



## Reversing Employee EFT

# Reversing Employee EFT – Direct Deposit

## Payroll Management (PAYM)

1. Send an email request to: [sfs\\_payroll\\_requests@lacoed.edu](mailto:sfs_payroll_requests@lacoed.edu)
2. Bank required information:
  - a) A detailed explanation of the reason for the reversal/cancellation request
  - b) Confirmation that consent has been obtained from the employee/account holder
  - c) Screenshot of HCM Deduction Management screen providing direct deposit account number (routing number must be redacted) (DEDM)
  - d) Screenshot of Payroll Management screen identifying transaction to be reversed (PAYM)
  - e) Screenshot of Payroll Management screen displaying transaction Distribution Status (PAYM)
  - f) District name and agency number
  - g) Full name and contact information of requester.

### Important Reminders

- LACOE is required to submit requests to the bank within five business days from issue date.
- Employee/account holder should be instructed not to withdraw or move funds if temporarily deposited into the account.

LACOE will submit your direct deposit reversal request to the bank, and will receive acknowledgement from the bank that a reversal will be attempted. This acknowledgment indicates the bank will attempt, but cannot guarantee, recovery of funds. If funds are ultimately deemed unrecoverable by the bank, LACOE will email district a Notice of Rejected Direct Deposit Reversal.

Please note that the LACOE unit that processes these reversals (SFS Payroll) is not notified when funds are returned from the employee's financial institution. This information is confirmed by the LACOE Banking Unit by depositing the returned funds in district accounts approximately 45 to 60 days after reversal attempt.



## Payroll Management (PAYM)

1. A **CHCK** document must be created to change the **Check Status** from **Cleared** to **Outstanding**.
2. From the **PAYM** activity folder, select the employee.
3. From the Secondary Navigation, select **Issued Checks/Advices**.
4. Select from the grid select the row with the check information you want to cancel.
5. Click the **Create Check Disposition** link at the bottom of the page.
6. Select the **Check Information** tab.
7. Set the **Check Status** drop-down to **Outstanding**.
8. Set the **Replace Check** to **N/A**.
9. Click the **Validate** button.
10. Click the **Submit** button.



## Reversing Employee EFT – Direct Deposit Cont.

13. From the **PAYM** activity folder, select the employee.
14. From the Secondary Navigation, select **Issued Checks/Advices**.
15. Select from the grid select the row with the check information you want to cancel.
16. Click the **Create Check Disposition** link at the bottom of the page.
17. Select the **Check Information** tab.
18. Set the **Check Status** drop-down to **Redeposited - Canceled**
19. Set the **Replace Check** to **Do Not Replace**.
20. Click the **Validate** button.
21. Click the **Submit** button.
  1. **CHCK** document will then go through workflow.

If you still have questions, please contact SFS