

Payroll Direct Deposit File Transfer

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Purpose

The Payroll Direct Deposit File Transfer policy establishes internal controls for the transfer of the Payroll Direct deposit file.

Policy

The Payroll Direct Deposit File is required to be transferred to the university’s bank by no later than 12:00pm the day before the payroll pay date.

Definitions

ACH File – Automated Clearing House file containing the employee’s name, debit bank information, net payroll amounts, and credit bank information/amount.

ACH Transmittal Form – document sent to the bank indicating the total amount of debits and credits.

Banner Processes

PHPDIRD – ACH file for transmittal to Bank

PHRDIRD – ACH Report

PHRCISS – Check Report

PHRPREG – Payroll Register Report

Procedures

1. The Payroll Department completes the payroll cycle for Bi-Weekly or Monthly employees
2. The Payroll Department runs the PHPDIRD process that creates the ACH file for transfer to bank. The file is saved on the Controller’s Office secured network drive to upload to the university’s bank.
3. The Payroll Department emails a notification to the Controller, Deputy Controller, Associate Controller and Payroll Manager indicating the payroll process is complete, the ACH File is ready for uploading and lists the amount of funding to transfer from the university to the bank. The funding is required to be broken down by ACH and Checks.
4. Associate Controller or back up uploads the file using the secured bank process. The bank will send a notification to Associate Controller or back up indicating the file has been successfully uploaded.
5. Associate Controller or back up emails the Controller, Deputy Controller and Payroll Manager the file has been successfully uploaded. The Assistant Controller or back up’s email is required to include the notification from the bank.

6. The Payroll Department will prepare the ACH transmittal form and obtain two approval signatures from the Controller, Deputy Controller or Associate Controller.
7. The approved ACH transmittal form is faxed to bank by the Payroll Department. The Payroll Department is required to attach the email from Associate Controller or Backup indicating the file was successfully uploaded.
8. Payroll Department runs the PHRDIRD, PHRCISS and PHRPREG processes and save the reports in a secured network drive.

Guidelines

1. ACH files not uploaded by 12:00pm will require immediate notification by the Payroll Department to the Controller, Deputy Controller, Associate Controller, and Payroll Manager indicating a delay in processing.
2. ACH files not uploaded by 2:45pm will generate an automatic email notification from the bank indicating the file has not been uploaded.

References

N/A

Responsibilities

Payroll Department – biweekly and monthly payroll processing, ACH file creation and fax transmittal of the ACH Transmittal form.

Deputy Controller – back up to the Associate Controller for uploading the ACH file.

Associate Controller - Uploading the ACH file

Required Forms

N/A