
Employees who have one established direct deposit account that has successfully completed the pre-note process will have the option of adding one additional direct deposit account. Employees who do not have one established account that has successfully completed the pre-note process are not eligible to sign-up for an additional account until the first account has successfully completed the pre-note process. A query is in place to ensure employee's have one account established before the agency adds a second account on the employee's direct deposit record. Employees must choose one of the following 2 options if they elect to add an additional account or a split between checking and savings:

Option 1 Flat Amount (preferred): Employees may elect to have the additional account (or checking/savings split) setup as a **flat amount** with the net amount remainder going into another bank account (or the same bank account with a flat amount going into checking/savings with the remainder deposited into checking/savings). While the flat amount account is going through the pre-note process, 100% of the employee's net pay will be deposited into the employee's existing account (priority 1 account).

Option 1 Requirements:

- The bank account that is associated with a flat amount **must be configured by the agency with a priority of 1**
- The bank account that is associated with the 100% of net pay must be configured by the agency with a priority of 2 (**See Attachment AA**)
- The employee's total net pay will be deposited into the existing account (the account that became the priority 2 account after the additional account was added) until the flat amount direct deposit account has completed the pre-note cycle (**usually 2 pay periods**)
- Once the flat amount account has successfully completed the pre-note cycle, the employee will receive one direct deposit advice slip that lists the 2 deposits and corresponding dollar amounts in the Direct Deposit Distribution section of the advice slip. The Net Pay Distribution of the Advice slip displays the single advice number with the total net pay dollar amount (**See Attachment AB**)
- Both deposits will have the same direct deposit number

Example 1 (assuming both accounts have completed the pre-note process)

- Employee is paid a total of \$1,000 net pay on a given payroll cycle
- Employee signed up to have a flat amount of \$100.00 going into one bank account with 100% of the remainder going into a different bank account
- Following the payroll confirmation process, \$100.00 will be deposited into the employee's bank account that is associated with the flat amount configuration, with the remaining \$900.00 going into the other bank account
- The employee will receive **one** advice slip that lists the 2 deposits under the Direct Deposit Distribution section

Option 1 Payment Reversals:

- If there is an error with the payment both accounts must be reversed in order to properly correct the error. **The one exception to this rule is if one of the direct deposit accounts is closed/invalid and the corresponding net is returned to the Treasurers office.** Under this scenario, the Treasurers office will transfer/classify the money under the Payroll Vendor account. Payroll Services will then issue a check out of the internal Petty Cash Account (to the employee) equal to the amount of the returned funds. Lastly, Payroll Services will create an OSCIP voucher to replenish the Comptrollers Petty Cash Account (Vendor Id # 0000000107) with the returned funds. The valid direct deposit for the employee under this scenario will remain intact (and the employee will properly receive the net associated with the valid account). At this point immediate action must be taken by agency (either inactivate closed account or set up a new account).
- **When the reversal is entered into Core-CT, the reversal is entered by advice number. Since both accounts have been assigned the same advice number, both transactions will be reversed. In the aforementioned example, both the 100.00 and 900.00 payments would be reversed if a reversal was entered for the employee**

Option 2 Percentage split: Employee's may elect to have two bank accounts configured as a percentage split (or a percentage split between checking and savings under the same bank account). The percentage split must equal 100% (e.g. 50/50, 60/40, 80/20, etc.) and is based on an employee's total net pay. This option is not preferred since the employee will receive a physical check (and an advice for the existing account - priority 1 account) while the pre-note process is being completed. It is also not preferred due to the fact that if there is an error with the payment, all payments must be reversed (the physical check must be returned to the agency if there is a problem during the pre-note cycle).

Option 2 Requirements:

- The bank account that is already established and has successfully completed the pre-note process **must be assigned a priority of 1** by the agency under this option
- The new bank account (or checking/savings split) **must be assigned a priority of 2 by the agency (See Attachment AC)**
- Employee's must choose a percentage split that is equal to 100%
- A physical check will be issued to the employee during the pre-note period (usually takes 2 pay cycles to complete). The check represents the percentage that corresponds to the second account (priority 2). The employee will also receive an advice slip for the percentage associated with the account that has already successfully completed the pre-note process (priority 1) **See Attachments AD and AE**
- During the pre-note period, there will be a check number assigned to the physical check and an advice number assigned to the direct deposit advice. It should be noted that on paycheck data in Core-CT, only the check number will appear. The amount that is associated with the advice will be displayed under the pay check Net Pay Distribution section of the page as a unique advice number. If an agency attempts to search for the amount that is associated with advice using the advice number (during the pre-note period) on the search page section of pay check data, the system will flash the 'no matching values were found' message since the advice is listed under the paycheck (under Net Pay Distribution which is located on the deductions tab portion of the page).

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- Once the second account successfully passes the pre-note process, the employee will receive one advice slip under a single advice number that lists both deposits under the Direct Deposit distribution section of the form

Option 2 Payment Reversals:

- **PLEASE NOTE:** Refer to procedures on Payment Reversal section on prior page.
- If a payment error occurs **during the pre-note cycle** (i.e. the employee is overpaid), the physical check and advice must be returned to the Comptrollers, Payroll Services Division for reversal. If the physical check has already been cashed by the employee, the agency must collect the amount of the check back from the employee. **The one exception to this rule is if the employee's existing direct deposit account is closed/invalid and the corresponding net is returned to the Treasurers office.** Under this scenario, the Treasurers office will transfer/classify the money under the Payroll Vendor account. Payroll Services will then issue a check out of the internal Petty Cash Account (to the employee) equal to the amount of the returned funds. Lastly, Payroll Services will create an OSCIP voucher to replenish the Comptrollers Petty Cash Account (Vendor Id # 0000000107) with the returned funds. The valid check that was produced as a result of the pre-note for the employee under this scenario may be cashed by the employee since the returned funds issue was a result of closed/invalid account.
- The check and advice will be reversed under this scenario. The agency MUST recover monies before a petty cash can be issued, they may use agency recovery. **If the agency is requesting an online (replacement) check to correct the error, the agency must base the online check request on the total net pay. Reminder: deductions and taxes are taken against the employee's overall gross and not just a portion of pay (due to the direct deposit split).**

Example 2 (assuming the priority 2 account **has not gone** through the pre-note process)

- Employee is paid a total of \$1,000 net pay on a given payroll cycle
- Employee signed up to have a percentage split of 50% going into one bank account and 50% going into a different bank account
- Following the payroll confirmation process, \$500.00 will be deposited into the established bank account (priority 1) with the remaining \$500.00 that is associated with the account that has not gone through pre-note being issued under a check (priority 2).
- In this same example, once the employee's new account completes the pre-note process, the employee will receive **one** advice slip that lists the two \$500.00 deposits under the Direct Deposit Distribution section of the advice form

To Create a Second Account

Step 1. Under Deposit Information, add new effective dated row.

Step 2. Under Distribution Information, add new row for second account.

See examples that follow.