

The purpose of this Business Process Procedure (BPP) is to explain how an employee can update banking details in the Integrated HR-Payroll System.

### Trigger:

Use this procedure when the employee is hired and/or the employee has an update to his or her banking details (e.g., a new bank account for their direct deposit).

### **Business Process Procedure Overview:**

Infotype 0009 (IT0009) holds an employee's bank information. If an employee chooses to receive multiple direct deposits, the first deposit is paid as a flat dollar amount or percentage of net pay to IT0009/subtype Other Bank. The remaining portion of net pay is paid to IT0009/subtype Main Bank. Travel expense bank detail type is used for Accounts Payable reimbursements from North Carolina Finance System (NCFS).

**CRITICAL!** Any change made to the bank must be made on the first day of the payroll period (monthly or biweekly). This includes changes being made through transaction code PA30 and FIORI as an end user. If a change is made in the middle of the payroll period, the payroll process will pick up both records as valid for the entire payroll period.

For example, if you are sending 90% of your pay to your main bank account A, and 10% to a second savings account B, and make a change in the middle of the payroll period to move the 10% from savings account B to a new savings account C, the system will read both B and C as valid. For that payroll period, you will receive 80% in your main account A and 10% in the other 2 accounts B and C. The secondary accounts are funded first.

Also, bank details cannot be deleted for past payroll events if the monies have not been disbursed. If the payroll was run, the record cannot be deleted.

Bank details with a subtype **0** (Main Bank) look at what is effective on the check date. Bank details with a subtype **1** (Other Bank) look at all records in effect during any day in the period. Bank details with a subtype 2 (Travel Expenses) are submitted to NCFS for accounts payable reimbursements.

### Tips and Tricks:

If a user fails to assign an IT0009 record to an employee, the payroll program will recognize the missing IT0009 and will generate a yellow **Warning** message, indicating the employee's personnel number.

### Access Transaction:

### Via menu Path:

Your menu path may contain this custom transaction code depending on your security roles.

### Via Transaction Code:

PA30

# Procedure

1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command.
		Example: PA30



2. Click the Enter Solution.

Information	<ul> <li>You may want to enter this transaction code in your Favorites folder.</li> <li>From the menu at the top of the screen, choose Favorites &gt; Insert Transaction.</li> </ul>
	• Type in <b>PA30</b> .
	Click Enter.
	To see the transaction code displayed in front of the link in your favorites,
	from the menu at the top of the screen:
	Choose Extras > Settings.
	• Place a check next to <b>Display Technical Names</b> .
	Click Enter.

3. Update the following field:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.
		Example: 80001183

**NOTE:** Verify that the correct personnel number was entered.

Maintain HR Master Data	
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ゆうにたいでは、     の     はののでは、     の     はののでは、     の     はののでは、     の     にの     の     にの     にの	Personnel no.
	Infotype Text       S         Actions <ul> <li>Period</li> <li>Period</li> <li>From</li> <li>To</li> <li>Today</li> <li>Current month</li> <li>Planned Working Time</li> <li>Basic Pay</li> <li>Pamily Member/Dependents</li> <li>Current Date</li> <li>Last week</li> <li>To Current Date</li> <li>Last month</li> <li>Current Period</li> <li>Current Year</li> <li>Choose</li> <li>Mittional Personal Data</li> <li>Direct selection</li> <li>Infotype</li> <li>STy</li> <li>Stry</li> <li>Stry</li></ul>

4. Click the Enter Solution.

5. Click the **Payroll** Payroll button.

🖲 🖌 Maintain HR Master Data	
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Personnel no. 80001035	
Name Marvin Tillman	
EEGroup A SPA Employees Pe	ersA 4601 Natural and Cultural Resources
EESubgroup A1 FT N-FLSAOT Perm Co	ostC 4699999999 CULTURE RESOURCES
Basic Personal Data Payroll Benefits	Time Addtl. Personal Data P
Infotype Text S.	Period
Actions	Period
Organizational Assignment	From To
Personal Data	O Today O Curr.week
Addresses	O All O Current month
Planned Working Time	OFrom curr.date OLast week
Esmily Member/Dependents	O To Current Date OLast month
I-9 Residence Status	Ocurrent Period Ocurrent Year
Additional Personal Data	Choose
Direct selection	
Infotros	CT
ппосуре	517

6. Select the **Bank Details** row.

Select the appropriate Infotype to display. Infotype records can be accessed through the various /Tabs/ or through the /Direct Selection/ section of the screen. Infotypes listed within the Tabs with a corresponding green checkmark indicate that the infotype records are populated with data. Infotypes without a green checkmark may not be populated at this time.

Infotyne Text	S.,	Period	
Basic Pay	<ul> <li>✓</li> </ul>	<ul> <li>Period</li> </ul>	
Recurring Payments/Deductions	<b>*</b> *	From	То
Additional Payments		○ Today	O Curr.week
Bank Details	<ul> <li>Image: A second s</li></ul>	OAL	O Current month
Residence Tax Area	<ul> <li>Image: A second s</li></ul>	OFrom curr.date	◯Last week
Nork Tax Area	<ul> <li>Image: A second s</li></ul>	O To Current Date	OLast month
Jnemployment State	<ul> <li>Image: A second s</li></ul>	OCurrent Period	O Current Year
Withholding Info W4/W5 US	<ul> <li></li> <li></li> </ul>	Choose	
Bond Purchases	Ŧ		
ect selection			

- 7. Click the **Overview (Shift+F8)** <sup>20</sup> button.
- 8. Select the **bank account record** row to be changed.

L	ist Bank	Details (	0009	リ					
C	) 🖉 🗅 🗑	) <mark>-</mark>							
Per EEC EES	sonnel No Group A Gubgroup A Choose	80001035 SPA Empl FT N-FLS/ 01/01/1800	oyees AOT Pe	Name rm 12/31/	PersA Statu 9999	Marvin Tillman 4601 Natural and ( Active STy.	] Cultura	al Resources	
	Start Date 01/01/2008	End Date 12/31/9999	Payee Marvin	Tillman		Payment Method Payroll Direct Depo.	Ba US	Bank Key 061102400	• •
	02/01/2018	12/31/9999	Marvin	i ilimañ		Payroll Direct Depo.	05	061102400	

# 9. Click the **Change (F6)** button.



Typically, a user will create bank information. **Only use the Change function if an error was typed when creating the bank record.** If you try to correct the bank record on an employee who has already had payroll processed for the time period in question, you will get an error message stating the change is not possible.

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ersonnel No 8000103	5 Nar	me Marvin Tillman
EGroup A SPA E	Employees	PersA 4601 Natural and Cultural Resources
ESubgroup A1 FT N-	FLSAOT Perm	Statu Active
Start 01/01/2	008 🗇 to 12,	2/31/9999 Chng 06/17/2008 ECATT
_	_	
Bank details		
Bank details type	Main bank	▼
Payee	Marvin Tillman	
Postal code / city	27609 M	Madisonville
Recipient Country	USA	•
Bank Country	USA	•
Bank Key	061102400	FIDELITY BANK
Bank Account	541640880	Bank Control Key 01
Payment Method	P Payroll Dire	ect Deposit
Purpose		

10. Click the Back (F3) 🚾 button.

4	List Bank	Details (	0009)					
	) 🖉 🗅 🗑	й <b>6</b>						
Pe EE EE	Group A Subgroup A Choose	80001035 SPA Empl FT N-FLS/ 01/01/1800	Name oyees AOT Perm To 12/31/	PersA Statu 9999	Marvin Tillman 4601 Natural and O Active STy.	] Cultura	al Resources	
	Start Date 01/01/2008 02/01/2018	End Date 12/31/9999 12/31/9999	Payee Marvin Tillman Marvin Tillman		Payment Method Payroll Direct Depo Payroll Direct Depo	Ba US US	Bank Key 061102400 061102400	

# 11. Click the **Create (F5)** button.



The table below lists the field name descriptions for IT0009.

Field	Description
Bank Details Type	Bank detail type 0 (Main Bank) is the employee's primary bank details payments of wages and salaries. There can only be one active record at a time.
Bank Details Type	Bank detail type 1 (Other Bank) is used when an employee wants to split their payment of wages and salaries.
Bank Details Type	Bank detail type 2 (Travel Expense) is used when an employee may be authorized to receive an accounts payable reimbursement from NCFS. That information can be entered here or with NCFS directly.
Bank Key	The ABA number from the employee's voided check.
Bank Account	The Bank account number from the employee's voided check
Payment Method	Specifies how payment is to be made:
	<b>C</b> – Payroll Check Paper
	P – Payroll Direct Deposit
Standard Value	Used when Other Bank is entered in the Bank Details Type indicates that a portion of the employee's wage/salary is transferred to the bank.
Standard Percentage	Used when Other Bank is entered in the Bank Details Type; indicates what percentage of the employee's wage/salary is transferred to the bank.

### 12. Update the following field:

Field Name	Description	Values
Start	Beginning date of the event	Enter value in Start.
		<b>Example</b> : 09/01/2012

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ersonnel No 8000103	35 Name Marvin Tillman
Group A SPA	Employees PersA 4601 Natural and Cultural Resources
Subgroup A1 FT N	I-FLSAOT Perm Statu Active
art	to 12/31/9999
Bank details	
Bank details type	
Payee	Marvin Tillman
Postal code / city	27609 Madisonville
Recipient Country	USA 🔹
Bank Country	USA 🔻
Bank Key	
Bank Account	Bank Control Key
Payment Method	P Payroll Direct Deposit
Purpose	
Dovment currency	USD United States Dollar
ayment currency	

#### 13. Click the **Bank details type** drop-down list.

IT0009 manages an employee's method of payment for net pay. There are two primary IT0009 subtypes used in the Integrated HR-Payroll System:

- Main pertains to the first direct deposit bank chosen.
- **Other** used to add additional banks to where the direct deposit will be split.

Travel expenses bank detail type is used for accounts payable reimbursements from the North Carolina Finance System (NCFS). Travel expense bank details entered into the HR/Payroll Integrated System either directly on IT0009 or through FIORI will be shared with NCFS. An employee can also contact NCFS to enter this information.

The payroll program (driver) will recognize the Other bank first. It will determine how the employee's net pay is to be distributed (either by a flat dollar amount or a percentage). Once the payroll program distributes monies to Other, it will then distribute the remaining net pay funds to the Main bank.

Bank details						
Bank details type						
Payee	Bank Details Supplem. Health Insurance					
Postal code / city	Bank.Connect for advanc HR01 Income from work abroad					
Recipient Country	Main bank					
Bank Country	Main bank details for Off-Cycle					
Bank Key	Other bank details for Off-Cycle					
Bank Account	Protects Account					
Payment Method	Protects Account Travel Expenses					
Purpose						
Payment currency	USD United States Dollar					
Standard value	USD					
Standard Percentage						

# 14. Select **Other bank** in the list box.

Bank details							
Bank details type	Other bank	-					
Payee	Bank Details Supplem. Health Insurance						
Postal code / city	Bank.Connect for advanc HR01 Income from work abroad						
Recipient Country	Main bank						
Bank Country	Main bank details for Off-Cycle						
Bank Key	Dther bank details for Off-Cycle						
Bank Account	Protects Account	Protects Account					
Payment Method	Protects Account Travel Expenses						
Purpose							
Payment currency	USD United States Dollar						
Standard value	USD						
Standard Percentage							

15. Update the following field:

Field Name	Description	Values
Bank Key	The ABA number from the employee's voided check	Enter value in Bank Key.
		Example: 253177049

For direct deposits, if you do not know the routing/ABA number for the employee's bank, click on the drop-down list on the Bank Key field.

16. Update the following fields:

Field Name	Description	Values
Bank Account The Bank account number from the		Enter value in Bank
	employee's voided check	Account.
		Example: 456456458
Bank Control Key	Key to control and identify bank	Enter value in Bank Control
	number	Key.
		Example: 01

CRITICAL!	Don't forget to enter <b>01</b> or <b>02</b> in the Bank Control field to indicate what type of account the direct deposit is for. If this field is left blank the employee will error out during the payroll processing procedures. Choose from:
	• 01 = Checking Account
	• 02 = Savings Account

# 17. Update the following field:

Field Name	Description	Values
Payment Method	Specifies how payment is to be made:	Enter value in Payment
	• <b>C</b> – Payroll Check Paper	Method.
	• P – Payroll Direct Deposit	
		Example: P

Information	Choose from the following: • C = payroll check • P = direct deposit
mormation	• P - direct deposit

18. Update the following field:

Field Name	Description	Values
Standard Value	Used when Other Bank is entered in the	Enter value in Standard
	Bank Details Type.	Value.
		Example: 25.00

<b>i</b>	The Standard Value field use indicates that a portion of the employee's wage/salary is transferred to this bank.
Information	

- 19. Click the **Enter** volume button. Verify the data entered for accuracy.
- 20. Click the **Save (Ctrl+S)** button. The List Bank Details displays showing the new bank that has been added.

List Bank D	Details (	0009)					
🗅 🖉 🗅 🐨	<b>_</b>						
Personnel No 80 EEGroup A EESubgroup A1 20 Choose 0	0001035 SPA Empl FT N-FLSA 1/01/1800	Name oyees AOT Perm To 12/31/	Ma: PersA 46 Statu Act 9999	rvin Tillman 01 Natural and tive STy.	Cultura	al Resources	
Start Date E	ind Date 2/31/0000 2/31/9999	Payee Manvin Tillman Marvin Tillman	Pay Pay Pay	rment Method roll Direct Depo roll Direct Depo	Ba US	Bank Key 061102400 253177049	Î

The system task is complete.

### Additional Resources

Training HELP website: <u>https://www.osc.nc.gov/training/training\_help\_documents</u>

### Change Record

Change Date: 8/29/2012 – S. Crittenden Changes: Business Process Overview

> • Deleted the following text (formerly the 2<sup>nd</sup> and 3<sup>rd</sup> sentence): For Payroll purposes, an employee may choose to receive their net pay via a check or direct deposit. A check is assigned to the employee by payment method C, while a direct deposit is assigned to the employee by payment method P. Both these payment methods are assigned to IT0009 / subtype Main Bank. However,

Step 6

• Corrected typo Infotypes listed within the Tabs with a corresponding green checkmark indicate that *the* infotype records *are* populated with data.

Change Date: 8/12/2020 – Changed by C. Ennis Changes: Updated format, assigned reference number, and made accessible.

Change Date: 5/26/2020 – Changed by L. Lee Changes: Updated images, added alt text, reformatted tables.

Change Date: 11/16/23- Changed by C. MacDonald Changes: updated information on Travel Expense bank accounts