

# CANCELLATION AND RETURN

- HRMS OFF CYCLE WORK BENCH
- EFT REVERSAL
- WARRANT CANCELLATIONS  
(Returned warrants when employee not due the funds)
- NO OFF CYCLE WORK BENCH
- EFT REJECTS
- LOST WARRANTS
- RETURNED WARRANTS  
(when employee due the funds)

CREATE SUPPLEMENTAL USING  
GL 5199

CREATE SUPPLEMENTAL USING  
GL 5194

# EFT REVERSAL

## AGENCY REQUESTS REVERSAL WHEN:

- Employee should not have been paid
- Employee Separated
- Should have Leave without Pay (LWOP)
- Incorrect bank account
- Employee was overpaid and adjustment is not feasible
- Other reasons may apply

# EFT REVERSAL

## DO NOT REVERSE WHEN

- Closed Account
  - Employee should work with bank
  - Agency should wait for EFT reject notification prior to creating a supplemental (check your agency policy)
- Employee requests a warrant
- Employee requests funds deposited to a different account

# EFT REVERSAL

- CALL DOP Service Center -360 664-6400

By 1:00 PM

Up to 4 days after payday

- REPORT

- Last Name, First Name, MI
- Account number
- Net Dollar amount

- DOP Creates Reversal Debit

Debits banking the following day or payday

- AGENCY NOTIFIES EMPLOYEE

# EFT REVERSAL

**APPLIES TO RETURNED WARRANTS NOT DUE TO EMPLOYEE**

- **PAYROLL COMPLETES OFF CYCLE WORK BENCH**  
PUOC\_10-Off-Cycle Workbench USA
  - Reversal cannot be undone, assure correct employee and amount
  - OFF Cycle work bench cannot be completed on days 1, 2 & 3
  
- **INPUT CORRECTION(S) IN HRMS OR CATS**
  
- **INFOTYPE (0014) RECURRING DEDUCTIONS**  
IMPORTANT FOR AGENCY to collect misc deductions back
  - Suspend deductions for the payroll period being cancelled.
  - Restart the deduction(s) effective the first day upcoming pay period

**NOTE: If a warrant was receipted back complete JV cancellation and send original warrant to the State Treasurers Office with JV**

# EFT REVERSAL

- RUN SIMULATION (PC00\_M10\_CALC\_SIMU)
  - Verify Retirement and Insurance payments
  - Verify proper pay coming forward
- IF REQUIRED - INPUT IN (IT0015) ADDITIONAL PAYMENTS
  - Proper wage codes for Retirement and/or Insurance in a positive amount, for any funds the system may be giving back to the employee due to cancelation. (Effective date is the first day of the next payroll cycle)

# EFT REVERSAL

## – AGENCY RECEIVES

- Cash Receipts Journal Summary from State Treasurers Office (receipt of funds)
  - Takes 4-5 business days

## CREDIT = FUNDS BACK TO AGENCY

- Monies receipted at the Fund Level (035)
- Requires a JV by Agency to the proper General Ledger

## – DEBIT = FUNDS NOT RETURNED TO AGENCY

- Start the overpayment process
- Requires a JV by Agency (GL 5124 to GL 1324 )

# EFT REVERSAL

- CREATE SUPPLEMENTAL PAYMENT (Net Pay)
- AGENCY CHOICE OF METHOD
  - A19 – AFRS use Fund 035/GL 5199
    - Overnight process
  - Revolving/Petty Cash
    - Same day process (agencies internal process)
- INPUT HRMS (IT0015) ADDITIONAL PAYMENTS
  - Wage Code “3100”
    - Amount of supplemental net pay created above to be given to the employee
    - EFFECTIVE DATE = 1<sup>st</sup> day of the next pay period

# EFT REJECTS

- STATE TREASURERS OFFICE
  - Notifies the Agency using the “Agency Contact List”
    - Agency update contact list if a change in staff occurs
  - Sends Agency a hard copy of return report
    - Campus mail or Courier
  
- AGENCY
  - Verifies funds due to employee
  - Creates Supplemental Payment (NET PAY)
    - A19 – AFRS use Fund 035/GL 5194
      - Overnight process
    - Revolving/Petty Cash
      - Same day process (most agencies)

# EFT REJECTS

## – PAYROLL ACTION

- In HRMS Change Bank Detail (IT0009) to warrants
- Notify Employee
  - Request new Electronic Funds Transfer (EFT) document if employee wishes to open a new account for EFT
- Create Supplemental payment
- Do NOT enter 3100 wage code in HRMS

# EFT REJECTS

## ✓ BE PROACTIVE

- Review *ZHR\_RPTPY151 – Corrections and Return for Action*
- Review original EFT request sent in by Employee

## ✓ CORRECT ORIGINAL DOCUMENT received

- Complete any corrections in Bank Details IT0009 (effective date is following pay date, not current)
- Create and mail the EFT letter - *ZHR\_RPTPY713-Report 713 EFT Letters*
  - Notify the employee of warrant for upcoming pay

## ✓ INCORRECT ORIGINAL DOCUMENT received

- A new request form is required
- Tidal sap may have made the correction, changing banking to warrants, review Bank Details IT0009
- Notify the employee of warrant for upcoming pay

## ✓ NEVER RE-ENTER REJECTED EFT INFORMATION

# LOST WARRANT

- AGENCY NOTIFIED BY EMPLOYEE
  - Agency assists Employee on instructions and proper forms
  - Employee provides a notarized “*AFFIDAVIT OF LOST OR DESTROYED*”
- USE TMS VERIFY WARRANT HAS NOT BEEN REDEEMED
  - CASHED - notify employee to send an “*Affidavit of Forged Warrant*” or retract
  - NOT CASHED -start process (following any agency time factors) to create a supplemental payment after original “*Affidavit of Lost or Destroyed*” is receipted.

# LOST WARRANT

- CREATE SUPPLEMENTAL PAYMENT
- AGENCY CHOICE OF METHOD
  - o A19 – AFRS use Fund 035/GL 5194
    - Overnight process
  - o Revolving/Petty Cash
    - Same day process (most agencies)
- **NO HRMS** action necessary
- CANCEL WARRANT - AFRS PROCESS ONLY - Send JV and original "*Affidavit of Lost or Destroyed*" to the State Treasurer's Office

# RETURNED WARRANTS

## DETERMINE IF FUNDS ARE DUE TO EMPLOYEE

### DUE TO THE EMPLOYEE

- Send the warrant to the correct address or notify the employee to pick up and give the employee an address change form to fill out

### FUNDS NOT DUE TO THE EMPLOYEE

- Review if cancellation was already processed via JV
- If a lost warrant supplemental was created, send original warrant to State Treasurers Office, cancellation already completed via "*Affidavit Of Lost Or Destroyed*"
- Original warrant not due to the employee and sent back to the payroll office - follow the EFT REVERSAL CANCELLATION PROCESS above in this document