

MY BANK DETAILS FIO-20 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure is to explain how to create and change your direct deposit information with the Fiori My Bank Details application.

- Main Bank Employees must have one valid record for direct deposit.
- **Other Bank** Employees can maintain up to three additional accounts to direct deposit a portion of their paycheck separately from their Main Bank.
- **Travel Expense** Employees who are authorized to receive accounts payable travel reimbursements. Employees can create and change their AP reimbursement bank (travel reimbursements).

IMPORTANT NOTICE: The Office of the State Controller (OSC) transmits your payroll payment electronically based on the information you provide. It is important that you enter correct account and bank routing numbers. If the payment transmission fails because you have incorrect or outdated information, OSC can only provide a replacement payment AFTER a refund from the financial institution has been received. Direct Deposits must comply with US law and requirements of the Office of Foreign Assets Control (OFAC). By entering bank data here, you are affirming that the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account. OSC has the right to retract and correct direct deposit payments, as necessary.

Critical Information: Employees CANNOT change their Bank Information until their Agency HR has entered their original bank details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The **Direct Deposit Enrollment & Change Form** can be found on the OSC Customer Service – HR/Payroll website: <u>https://www.osc.nc.gov/state-employees/customer-service-hrpayroll/best-forms/payroll/direct-deposit</u>

Edit Main Bank Details

1. Within the **Employee** tab, click on the **My Bank Details** card/application.

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2. Your current Main Bank details will be displayed. Click on the Edit button.

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	enizational Unit: CCPS SHP FMG Analysis Landscape Grp 2
Main Bank Other Bank Travel Expenses	
Valid from 07/01/2022	Edit
Bank Data	
Direct Deposits must comply with US iaw and the Office to a foreign bank account.	e of Foreign Assets Control. Data here affirms the entire payment amount you receive 15 NOT subject to being transferred
Payee	Jimmy M Moyette III
ZIP Code:	27527
City	Clayton
Country	U5A
Bank Routing Number:	253177049
Bank Name:	STATE EMPLOYEES CREDIT UNION
Account Type:	Checking Account
Account Number:	123456789
Payment Method:	Payroli Direct Deposit

NOTE: Direct Deposits must comply with US Law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Some of the fields default from your personnel record and cannot be changed. In the Bank Data section, you can change the Bank Routing Number, Account Type, and Account Number fields. The Account Number will need to be entered twice to help prevent typos. See the screen shot and chart below for more information on these fields.

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Main Bank		
Bank Data		
If you are in the process of closing band agency with questions.	caccounts, make sure that you keep your current account open until the first direct o	leposit to the new bank has processed. Contact your
Рауве;	Jimmy M Moyette III	
ZIP Code:	27527	
City:	Clayton	
Country:	USA.	
Bank Routing Number:	253177049 CP STATE EMPLOYEES CREDIT UNION	1
Account Type:	Checking	\odot
Account Number:	987654321	
Confirm Account Number:	987654321	Checking
Payment Method:	Payrill Direct Deposit	Savings
Currency:	USD	
Validity Period		
Final	07/01/2022	
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Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account
Account Number	Number of your Bank account. The length can vary depending on the bank.

NOTE: You can find the **Bank Routing** Number and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

JANE A. SMITH 123 MAIN ST. ANYWHERE, MA 01234	DATE	DATE		
PAY TO THE			6	
ORDER OF	101		DOLLARS	
MEMO	<u> </u>	AUTHORIZED S	IGNATURE	
011301798	020004561	1234		
Routing Number	Account Number			

4. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

Payee:	Jimmy M Moyette III
ZIP Code:	27527
City: Country:	Clayton 05/01/2022 06/01/2022
Bank Routing Number:	07/01/2022
Account Type: Account Number:	08/01/2022
Confirm Account Number:	09/01/2022
Payment Method:	10/01/2022
Currency:	11/01/2022
	12/01/2022
Validity Period	01/01/2023
	02/01/2023
From:	07/01/2022

Payroll Calendars

5. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Currency:	Payroll Direct Deposit	4
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Validity Period		
From;	09/01/2022	×]
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6. After saving, the system will return to the **Main Bank** tab. It will now display your current and newly created bank account data. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

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Bank Data Direct Deposits must comply with US lar receive 15 NDT subject to being transfer Payne: ZIP Code: Chy: Country: Bank Routing Namber: Bank Name:	and the Office of Foreign Assets Control. Data here afferms the entire payment amount you ed to a foreign bank account. Jammy M Moyette III 27527 Clayton USA 253177049
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Bank Data Direct Deposits must comply with US lai receive 15 NOT subject to being transfer Payoe: ZIP Code: Chy: Chy: Country: Bank Routing Namber: Account Type: Account Namber:	and the Office of Foreign Assets Control. Data here affirms the entire payment amount you ed to a foreign barn account. Jammy M Moyette III 27527 Clayton USA 253177049 STATE EMPLOYSES CREDIT UNION Checking Account

NOTE: When a change to bank account information is made, a paper letter confirmation will be mailed to the listed mailing address. If no mailing address is listed, then it will be mailed to the permanent address. An email confirmation also will be sent to the employee's work email address.

Add/Edit Other Bank Details

In addition to the **Main Bank** information, an employee may have their pay split between *up to* three additional accounts. When an additional (or **Other**) bank account is created, you must choose a percentage amount or standard amount to be deposited each pay period.

NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

1. Within the Employee tab, click on the My Bank Details card/application.

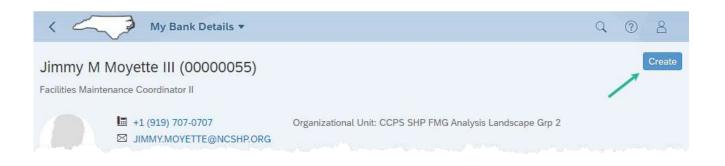
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Updates and Messages		Confidential			·		Enroüment Platform	
Self-Identification of Disability	My Communication Data	My Bank Details	My Online Selections	My W-2/W-2C	My Tax Withholding	My Reports & Resources		
Create/Maintain Disa	Manage My Commu	Manage my Blank De	Manage My Online S	View & Print	Manage my W4/NC4	View Reports and Re		

 Click on the Other Bank tab. If any Other bank accounts are currently active, they will be displayed and can be changed with the Edit button to the right-hand side. If no Other banks have been created, you will see a 'No Records Found' screen and can only use the create function.

The remainder of this section will demonstrate how to create a new account.

Jimmy M Moyette III (000 Facilities Maintenance Coordinator II Main Bank Other Bank Travel Expenses	000055) Create
Valid from 08/01/2022	Edit Delete
Bank Data Direct Deposits must comply with US law receive IS NOT subject to being transfer	and the Office of Foreign Assets Control. Data here affirms the entire payment amount you ed to a foreign bank account.
Payee:	Jimmy M Moyette III
ZIP Code:	27591
City:	Wendell
Country:	USA

3. Click the **Create** button near the top right of your screen.



4. In the Type section, leave the Record Type as 'Other Bank'

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My Bank Details / New Other Bank			
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Record Type: Other Bank	~		
Other Bank			
Bank Data			

5. In the Other Bank section, some of the fields default from your personnel record and cannot be changed. In the Bank Data subsection, enter the applicable data in the Bank Routing Number, Account Type, and Account Number fields. The Account Number will need to be entered twice to help prevent typos. See the chart and screen shot below for more information on these fields.

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number ${\rm is}$ nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account
Account Number	Number of your Bank account. The length can vary depending on the bank.

Other Bank		
Bank		
Data		
f you are in the process of ci	osing bank accounts, make sure that you keep	your current account open until the first
	k has processed. Contact your agency with que	
Payee:	Jimmy M Moyette III	
ZIP Code:	27591	
City:	Wendell	
Country:	USA	
Bank Routing Number:	265070532	FIDELITY BANK
Account Type:	Savings	~
Account Number:	864297531	
Confirm Account Number:	864297531	
Payment Method:	Payroll Direct Deposit	
	USD	
Currency:		
and the second second	0	

NOTE: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

JANE A. SMITH 123 MAIN ST. ANYWHERE, MA 01234	DATE		1234
PAY TO THE		\$	
ORDER OF	NOV		DOLLARS
			Active participation and the second
мемо	AM	AUTHORIZED SIGN	ATURE
MEMO	02000 4 5615	AUTHORIZED SIGNA	ATURE

You must designate what portion of your paycheck amount will be deposited into the other account. You can choose either a set percentage of your paycheck by using the Standard Percentage field <u>or</u> select a set dollar amount by using the Standard Value field.

My Bank Details / New Other Bank	
	osing bank accounts, make sure that you keep your current account open until the first k has processed. Contact your agency with questions.
Payee: ZIP Code:	Jimmy M Moyette III 27591
Currency:	USD
Standard Percentage:	5
Or Standard Value:	0.00
Validity Period	

7. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period, and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

Payroll Calendars

Bank Routing Number:	265070532	C	FIDELITY BANK
Account Type:	Savings		~
Account Number:	05/01/2022		
Confirm Account Number:	06/01/2022		
Payment Method:	07/01/2022		
Currency:	08/01/2022		
Standard Percentage:	09/01/2022		
Standard Value:	10/01/2022		
	11/01/2022		
alidity Period	12/01/2022		
	01/01/2023		
Validity:	02/01/2023		
From:	10/01/2022		~

8. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Validity:	From date	~
From:	10/01/2022	~
		\

9. After saving, the system will return to the **Other Bank** tab. It will now display your newly created bank account data as well as any other active **Other** banks. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

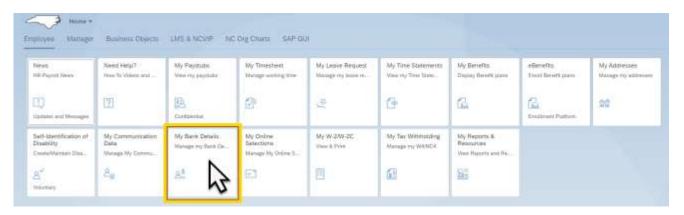
Jimmy M Moyette III (000 Facilities Maintenance Coordinator II	000055) Creat
Main Bank Other Bank Travel Expenses	
Valid from 08/01/2022	Edit Delete
Bank Data	
i Direct Deposits must comply with US law receive IS NOT subject to being transferr	v and the Office of Foreign Assets Control. Data here affirms the entire payment amount you red to a foreign bank account.
Payee:	Jimmy M Moyette III
ZIP Code:	27591
City:	Wendell
Country:	USA
Bank Routing Number:	301171353
Bank Name:	FIDELITY BANK
Account Type:	Savings Account
Account Number:	246813579
Payment Method:	Payroll Direct Deposit
Currency:	USD
Standard Percentage:	5%

NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

Edit Travel Expenses

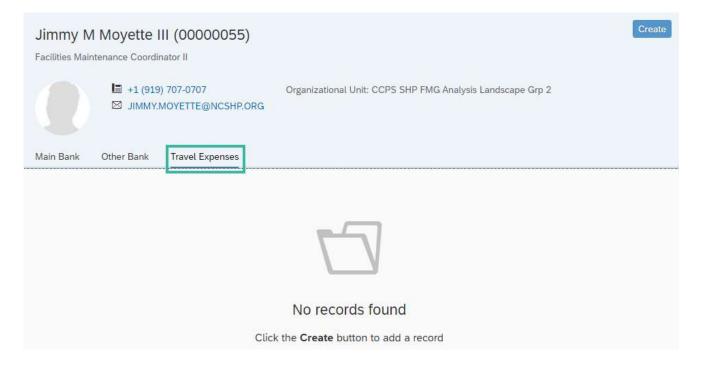
Note: Depending on your agency, reimbursements are handled by DOT Personnel or the North Carolina Financial System (NCFS) and are not connected to the Integrated HR-Payroll system. Travel expense bank details that are entered using FIORI will be sent to DOT or NCFS. If you have questions about reimbursement dates or processes, contact DOT Human Resources (DOT employees) or NCFS BEST Contact center 919-707-0707 (all others).

1. Within the Employee tab, click on the My Bank Details card/application.

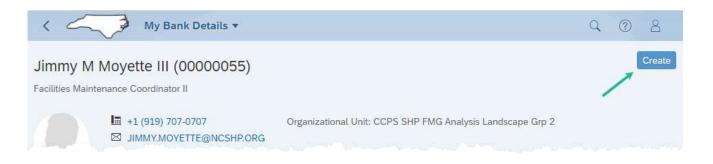


 Click on the Travel Expenses tab. If a Travel Expenses bank account is currently active, it will be displayed and can be changed with the Edit button to the right-hand side. If no Travel Expenses bank account has been created, you will see a 'No Records Found' screen and can only use the create function.

The remainder of this section will demonstrate how to create a new account.



3. Click the **Create** button near the top right of your screen.



4. In the Type section, leave the Record Type as 'Travel Expenses'

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My Bank Details / New Travel Expenses			
Туре			
Travel Expenses	×		were th ea

 In the Travel Expenses section, some of the fields default from your personnel record and cannot be changed. In the Bank Data subsection, enter the applicable data in the Bank Routing Number, Account Type, and Account Number fields. The Account Number will need to be entered twice to help prevent typos. See the chart and screen shot below for more information on these fields.

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account
Account Number	Number of your Bank account. The length can vary depending on the bank.

Travel Expenses		
Bank Data If you are in the process of cludirect deposit to the new bank	osing bank accounts, make sure that you keep your current account open until the first k has processed. Contact your agency with questions.	
Payee:	Jimmy M Moyette III	
ZIP Code:	27591	
City:	Wendell	
Country:	USA	\sim
Bank Routing Number:	053185503 LATINO COMMUNITY CREDIT UNION	
Account Type:	Checking	\sim
Account Number:	369258147	
Confirm Account Number:	369258147	
Payment Method:	Payroll Direct Deposit	\sim
Currency:	USD	

NOTE: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

JANE A. SMITH 123 MAIN ST. ANYWHERE, MA 01234	DATE	-	1234
PAY TO THE		\$	
ORDER OF	1911		DOLLARS
C	Alt.		
MEMO		AUTHORIZED SIGN	IATURE
011301798	020004560	1534	

6. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

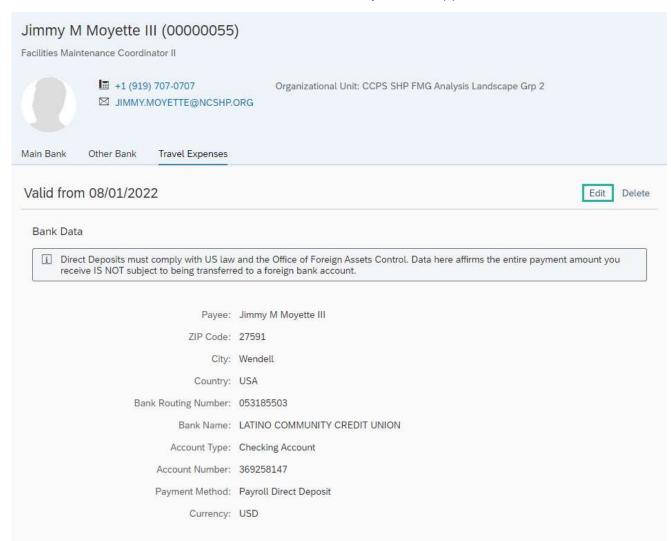
Payroll Calendars

Payee:	Jimmy M Moyette III
ZIP Code:	27591
City:	Wendell
Country:	USA 🗸
Bank Routing Number:	05/01/2022
Account Type:	06/01/2022
Account Number:	07/01/2022
Confirm Account Number:	08/01/2022
Payment Method:	09/01/2022
Currency:	10/01/2022
	11/01/2022
Validity Period	12/01/2022
	01/01/2023
Validity:	02/01/2023
From:	08/01/2022 🗸

7. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Validity Period		
Validity:	From date	~
From:	08/01/2022	~
		Save Ca

8. After saving, you will be brought back to the **Travel Expenses** tab. It will now display your newly created bank account data. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).



Change Record

- 07/15/22 New BPP D.- Genzlinger
- 02/28/23 Updated screen shots for Fiori Employee tab. L.-Lee
- 9/6/23 updated Travel expense information D. Genzlinger, A. Rice