MAINTAIN BANK DETAILS INFORMATION (IT0009)

Change Record:

Change Date: 8.29.12	Changed by: s.crittenden
Changes:	**Business Process Overview**: • Deleted the following text (formerly the 2nd and 3rd sentence): *For Payroll purposes, an employee may choose to receive their net pay via a check or direct deposit. A check is assigned to the employee by payment method C, while a direct deposit is assigned to the employee by payment method P. Both these payment methods are assigned to IT0009 / subtype Main Bank. However,* **Step 6** • Corrected typo Now reads… *Infotypes listed within the Tabs with a corresponding green checkmark indicate that the infotype records are populated with data.*

Trigger:

Use this procedure when the employee is hired and/or the employee has an update to his or her banking details (e.g. a new bank account for their direct deposit).

Business Process Procedure Overview:

Infotype 0009 (IT0009) holds an employee's bank information. If an employee chooses to receive multiple direct deposits, the first deposit is paid as a flat dollar amount or percentage of net pay to IT0009 / subtype Other Bank. The remaining portion of net pay is paid to IT0009 / subtype Main Bank.

CRITICAL!!! Any change made to the bank must be made on the first day of the payroll period (monthly or biweekly). This includes changes being made through transaction code PA30 and ESS as an end user. If a change is made in the middle of the payroll period, the payroll process will pick up both records as valid for the entire payroll period.

- For example, if you are sending 90% of your pay to your main bank account **A**, and 10% to a second savings account **B**, and make a change in the middle of the payroll period to move the 10% from savings account **B** to a new savings account **C**, the system will read both **B** and **C** as valid. For that payroll period, you will receive 80% in your main account **A** and 10% in the other 2 accounts **B** and **C**. The secondary accounts are funded first.

Also, bank details cannot be deleted for past payroll events if the monies have not been disbursed. If the payroll was run, the record cannot be deleted.

Bank details with a subtype **0** (Main Bank) look at what is effective on the check date. Bank details with a subtype **1** (Other Bank) look at all records in effect during any day in the period.

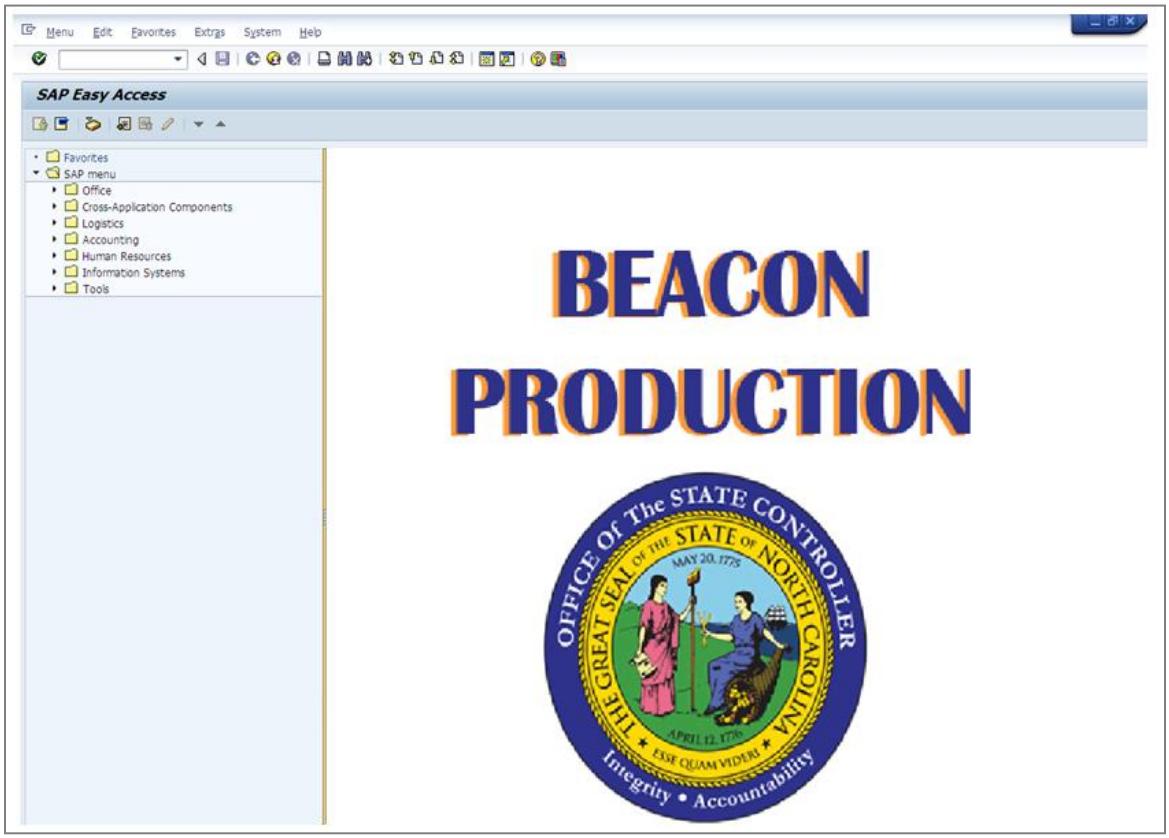
Tips and Tricks:

If a user fails to assign an IT0009 record to an employee, the payroll program will recognize the missing IT0009 and will generate a yellow Warning message, indicating the employee's personnel number.

Access Transaction:

Via Menu Path:	Your menu path may contain this custom transaction code depending on your security roles.
Via Transaction Code:	PA30

PROCEDURE



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. **Example**: PA30

2. Click the **Enter** button.

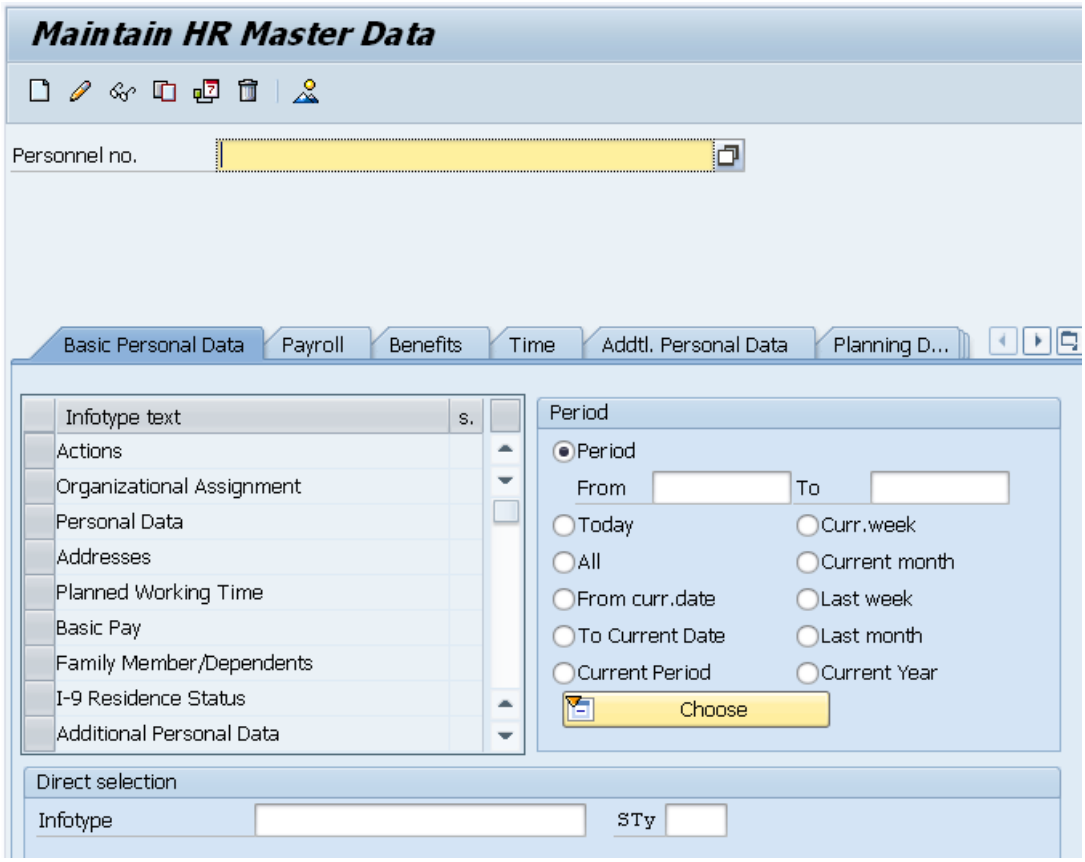
Information

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PA30**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose Extras > Settings.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

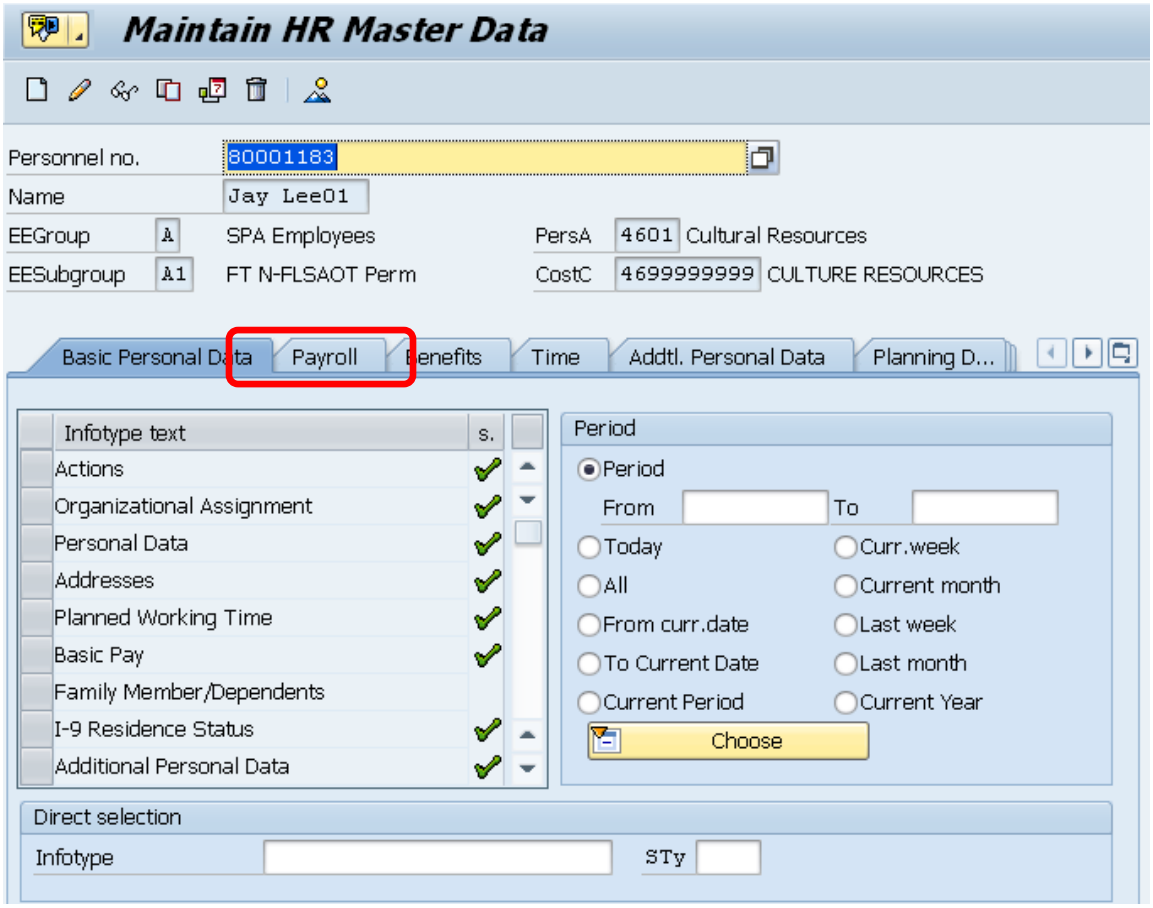


3. Update the following field:

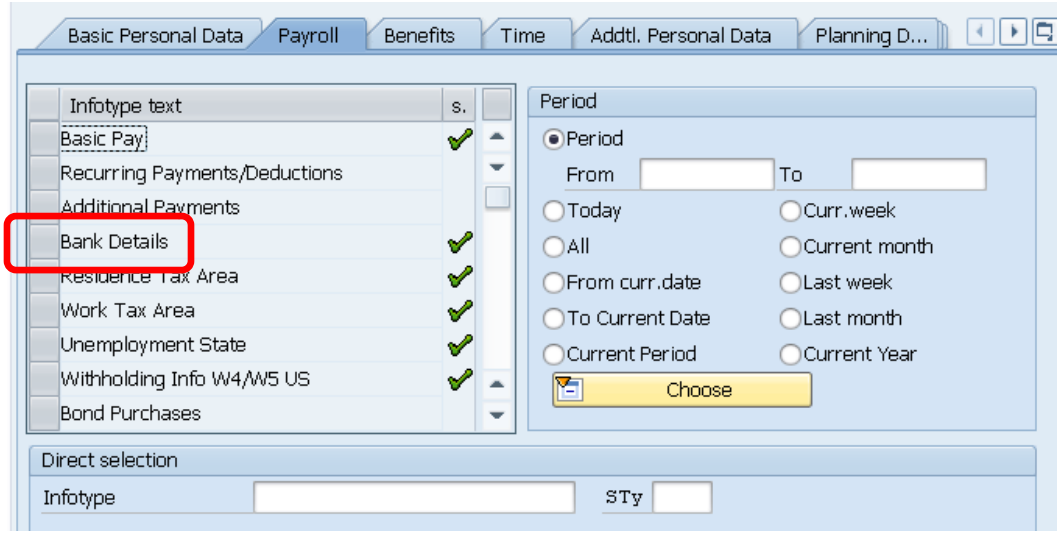
Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. **Example**: 80001183

NOTE: Verify that the correct personnel number was entered.

4. Click the **Enter** button.



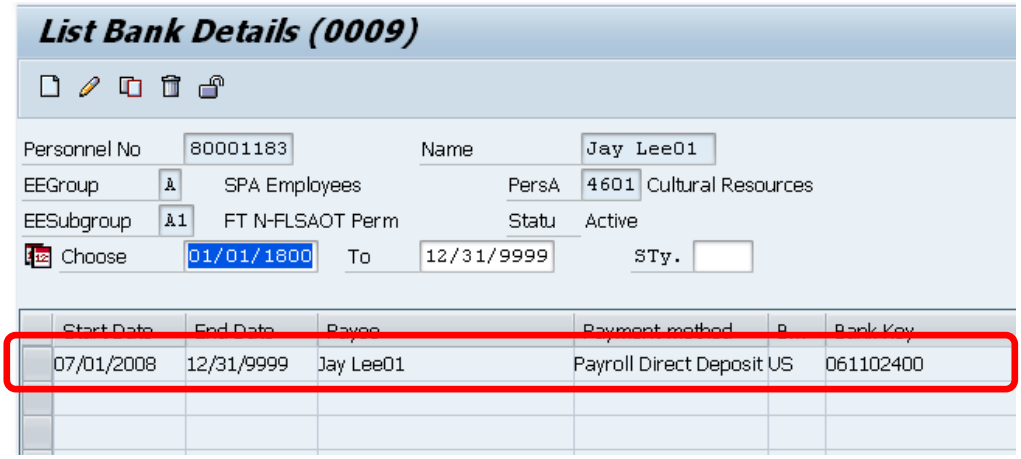
5. Click the **Payroll** button.



6. Select the **Bank Details** row.

Select the appropriate Infotype to display. Infotype records can be accessed through the various /Tabs/ or through the /Direct Selection/ section of the screen. Infotypes listed within the Tabs with a corresponding green checkmark indicate that the infotype records are populated with data. Infotypes without a green checkmark may not be populated at this time.

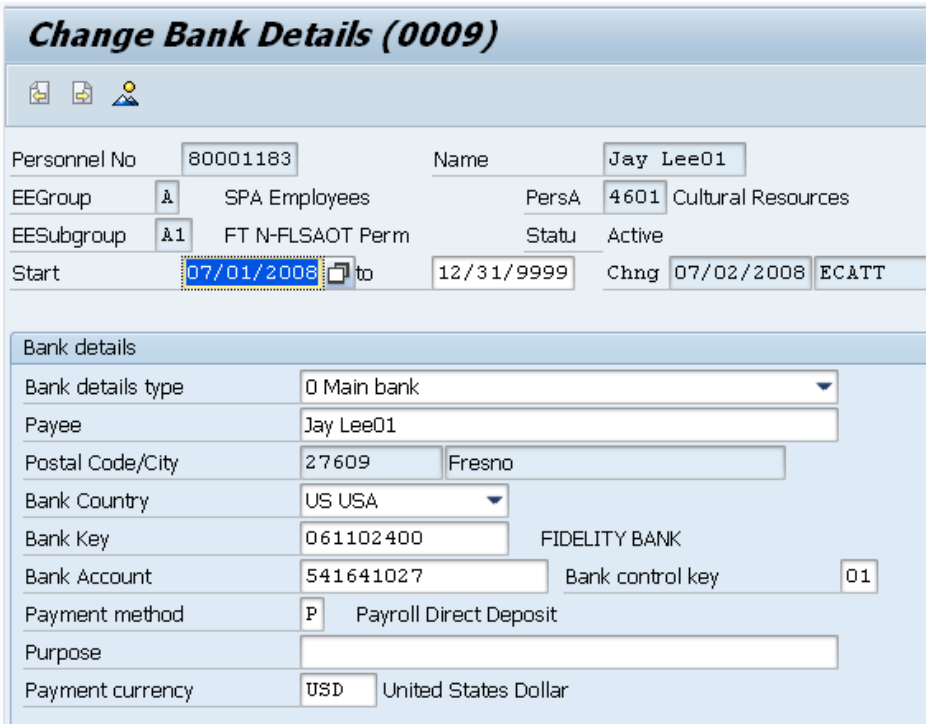
7. Click the **Overview (Shift+F8)** button.



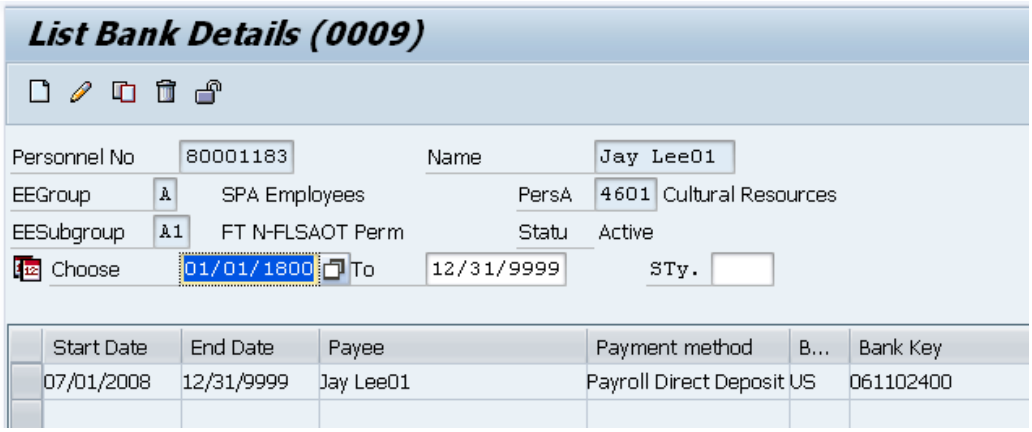
8. Select the **bank account record** row to be changed.

9. **Error! Reference source not found.**Click the **Change (F6)** button.

Information	Typically a user will create bank information. Only use the Change function if an error was typed when creating the bank record. If you try to correct the bank record on an employee who has already had payroll processed for the time period in question, you will get an error message stating the change is not possible.



10. Click the **Back (F3)** button.

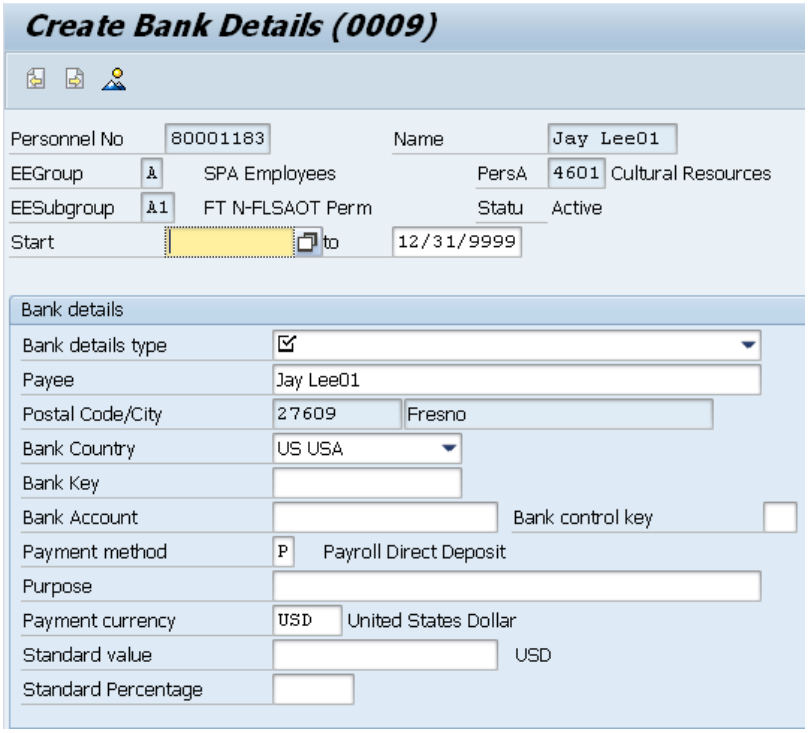


11. Click the **Create (F5)** button.

> **Information** Each employee must have one **Main** bank detail entered in IT0009. An employee may have up to <u>three</u> **Other** bank details entered.

The table below lists the field name descriptions for IT0009.

Field	Description
Bank Details Type	Bank detail type 0 (Main Bank) is the employee's primary bank details payments of wages and salaries. There can only be one active record at a time.
Bank Details Type	Bank detail type 1 (Other Bank) is used when an employee wants to split their payment of wages and salaries.
Bank Key	The ABA number from the employee's voided check.
Bank Account	The Bank account number from the employee's voided check
Payment Method	Specifies how payment is to be made: **C** – Payroll Check Paper **P** – Payroll Direct Deposit
Standard Value	Used when Other Bank is entered in the Bank Details Type indicates that a portion of the employee's wage/salary is transferred to the bank.
Standard Percentage	Used when Other Bank is entered in the Bank Details Type; indicates what percentage of the employee's wage/salary is transferred to the bank.



12. Update the following field:

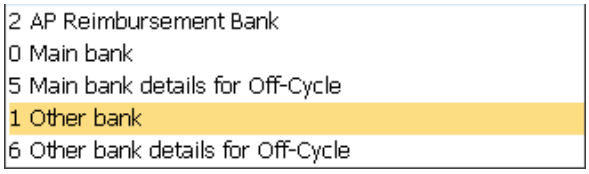
Field Name	Description	Values
Start	Beginning date of the event	Enter value in Start. **Example**: 09/01/2012

13. Click the **Bank details type** drop-down list.

    IT0009 manages an employee's method of payment for net pay. There are two primary IT0009 subtypes used The OSC HR/Payroll system:

    - **Main** - pertains to the first direct deposit bank chosen
    - **Other** - used to add additional banks to where the direct deposit will be split

    The payroll program (driver) will recognize the Other bank first. It will determine how the employee's net pay is to be distributed (either by a flat dollar amount or a percentage). Once the payroll program distributes monies to Other, it will then distribute the remaining net pay funds to the Main bank.



14. Select **Other bank** in the list box.

15. Update the following field:

Field Name	Description	Values
Bank Key	The ABA number from the employee's voided check	Enter value in Bank Key. **Example**: 253177049

For direct deposits, if you do not know the routing/ABA number for the employee's bank, click on the drop-down list on the Bank Key field.

16. Update the following fields:

Field Name	Description	Values
Bank Account	The Bank account number from the employee's voided check	Enter value in Bank Account. **Example**: 456456458
Bank Control Key	Key to control and identify bank number	Enter value in Bank Control Key. **Example**: 01

CRITICAL!

Don't forget to enter **01** or **02** in the Bank Control field to indicate what type of account the direct deposit is for. If this field is left blank the employee will error out during the payroll processing procedures. Choose from:

- **01** = Checking Account
- **02** = Savings Account

17. Update the following field:

Field Name	Description	Values
Payment Method	Specifies how payment is to be made: • **C** – Payroll Check Paper • **P** – Payroll Direct Deposit	Enter value in Payment Method. **Example**: P

Information

Choose from the following:

- **C** = payroll check
- **P** = direct deposit

18. Update the following field:

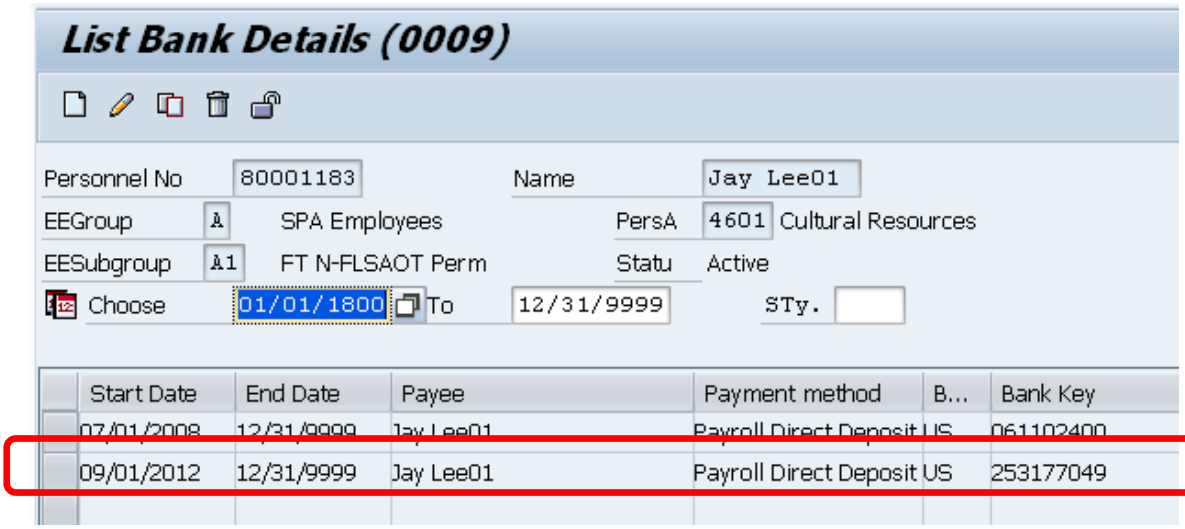
Field Name	Description	Values
Standard Value	Used when Other Bank is entered in the Bank Details Type.	Enter value in Standard Value. **Example**: 25.00

Information	The Standard Value field use indicates that a portion of the employee's wage/salary is transferred to this bank.

19. Click the **Enter** button.

    Verify the data entered for accuracy.

20. Click the **Save (Ctrl+S)** button. The List Bank Details displays showing the new bank that has been added.



The system task is complete.