Direct Deposit Reissue Process (DPRI)

Background

1. Sometimes an employee may have closed their bank account or changed their account information but failed to tell their district. When the direct deposit is sent to the bank, the deposit may be rejected. When this happens, the SFS unit receives a notification from the bank of the employee and the reject reason. SFS then communicates this information to the agency via fax or email.

2. Currently, agencies will issue a Commercial Warrant through FIN or use their Revolving Cash Accounts to issue the net pay amount due to the employee in this situation as noted on the notification form.

3. In the HCM system agencies will reissue the net amount due to the employee using the Direct Deposit Reissue (DPRI) document. This document will create a paper check of the net amount due to the employee and issue the check from HCM. The reissue is tied to the original transaction in the HCM system.

Los Angeles County
Office of Education
Serving Students • Supporting Communities • Leading Educators

Business Enhancement System Transformation (BEST) Advantage System

DPRI Process

1. PAYM Activity folder > Select Employee > Select Issue Checks/Advices
2. Select the row of the Pay Advice from the grid of checks issued
   1. Note: HCM will not reflect a reject disposition for the direct deposit. It will still reflect as Cleared Payment.
3. Select >**Pay Distribution Detail**
4. Select **Modify Deposit Reissue** link
5. The DPRI document will be created in draft.
   1. Expand the Check Information section
6. Enter the current date in the **Reissue Date** field
7. Change the **Reissue Status** to **"Reissue (Print)"**
8. The district user must also attach the bank reject notice they received from SFS Payroll as supporting documentation.
9. Then **Validate** and **Submit** the document.
   1. When this document is submitted by the district user, workflow approval will kick in and the document is submitted to SFS for approval. The paper check will not be reissued until approved by SFS Payroll.
   2. Once approved by SFS Payroll, the document will be processed the by next check print job. This can be the check print job from a regular or supplemental cycle. On the Pay Distribution Detail screen for the direct deposit check, the Distribution Status field will be updated to Reissue (Print) and the Distribution Date will reflect the date of the reissued check.

DPRI Process – Screen Shots

1. PAYM -> Issued Checks/Advices -> Pay Distribution Detail -> Modify Deposit Reissue link

2. DPRI Document