Lesson 5: Paycheck Distribution

Scenario

In this course, the SHARP trainer, Hall, will show the newly hired Payroll Processor, Kelly, how to maintain an employee's paycheck distribution in SHARP.



Hall



Kelly

Lesson Objectives

After completing this lesson, you will be able to:

- Understand what paycheck distribution entails
- Learn the direct deposit vs. paycard options
- Set up an employee's direct deposit
- Update an employee's paycheck/W-2 mailing address

Lesson 5: Paycheck Distribution

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** at any time to return to this menu. Click each topic to navigate to that topic.



Topic 1: Paycheck Distribution Overview



Topic 2: Entering an Employee's Direct Deposit



Topic 3: Maintaining Paycheck Delivery Options

Paycheck Distribution Overview - 1

State of Kansas employees, except for certain special circumstances, are required to have their pay electronically deposited in their bank accounts. For employees who do not elect to have their payroll directly deposited to a checking or savings account, the USBank Focus Card becomes the default payroll payment option.

Employees who wish to add or change their direct deposit financial institution and/or account should complete and submit Form DA-184, Authorization for Direct Deposit of Employee Pay and/or Employee Travel, to appropriate agency personnel. If authorizing use of a checking account, attach a copy of a voided check, if authorizing use of a savings account, attach a copy of a deposit slip, to the completed DA-184. Agencies will then enter the direct deposit information into SHARP. Form DA-184 can be found through the Employee Self-Service portal.

Paycheck Distribution Overview – 1 cont.

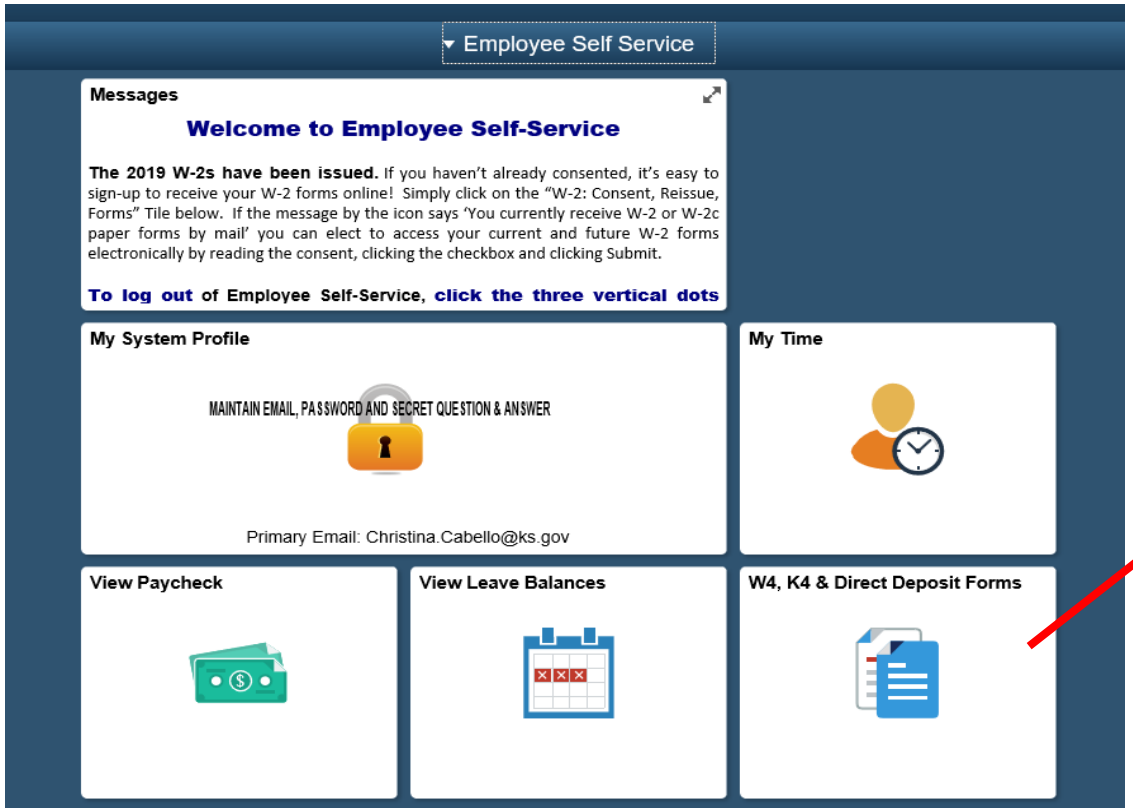
Log into Employee Self-Service



Sign in using the Employee ID and Password

Paycheck Distribution Overview – 1 cont.

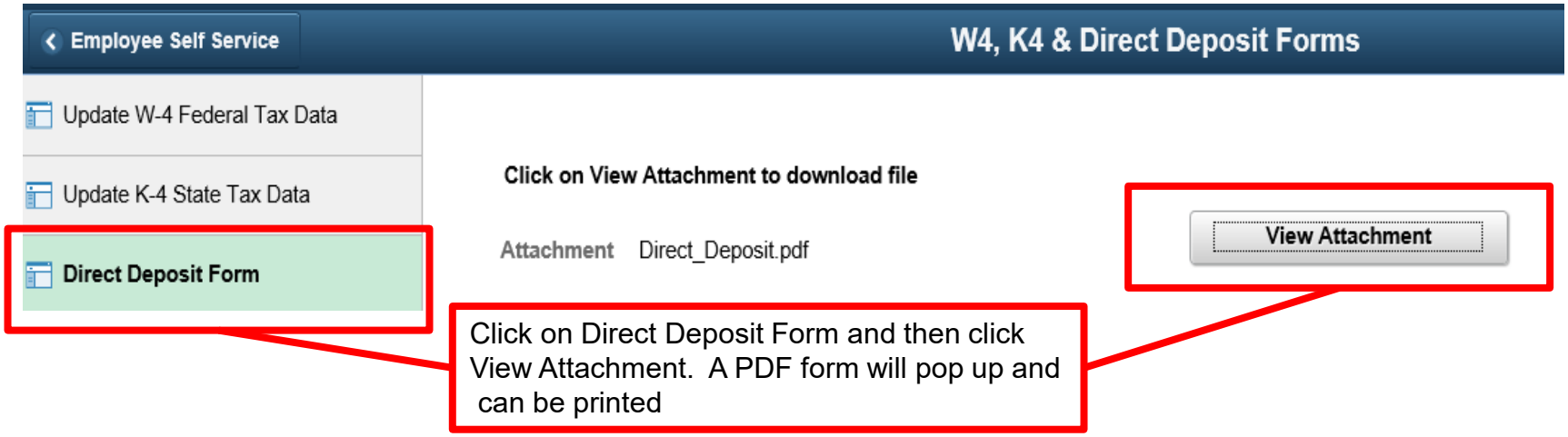
To find the DA-184 Log into Kansas Employee Self-Service



Click on the tile for W4, K4 & Direct Deposit Forms

Paycheck Distribution Overview – 1 cont

To find the DA-184 Log into Kansas Employee Self-Service



State of Kansas Department of Administration DA-184 (Rev. 09 2019)

AUTHORIZATION FOR DIRECT DEPOSIT OF EMPLOYEE PAY AND/OR EMPLOYEE TRAVEL AND EXPENSE

(Please print or type all information)

Clear form

Sections A & B must be completed prior to processing any authorized changes requested

Employee Information

Employee ID	Name (Last, First, MI)

Section A: Enrollment or Change Authorization

Paycheck Distribution Overview - 2

Form DA-184 can be used for both payroll in SHARP and travel/expense reimbursements in SMART. An employee may select only one account for all travel and expense reimbursements in SMART, and up to 10 accounts for payroll in SHARP.

The Department of Administration has a partnership with USBank to provide a Focus paycard to employees who do not elect to have their payroll directly deposited to a checking or savings account. The USBank Focus Card is an FDIC insured ATM/debit-based bank account where pay and other deposits, such as travel and expense reimbursements, can be made. For details regarding USBank Focus paycard, refer to the State of Kansas Paycard Program at https://admin.ks.gov/offices/chief-financial-officer/payroll-services/state-of-kansas-paycard-program/. Any questions regarding USBank Focus Card program or training, contact Carmen Waters at (785) 296-7059 or Carmen.waters@ks.gov, in Payroll Services.

Paycheck Distribution Overview - 3

Employees may view their paycheck data through Employee Self Service on the Monday before a Friday pay date for on-cycle paychecks. Off-cycle generated paychecks will be available for viewing the day after the off-cycle run.



Payroll funds should be available to employees on the scheduled pay day for the on-cycle payroll. Payroll payments resulting from the first off-cycle (Run 'A') will normally be issued with the same paycheck/direct deposit date as the on-cycle pay date for the payroll period. Payroll payments resulting from the remaining off-cycles (Runs 'B' and 'C') will normally be dated three working days from the date the off-cycle is processed.

Paycheck Distribution Overview - 4

After entering/changing an employee's direct deposit, agencies should verify the correct distribution of the employee's net pay by monitoring the final PAY002 report which shows net pay by paycheck and advice (C or A by the net amount on the right side of the report). Also the DDP002 Direct Deposit Register lists net pay amounts for each account within each financial institution.

The PAY002 report details can be found at https://admin.ks.gov/docs/default-source/payroll/SHARP-9.2/PAY002.pdf.

The DDP002 report details can be found at https://admin.ks.gov/docs/default-source/payroll/SHARP-9.2/DDP002.pdf.

Entering An Employee's Direct Deposit - 1

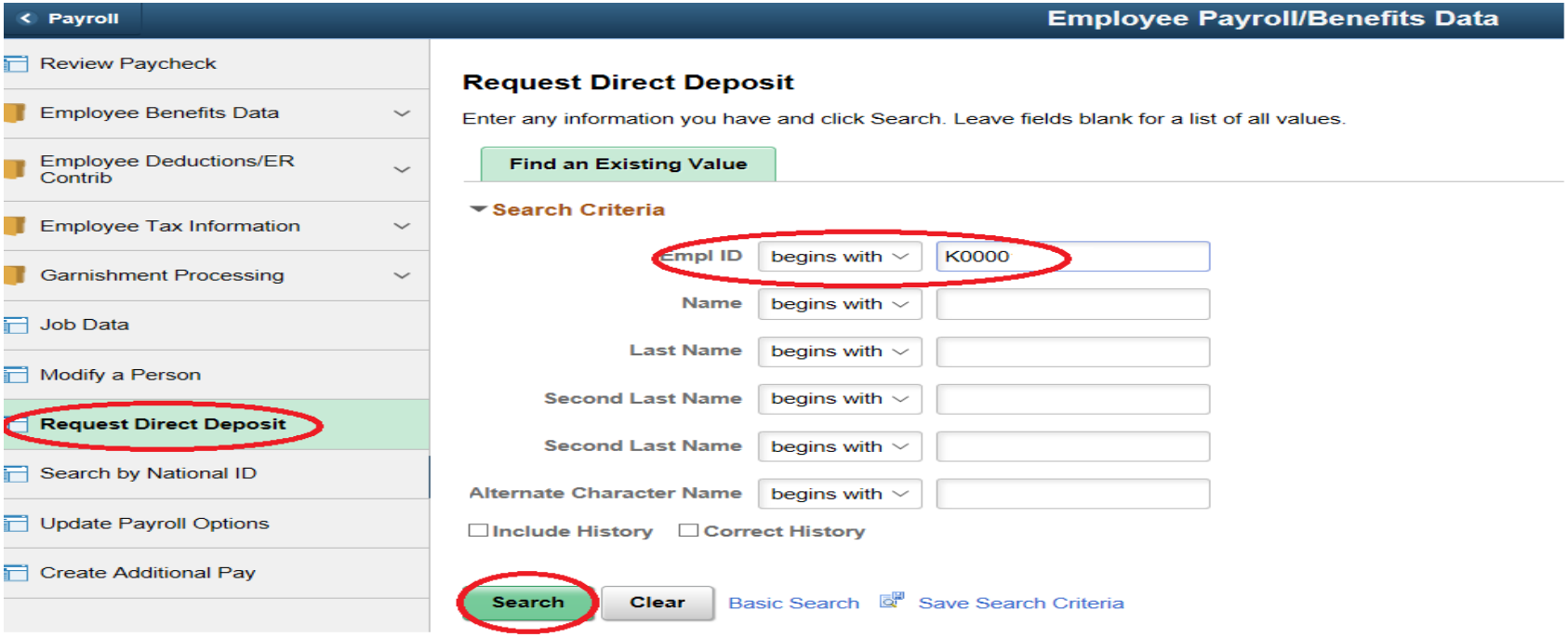
All agencies enter direct deposit on the Request Direct Deposit page.

Fluid Location: **SHARP Homepage** click the drop down arrow to select **Payroll** Homepage, click on **Employee Payroll/Benefits Data** tile **> Request Direct Deposit** (located on the left side of page)



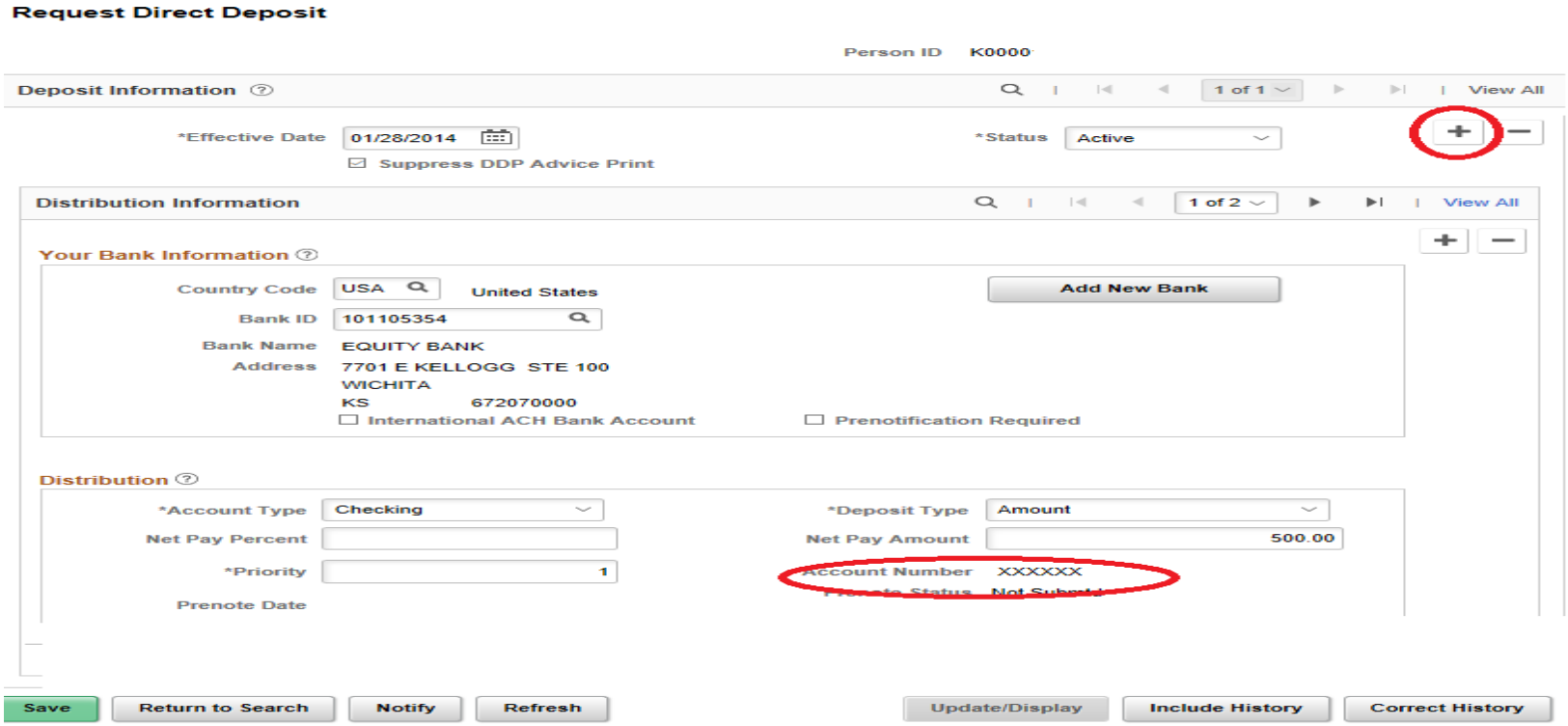
Lesson 5: Paycheck Distribution

Entering An Employee's Direct Deposit - 2



Step 1: Type **Employee ID** in the Empl ID field and click **Search**.

Entering An Employee's Direct Deposit - 3



If the employee has existing direct deposits, the bank account numbers, except for the last 4 digits, will be masked with X's. If you have the update capability/security, you can click the Add Row button to update/unmask the account numbers.

Entering An Employee's Direct Deposit - 4



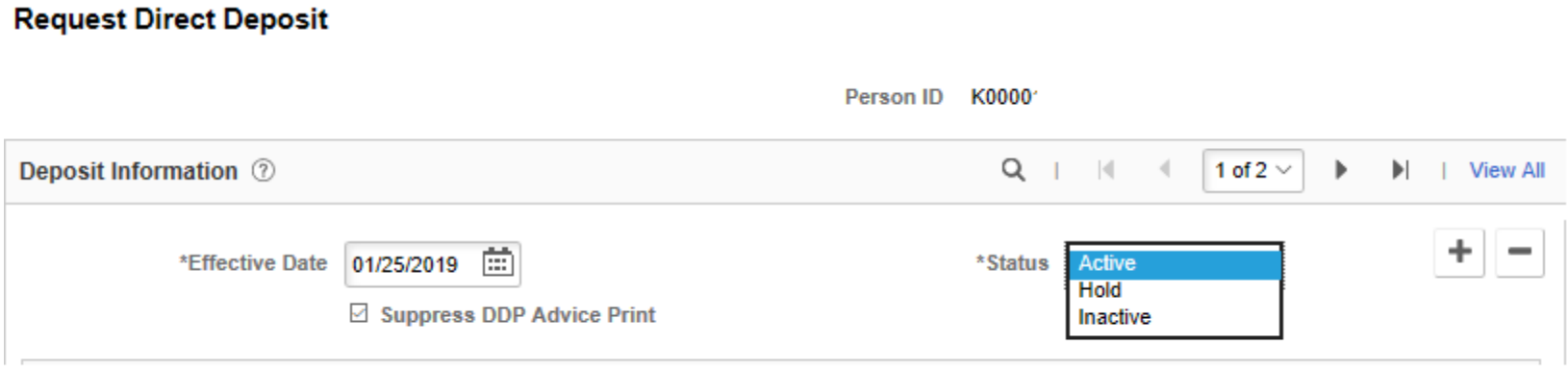
Step 2: Depending on the employee's existing data, different procedures apply:

A. For a new direct deposit, enter the Effective Date.

B. To update an existing direct deposit, first click the **Add Row** button to add a new row, then enter the **Effective Date.**

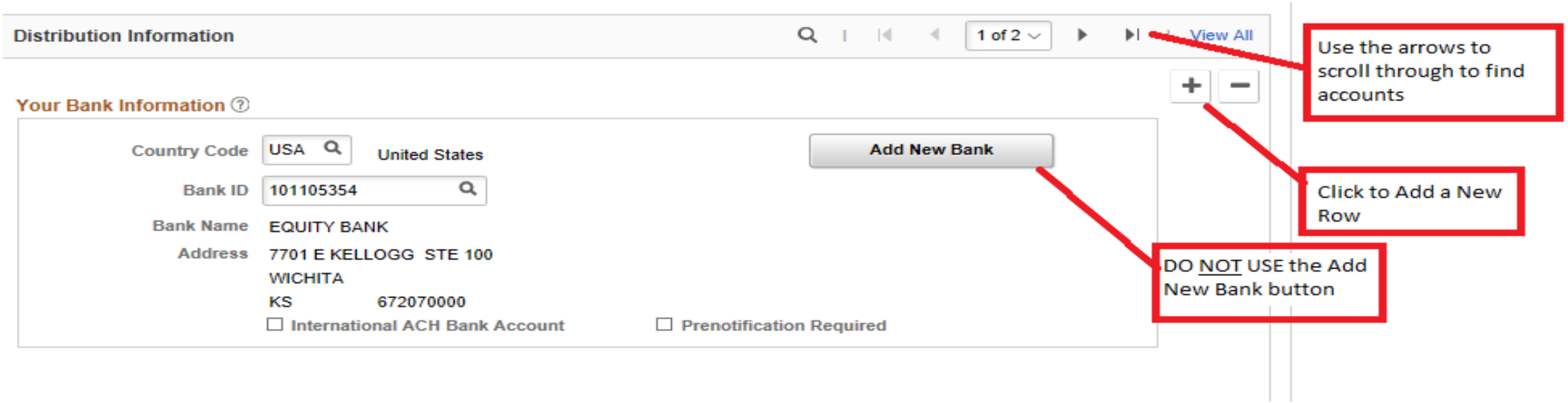
The effective dated row closest to, but not greater than, the paycheck issue date will be used for paycheck distributions. It must be entered prior to the final pay calculation for the direct deposit to be effective for that payroll cycle.

Entering An Employee's Direct Deposit - 5



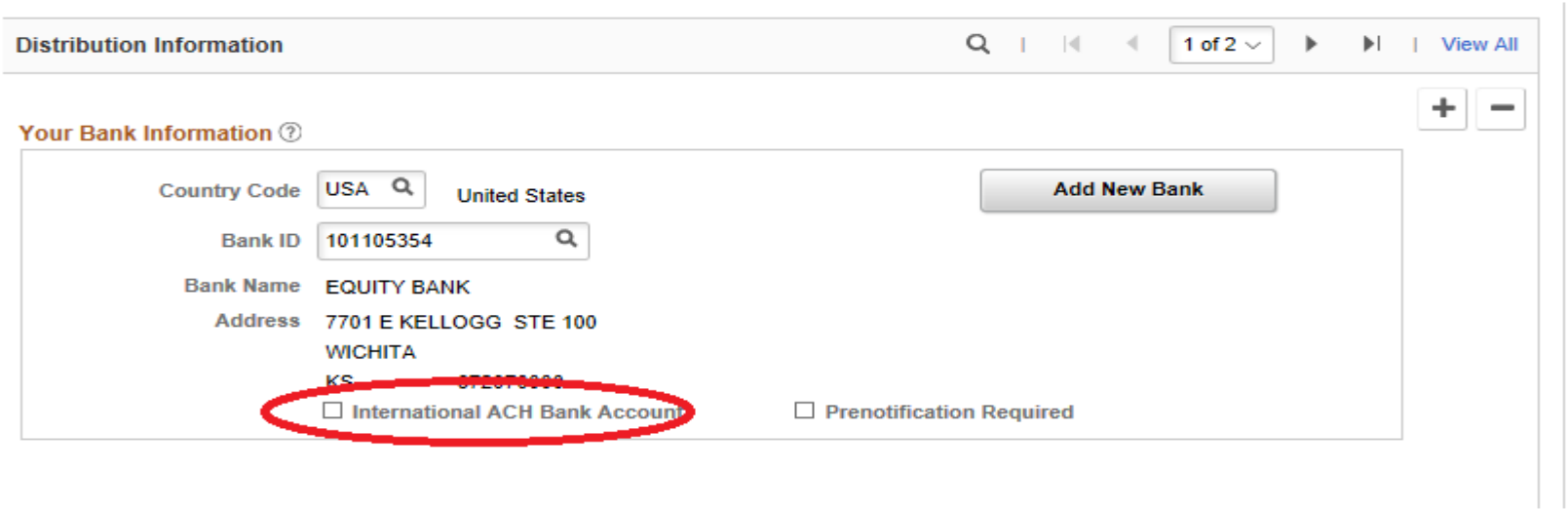
Step 3: Click the drop down arrow by the Status field to pull up the available options, then click **Active** to select it. Hold and Inactive should not be used.

Entering An Employee's Direct Deposit - 6



Step 4: A. For the employee's first account, simply type the 9-digit **bank ID** in the Bank ID field.
B. If you are replacing an existing account, you may need to first find the account you wish to update using the scroll bar, then type the new **bank ID** (from the employee's new DA-184) in the Bank ID field.
C. If you are adding an additional account, first click the **Add Row** button to add a new row, then type the **bank ID** in the Bank ID field.

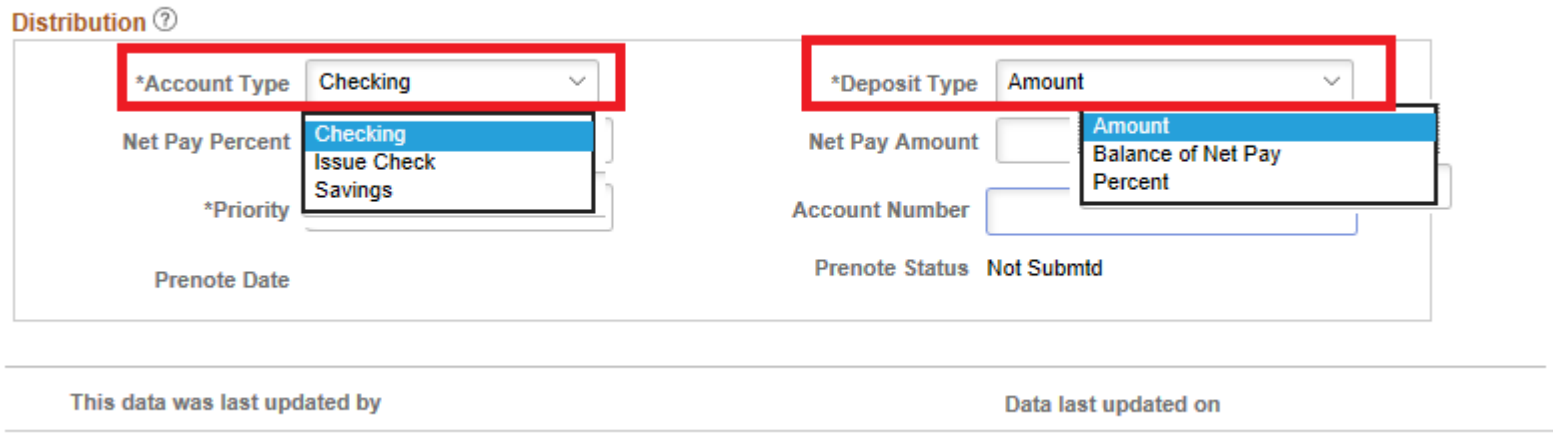
Entering An Employee's Direct Deposit - 7



Step 4 (cont.): Generally the International ACH Bank Account checkbox should be left blank. The check box should only be checked if the entire amount of the direct deposit to a specific account will result in the transfer of funds to a financial agency outside the U.S.

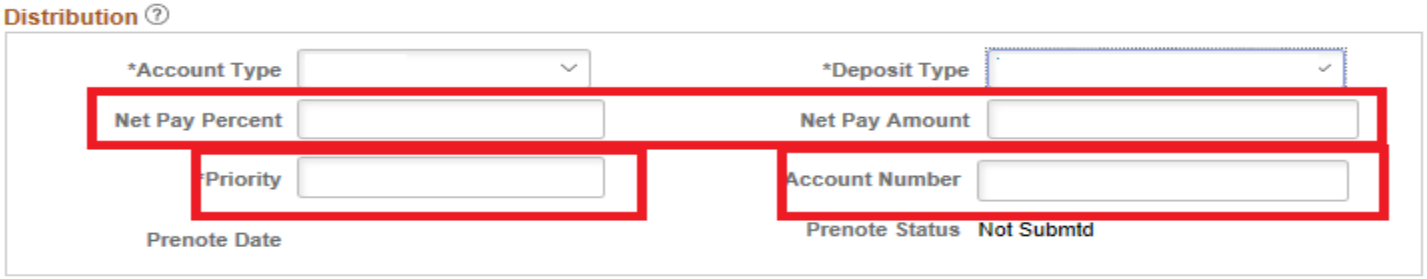
Always leave the Prenotification Required checkbox unchecked.

Entering An Employee's Direct Deposit - 8



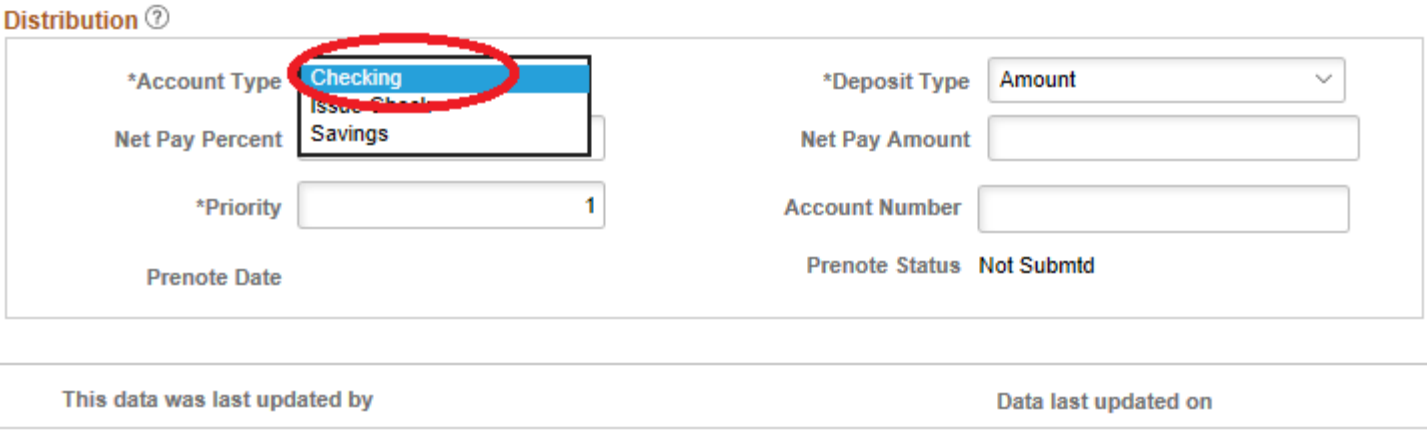
Account Type: Available types are Checking, Issue Check, Savings. If the Issue Check type is selected, the Bank ID and Account # fields must be left blank.
Deposit Type: Available deposit types are: Amount, Balance, and Percent. Assign lower priority numbers (higher priority) to amounts for them to be processed first. The highest priority number (lowest priority) account must be either 100%, or be designated as "Balance" Deposit Type to receive the remaining funds. Otherwise, a paycard will be issued for the remaining balance.

Entering An Employee's Direct Deposit - 9



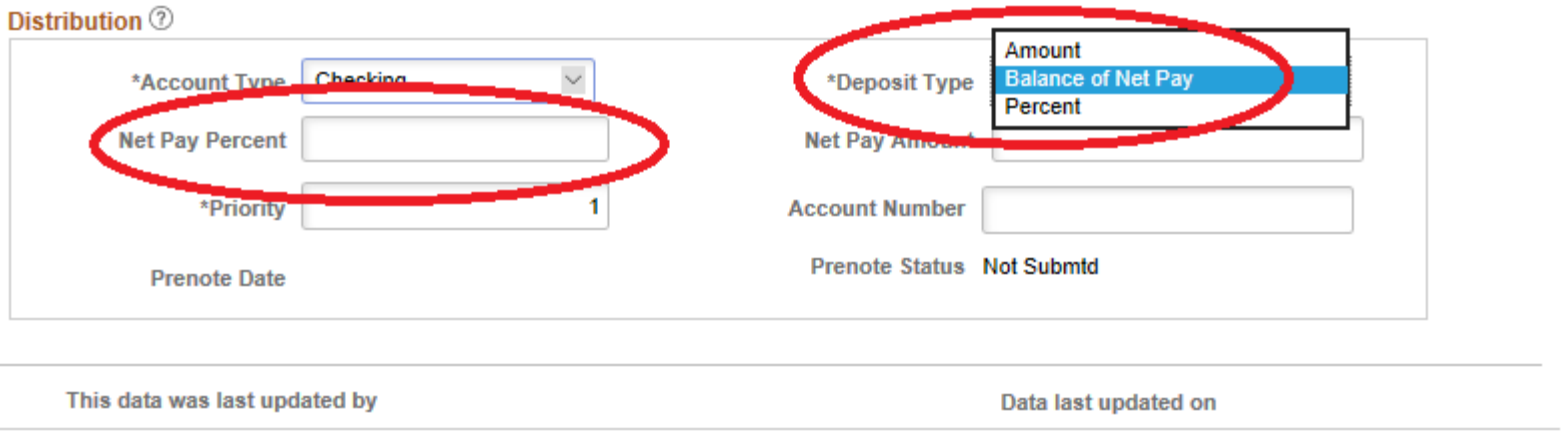
%Net Pay & $ Amount: The system distributes direct deposits using the lesser of the amount of distribution or available net pay. Assuming an employee's net pay is $500. To achieve the distribution of Acct 1=$50, Acct 2=$225, and Acct 3=$225, you must enter either Acct 1=10%, Acct 2=45%, and Acct 3=45%, or Acct 1=$50, Acct 2=$225, and Acct 3=100% or Deposit Type=Balance. If you enter Acct 1=$50, Acct 2=50%, and Acct 3=50%, the result will be Acct 1=$50, Acct 2=$250 (the lesser of 500x50%=250 or the available net of $500-$50=$450), and Acct 3=$200 (the lesser of $500x50%=$250 or the available net of $500-$50-$250=$200).
Priority: Distributions are made to accounts in order of Priority. The lower the priority number, the higher the priority. If an employee's net pay isn't sufficient to cover all direct deposits, only the higher priority deposits will be made. Usually assign lower numbers (higher priority) to flat amounts for them to be taken first.
Account Number: The employee's checking or savings account number.

Entering An Employee's Direct Deposit - 10



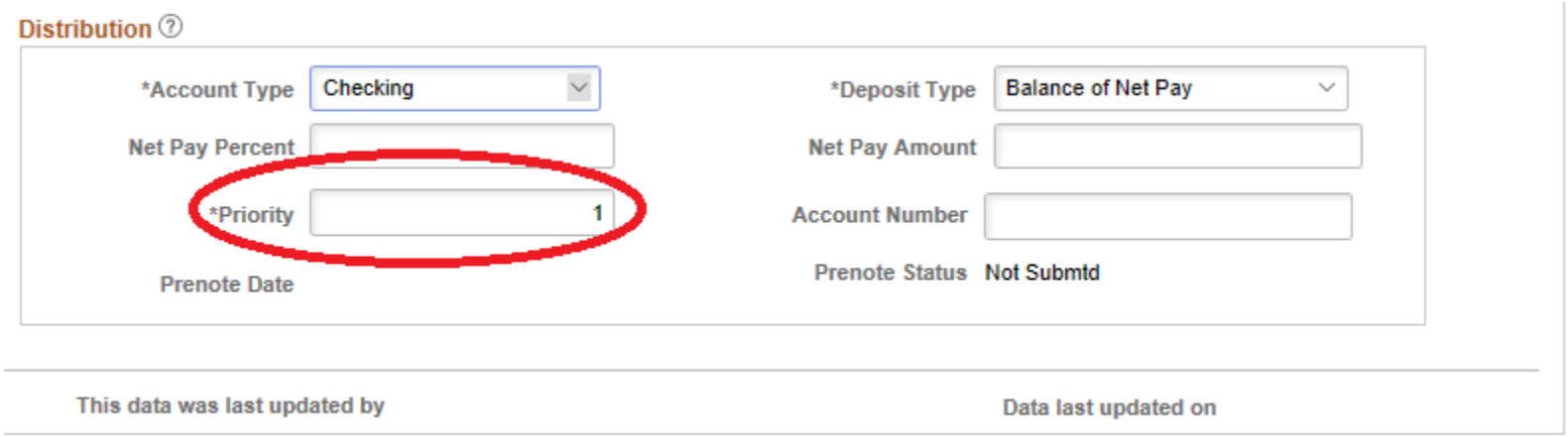
Step 5: Click the **drop down arrow** by the Account Type field to pull up the available options, then select the account type designated on the employee's DA-184. In this example, **Checking** will be selected.

Entering An Employee's Direct Deposit - 11



Step 6: In this example, only one account will be entered for the employee. You can either enter **100%** in the Net Pay Percent field and select **Percent** Deposit Type, or select **Balance** Deposit Type; but not both. We will select Deposit Type **Balance** in this example.

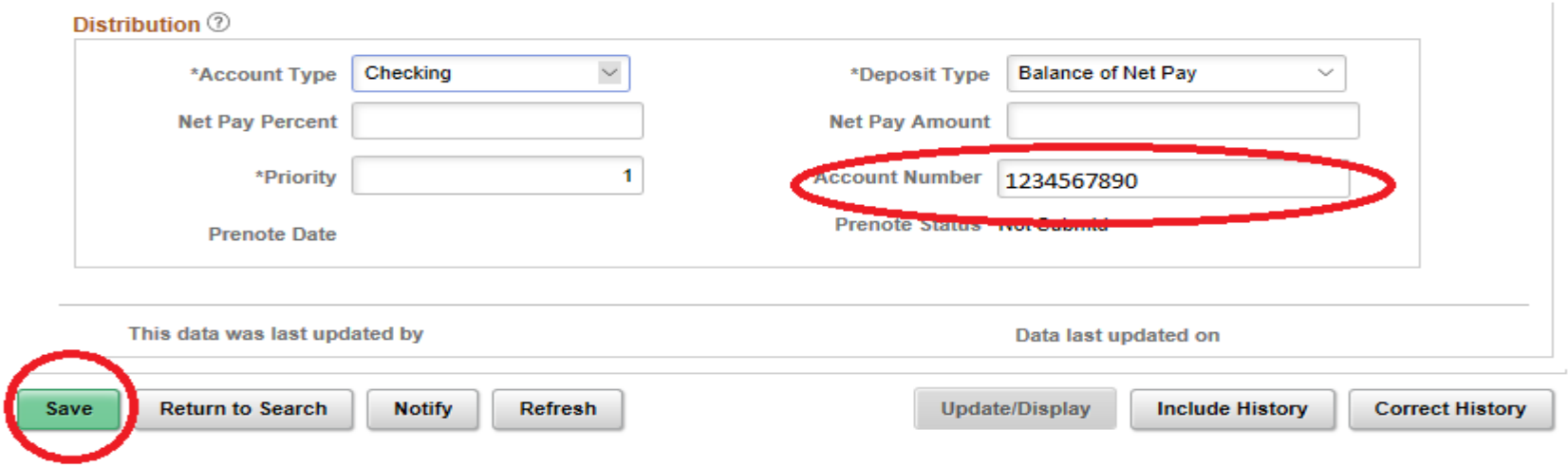
Entering An Employee's Direct Deposit - 12



Step 7: Enter **1** in the Priority field.

Distributions are made to accounts in order of Priority. The lower the priority number, the higher the priority. Usually assign lower numbers (higher priority) to flat amounts for them to be taken first.

Entering An Employee's Direct Deposit - 13



Step 8: Type the employee's **bank account number** in the Account Number field, then click **Save**.

Maintaining Paycheck Delivery Options - 1

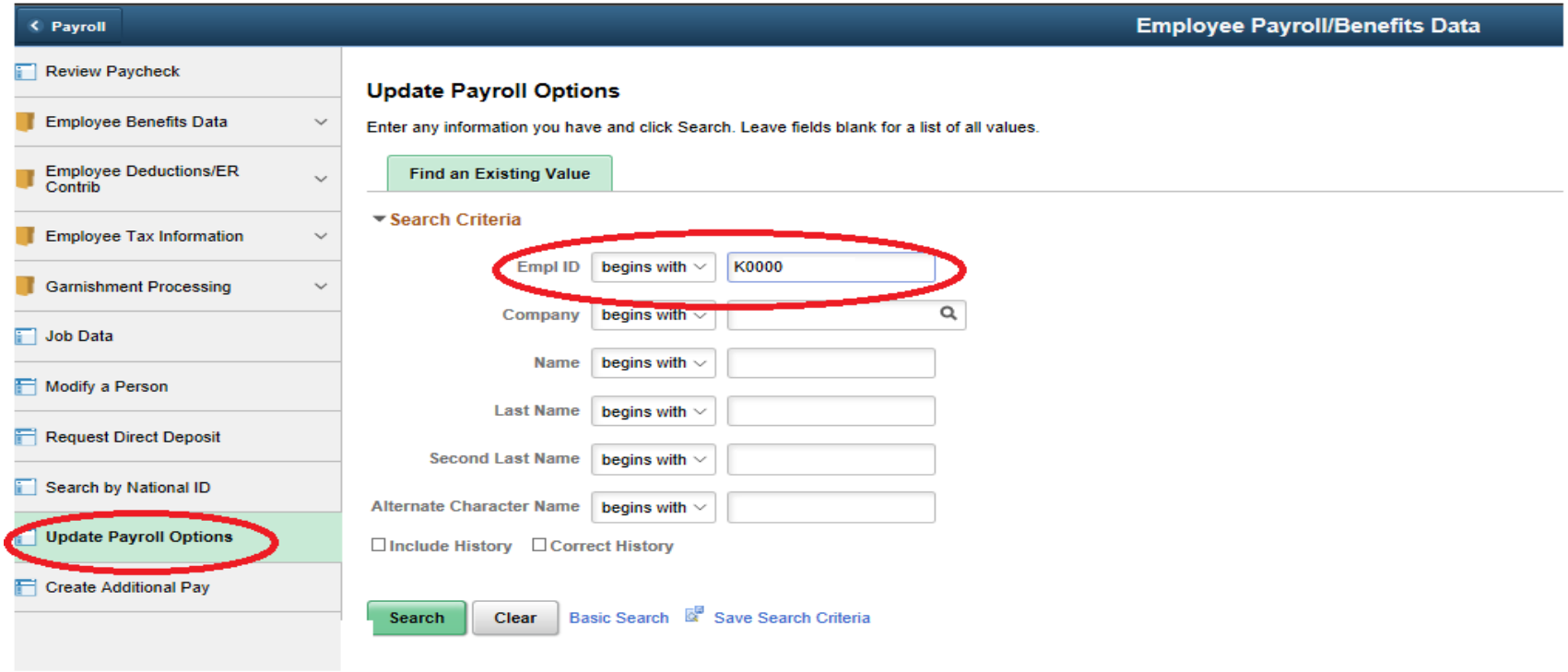
Most State of Kansas employees no longer receive paper checks. However, it's important that a correct mailing address is maintained in the system for W-2 mailing purposes. An employee can specify that his/her W-2 be mailed to the home address, mailing address, or a check address. The delivery options are maintained on the Payroll Options page.



Fluid Location: **SHARP Homepage** click the drop down arrow to select the **Payroll** Homepage click on **Employee Pay/Benefits Data** tile**> Update Payroll Options** (located on the left side of page)

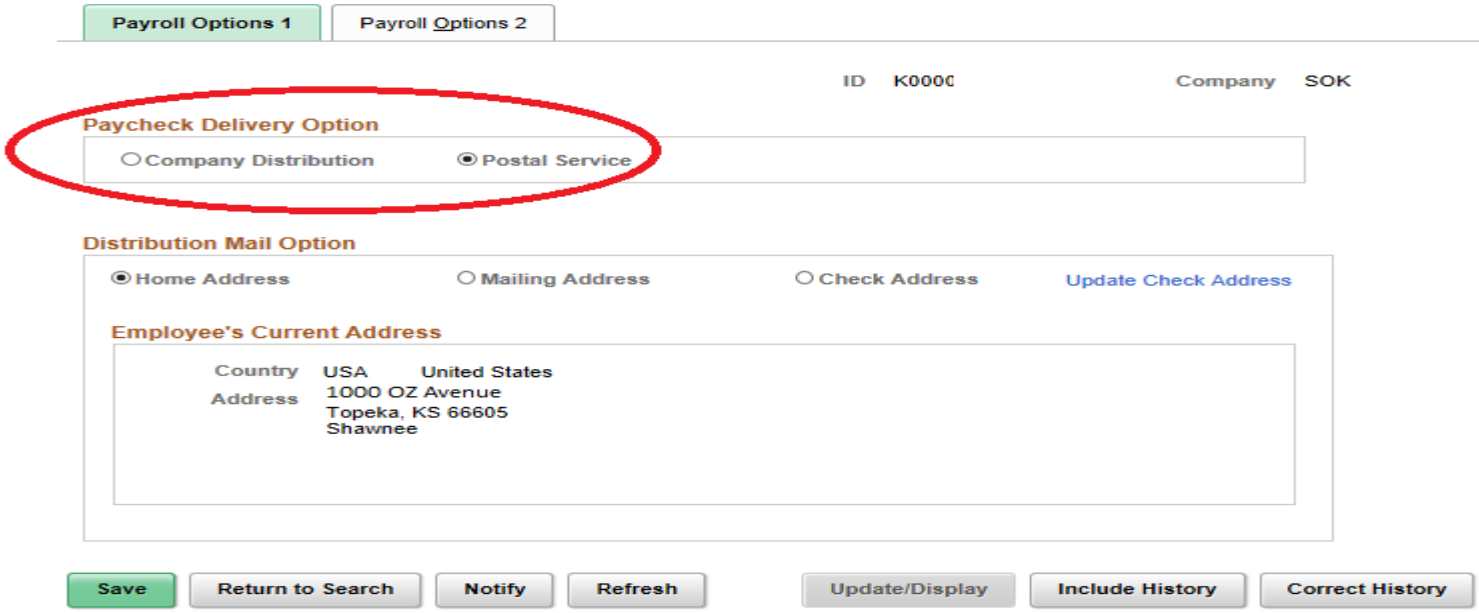
Lesson 5: Paycheck Distribution

Maintaining Paycheck Delivery Options - 2



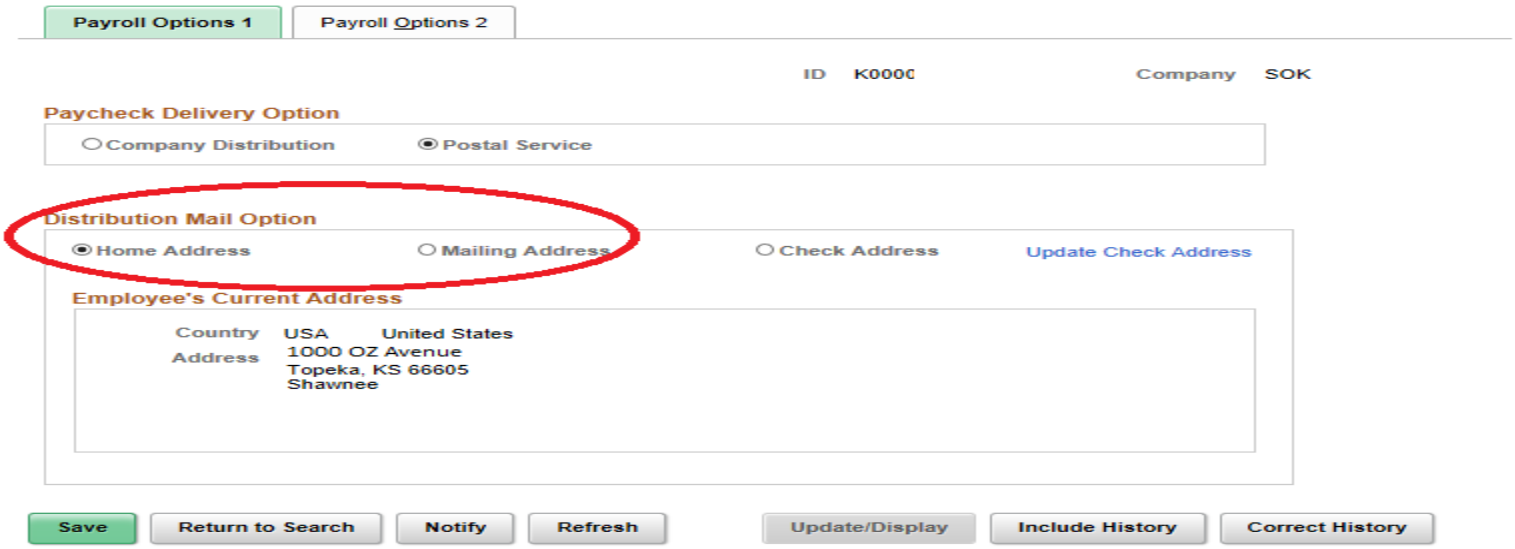
Step 1: Type **Employee ID** in the Empl ID field and click **Search**.

Maintaining Paycheck Delivery Options - 3



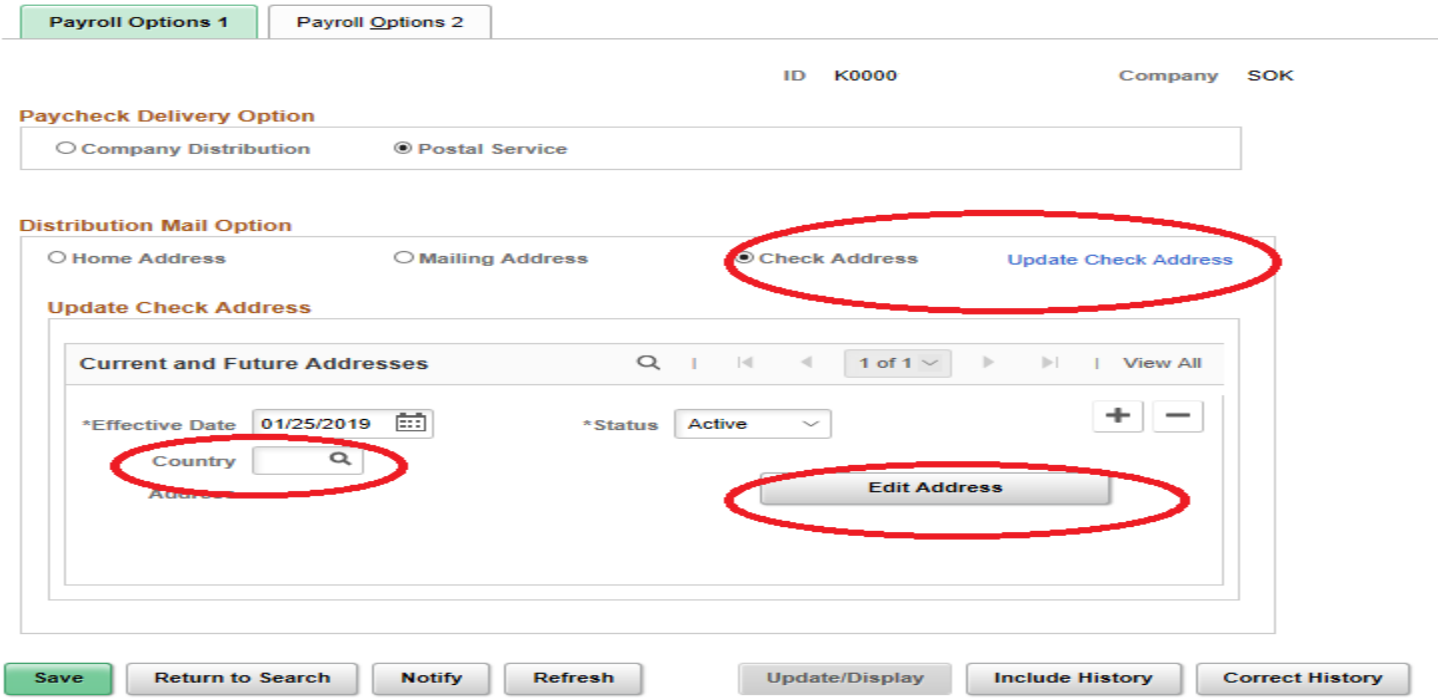
Step 2: Leave the Paycheck Delivery Option at default – Postal Service. Employee W-2s, unless the employee consents to receive electronic W-2/W-2C forms, are mailed centrally via Postal Service regardless of which Paycheck Delivery Option is selected.

Maintaining Paycheck Delivery Options - 4



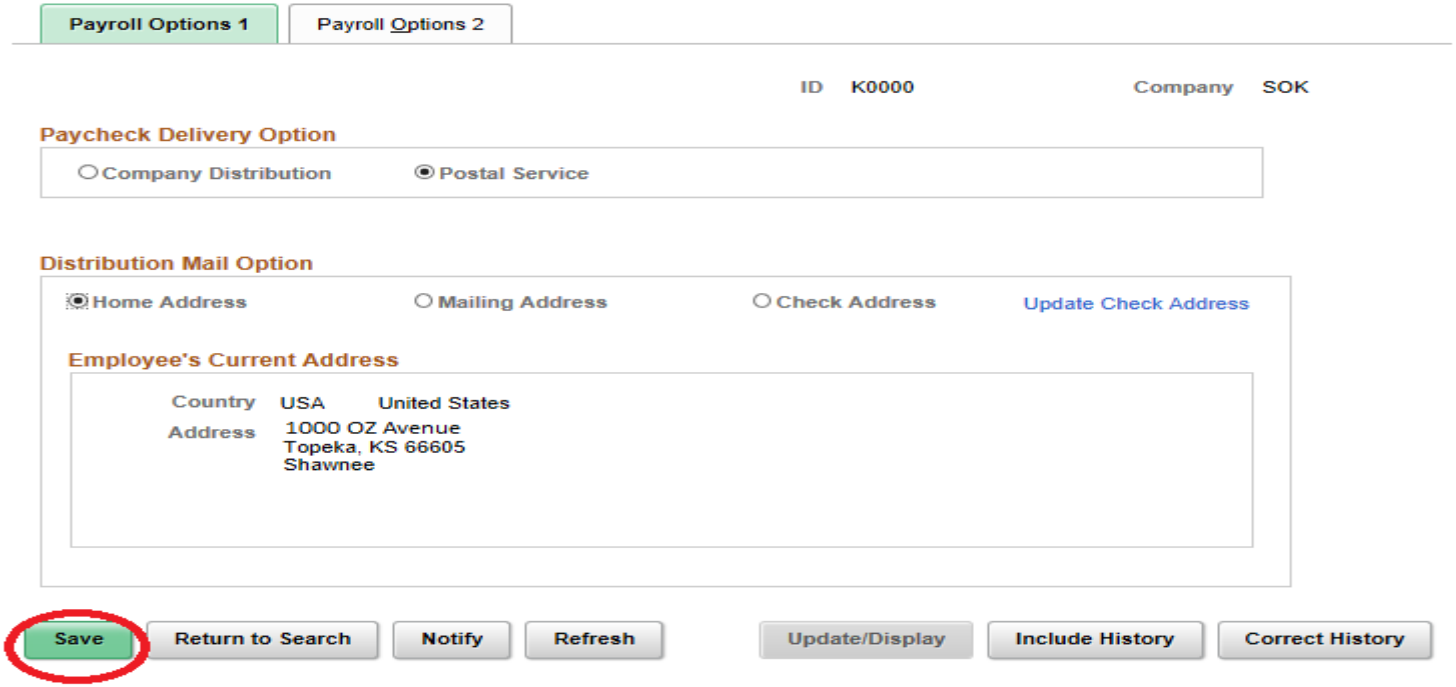
Step 3: Click the desired Distribution Mail Option radio button to select it.
An employee may have his/her W-2 mailed to the Home Address, Mailing Address, or Check Address. Home Address and Mailing Address default from the employee's Modify a Person page.
Fluid Location: **SHARP Homepage** click the drop down arrow to select the **Payroll** Homepage click on **Employee Pay/Benefits Data** tile>Modify a Person

Maintaining Paycheck Delivery Options - 5



Step 3 (cont.): If the Check Address is selected as the delivery option, the check address can be updated by clicking the **Update Check Address** link to display the page where the **Country** code can be entered, and the check address can be updated by clicking the **Edit Address** button.

Maintaining Paycheck Delivery Options - 6



Step 4: Click the **Save** button. (**Note:** In this example we selected Home Address as the employee's paycheck delivery option.)

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the lesson material. After you read the question, make your selection and compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



To authorize a direct deposit to an employee's checking account, which of the following should be attached to the completed Form DA-184?

A. A deposit slip

B. A voided check

C. Either a deposit slip or a voided check

The correct answer is B.

Lesson Checkpoint



To minimize waiting time before the employee's pay is direct deposited, the direct deposit should be entered on or before the final payroll calculation for the payroll cycle and effective dated...?

A. on a future date

B. on the current date

C. Less than the paycheck issue date

The correct answer is C.

Lesson Checkpoint



If an employee does NOT elect to have his/her pay direct deposited to a bank account, he/she will….?

A. Be paid with a paper check

B. Not be paid

C. Be paid with a paycard

The correct answer is C.



Lesson 5: Paycheck Distribution

Lesson Summary



For employees who do not elect to have their payroll directly deposited to a checking or savings account, their pay will be issued in a USBank Focus Card.



A direct deposit must be entered prior to the final pay calculation with an effective date less than the paycheck date for it to take effect for the payroll cycle.



Although most state employees direct deposit their paychecks, it's important that a correct mailing address is maintained in the system for W-2 mailing purposes. An employee can specify that his/her W-2 be mailed to the home address, mailing address, or a check address.

In this lesson, I walked you through employee paycheck distribution and mailing options. Let's review a few key concepts on the left.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

