Services for entry.

You cannot complete this transaction if the employee will be transferring any of their pay from this financial institution to a financial institution outside of the U.S.A. Additional bank information must be entered into SEMA4.

The agency direct deposit contact is able to view and clear the check box when an employee submits a direct deposit authorization form indicating that the transferring of pay has ended.

When the agency's payroll/direct deposit contact receives a Payroll Direct Deposit Authorization form with the Transferring Funds? check box selected:

- Confirm the employee has provided **all** required information.
- Forward the Payroll Direct Deposit Authorization form to Statewide Payroll Services for processing.

Payroll Direct Deposit Authorization Form

The Payroll Direct Deposit Authorization form has been updated and now requires the financial institution's street address as well as the name, city and state. In addition, the following Transferring Funds? check box and statement has been added:

Transferring Funds?	<input type="checkbox"/>	Check the box if you will be transferring any of your pay from this financial institution to a financial institution outside of the U.S.A.
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OnBoarding

For agencies using OnBoarding, new employees will be asked whether any of their pay will be transferred outside the U.S.A. If the employee answers yes, the agency must forward the completed Payroll Direct Deposit Authorization form to Statewide Payroll Services for processing.

Employee Self Service Direct Deposit instructions and SEMA4 Help will be updated to include these changes.

Note: These changes will affect only a few employees.

Ensure your agency's direct deposit contacts receive a copy of this bulletin.

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