



## Phoenix Program Process Definition – HRMS-PAY

### ***Business Process Description***

Process Description	Responsibility (Company/Centralized)
Step 1 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use, Direct Deposit, Update/Display	Company
Step 2 Enter Employee ID, Name or SS #, or perform a search and select the employee from the list.	Company
Step 3 Direct Deposit panel appears, if you are making changes to an existing direct deposit record insert a row by clicking on the outer scrollbar and selecting the Insert Row Icon or using F7. If this is the original entry you do not have to insert a row. There can be up to 99 distributions per employee. There is also an option to have net pay split between direct deposit and a paper check, but consider the maintenance requirements in establishing company policy.	Company
Step 4 Enter effective date and select status. If you are stopping all direct deposit distributions for an employee, select a status of Inactive. If you are adding a new distribution record, select a status of Active, enter effective date and insert a row on the inner scroll bar to add the new distribution. If you wish to stop one or more of the current distributions, click on the outer scrollbar to insert a row, enter an effective date, then click on the inner scrollbar, scroll down to select the distribution you wish to stop and delete the row. Ensure that you are distributing the net pay amounts properly, and that the Excess funds checkbox has been marked on one of the remaining accounts once the row has been deleted. If you are not adding a new distribution row and are simply changing the %Net Pay or /\$Amount for existing distributions, click on the outer scrollbar, enter effective date and change the \$'s and or %'s allocated to the accounts on the inner scrollbar.	Company
Step 5 All rows of distribution data must be assigned a Priority. Distributions are made to accounts in order of Priority, the lower the priority number, the higher the priority. Priority becomes important when a Flat Amount is chosen for each account and the employee's net pay isn't enough to cover all direct deposits.	Company
Step 6 If Flat Amounts are used in all accounts you should designate one direct deposit account to receive any excess funds left over after all deposits are processed. To do this, turn on the Excess checkbox for the selected account. When there are excess funds and you haven't indicated where to put it, the system will produce a check for the excess amount.	Company
Step 7 You have the option of allowing the direct deposit amount to be less than the amount entered in the \$ Amount of %Net Pay fields. To activate this option, turn on the Partial Allowed checkbox.	Company
Step 8 All rows of distribution data must have the applicable Account Type button clicked on to indicate whether it is a Checking or Savings Account, or if the system should issue a check.	Company

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<p>Step 9 The Transit # and Account # represent the employee's checking or savings account the money should be deposited in. The system will create a pre note status file for each employee the first time it processes direct deposits to verify that the Transit and Account numbers are valid. Upon tabbing out of the Transit # field the system will verify that this is a valid transit number, if it is invalid you will receive an error message, and will need to correct the data before saving.</p>	<p>Company</p>
<p>Step 10 Each deposit may be stated as either a % of Net Pay or a \$ Amount. For example, suppose an employee wants \$50 deposited to a savings account, a \$100 check for pocket money, and 100% of the remaining net pay deposited to a checking account. You would set up three rows of Distribution Data on the inner scroll bar, making sure that you assign a lower priority number for the savings account and paper check than for the checking account, otherwise all of the employee's net pay will go to checking before the system looks at the other direct deposit guidelines. NOTE: Consider advocating the use of the % of Net Pay for distributions whenever possible rather than \$ Amounts to reduce the likelihood of unexpected distribution results upon confirm.</p>	<p>Company</p>
<p>Step 11 Click on the Save Icon on the Toolbar.</p>	<p>Company</p>
<p>Step 12 The State of Georgia defaults to a pre-notification of ten days so if this is a semi-monthly employee they will receive one paper check before direct deposit begins, weekly employees will probably receive two paper checks before direct deposit begins. When you first set up an employee for direct deposit and save the record, the Pre-note Status will show as not submitted, and the Pre-note Date will be blank. After you have run your next payroll, and the Direct Deposit Transmittal file has been run the Pre-note Date will be updated and the Pre-note Status will show Submitted. You should receive notification from the banking institute if the account is invalid during this pre-note process.</p>	<p>Company</p>

**Forms Used with Process (#)**

<p>**Attach sample form(s)</p>
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*Process Flow Diagram (if appropriate):*



Process Signoff

Tested By  
Date Tested