

Service Request 16932
Generalized Direct Deposit GTN Process
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Payroll Coordination
And Tax Services
and
Enterprise Information
Technology Services
Office of the President

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1.0 Overview

In Release 1487, TIAA-CREF ScholarShare was established as an organization using the Direct Deposit Gross-to-Net method in PPS. In order to accommodate the remittance arrangement for ScholarShare specifically, the existing ACH mechanism was modified such that Scholarshare deductions were processed so as to direct deposit individual GTN deductions through multiple ACH transactions to the appropriate financial institution involved.

2.0 Background

Release 453 provided the mechanism in the Payroll/Personnel System for handling deductions and remitting funds via the National Automated Clearinghouse Association (NACHA) using what was then called the "Gross-to-Net Surepay process".

The related Release 463 modified the Expense Distribution process so that Salaries and Wages payable is increased by the amount transmitted through the ACH process for GTN items.

The modifications provided in Releases 453 and 463 originally implemented the ACH process for deductions of employee contributions to BENHAM (American Century). The facility was subsequently expanded in Release 505 to handle employee contributions to FIDELITY. As established, the University transmits direct deposits of GTN deductions using a single ACH transaction for a lump sum amount consisting of multiple employee deductions.

In Release 1487, TIAA-CREF ScholarShare was established as an organization using the Direct Deposit Gross-to-Net method. In order to accommodate the remittance arrangement for ScholarShare specifically, the existing ACH mechanism was modified such that Scholarshare deductions were processed so as to direct deposit individual GTN deductions through multiple ACH transactions to the appropriate financial institution involved. Release 1487 also established the ability to record the employee's individual account number associated with a GTN, in a new Direct Deposit GTN (DDG) table on the Employee Data Base (EDB). The ability to update this information was limited to batch transactions received from the TIAA-CREF ScholarShare.

3.0 General Description of Proposed Changes

There is a need to extend the ACH process established in Release 1487 such that it is available to be used in conjunction with other organizations using the Direct Deposit GTN method.

In order to accomplish this, the ability to record individual account numbers associated with GTNs which are identified as 'direct deposit GTNs' is required. The Direct Deposit GTN data should be updateable in both the on-line and batch environments. Batch update was made available in release 1487 via the 'DG' transaction. These requirements will specify the creation of on-line entry/update screens, along with appropriate additional edits on the data.

Additionally, several references to 'Surepay' will be removed. Surepay is a proprietary term used by Wells Fargo, and should not be used to apply to non-Wells Fargo direct deposit activity. Note however that the name of the existing Surepay Bank Table will not be changed as part of this project.

4.0 PPS Modifications

4.1 Data Elements

All the required data elements to implement a generalized direct deposit process were added in release 1487.

Data element EDB 0785 was added with the data element name "Direct Deposit GTN Surepay Bank Key". This data element name should be changed in the Data Dictionary and in on-line help to remove the reference to Surepay. The data element name should be changed to "Direct Deposit GTN Bank Key".

4.2 On-line Screens

Two new CICS screens must be developed for display and update of DDG data.

The creation of a Web EDB Inquiry screen is not being requested at this time.

4.2.1 New Inquiry Screen 'IDDG'

A new EDB Inquiry screen should be created to display the employee's Direct Deposit GTN data. The suggested screen name is IDDG. This screen should include the following data elements:

- EDB 0780 - GTN For Direct Deposit Deductions
- EDB 0782 – Direct Deposit GTN Bank Transit Number
- EDB 0783 – Direct Deposit GTN Account Number
- EDB 0784 – Direct Deposit GTN Account Type
- EDB 0785 – Direct Deposit GTN Bank Key

See a draft screen layout, Attachment A .

4.2.2 New EDB Update Screen 'EDDG'

A new EDB Entry/Update screen should be created to allow entry/update of Direct Deposit GTN data. The suggested screen name is EDDG. This screen should include the following data elements:

- EDB 0780 - GTN For Direct Deposit Deductions
- EDB 0782 – Direct Deposit GTN Bank Transit Number
- EDB 0783 – Direct Deposit GTN Account Number
- EDB 0784 – Direct Deposit GTN Account Type
- EDB 0785 – Direct Deposit GTN Bank Key

If a Direct Deposit GTN Bank Key is entered, the EDDG screen should provide the appropriate format of account number for the Bank and Account Type from the Surepay Bank Table, in the same manner that the account format is provided on the ECHK screen.

The EDDG screen should also support a 'Delete' command to delete a DDG entry, and a 'GOTO' command to position the cursor on a specific entry, similar to the commands on the EDEP screen.

See a draft screen layout, Attachment B.

4.2.3 On-line Help

Field-level help should be provided for all data elements on the screen based on data dictionary definitions. Additionally, the ability to go to the Surepay Bank Table to view valid values should be provided on the IDDG and EDDG screen for data element 0785, the Direct Deposit GTN Key.

Screen level help should be provided for each new screen. Suggested screen level help text is shown below.

For EDDG:

Function: EDDG allows the user to enter and update information concerning the Employee's direct deposit GTNs.

Nature of Information: EDDG contains the GTN and its description, the Bank Code, Transit Routing Number, Account Number, and checking/savings indicator. If a Bank Code and checking/savings indicator are entered, the appropriate account format will be displayed when the 'enter' key is pressed.

The following commands are available to assist the user in performing this function:

DELETE nnn – to delete the DDG data associated with GTN nnn

GOTO nnn – to position the screen on GTN nnn

For IDDG:

Function: IDDG enables the user to view the employee's direct deposit information.

Nature of Information: IDDG contains the direct deposit GTN and its description, the Bank Code, Transit Routing Number, Account Number, and checking/savings indicator.

4.3 EDB File Maintenance Edits

Release 1487 added minimal edits for the new DDG data:

- An edit to ensure that the GTN number does not exist if an 'add' transaction is processed, and to ensure that the GTN number does exist if a 'change' or 'delete' transaction is processed
- An edit to ensure that the Direct Deposit Indicator on the GTN Table is 'on' when a GTN is set up on the DDG Table
- An edit to ensure a complete set of DDG data
- Set transaction processing such that if any single element in the set is rejected by edits, all the elements in the set are rejected
- An edit to zero out the g-balance if there is no DDG account information for a GTN with the Direct Deposit Indicator 'on'

Additional edits should be added and existing edits modified in support of on-line update of DDG data. Some of these edits may have been tailored specifically to the Scholarshare GTN, and these should be made available to any GTN where the Direct Deposit Indicator is 'Y'.

4.3.1 GTN Table Edits

The Direct Deposit GTN number should be edited against the GTN Table.

- If the GTN is not on the GTN Table, the standard range/value error message P0601, 'Field is out of range or illegal value', should be issued.
- If the Direct Deposit Indicator on the GTN Table for the matching GTN is not 'Y', the existing edit added in release 1487 will block the update and issue existing messages 08-151 and 12-151. The message texts should be changed to reflect the new ability to enter and edit the DDG data on-line. The current text for both messages is:

"GTN DIRECT DEPOSIT INDICATOR NOT Y – TRANSACTION SET BLOCKED"

The message text should be changed to:

"GTN NOT SET UP FOR DIRECT DEPOSIT - DIRECT DEPOSIT INDICATOR NOT Y"

The message severity should be 'Employee Reject' in on-line, and 'Transaction Reject' in batch.

4.3.2 Edit for Required DDG Account Information

If an attempt is made to establish a G-balance for a GTN with a Direct Deposit Indicator of 'Y' on the GTN table, the existing edit established in release 1487 will check for a matching entry on the DDG table with a direct deposit account number. If there is no matching DDG entry, the update will be blocked. Existing messages 08-119 and 12-119 are issued.

The current text for both messages is:

" DEDUCTION NOT ALLOWED – NO ACCOUNT NUMBER PRESENT"

The message text should be changed for both messages to:

" DEDUCTION NOT ALLOWED – DIRECT DEP ACCT NUMBER REQUIRED"

If the DDG account data associated with a particular GTN is deleted, and there is an existing G-balance for that GTN, the G-balance is currently initialized by the program. An additional message should be added USER08 and USER12 to let the user know that the G-balance is being set to zero. The text of the new messages should be:

"DDG ACCOUNT DATA BEING DELETED; DEDUCTION WILL BE SET TO ZERO" in the edit, and
"DDG ACCOUNT DATA DELETED; DEDUCTION SET TO ZERO" in the update.

The messages should have a severity of Implied Maintenance in batch and on-line.

4.3.3 Edit for Incomplete Data

The Direct Deposit GTN Data should be edited for incomplete data.

If one or more of the following data elements have a valid value, and one or more are initial values, an existing edit added in release 1487 will block the update and issue existing messages 08-150 and 12-150:

- EDB 0782 – Direct Deposit GTN Bank Transit Number
- EDB 0783 – Direct Deposit GTN Account Number
- EDB 0784 – Direct Deposit GTN Account Type

Note that the Direct Deposit GTN Surepay Bank Table Key may be blank, and that a blank GTN will cause an error before this edit is performed.

The edit should be modified so that it does not check for a Direct Deposit GTN Bank Transit Number when a valid Direct Deposit GTN Bank Key (EDB 0785) is present.

The message texts should be changed to reflect the new ability to enter and edit the DDG data on-line. The current text for both messages is:

“REQUIRED DIRECT DEPOSIT DATA MISSING – TRANSACTON SET BLOCKED”

The text should be changed to:

“REQUIRED DIRECT DEPOSIT DATA MISSING”

4.3.4 Duplicate Direct Deposit GTN Entries

The Direct Deposit GTN Number should be edited for duplicate entries.

If there is already a DDG entry for the same GTN number, existing screen message P0617, “Duplicate GTN Number Entered” should be issued on the EDDG screen.

Note that release 1487 already provided logic to reject a duplicate Direct Deposit GTN entry in the batch process.

4.3.5 Valid Bank Data Edit

The Direct Deposit GTN Data should be edited for valid bank data.

- If the Direct Deposit GTN Bank Key does not exist on the Surepay Bank Table, existing message 08-145, ‘Surepay – Invalid Bank Table Key’ should be issued and the update should be blocked.
- If the Direct Deposit GTN Account Type is not a ‘S’ or ‘C’, the existing screen message P0601, ‘Field out of range or illegal value’ should be issued.
- If the Direct Deposit GTN Account Number does not match the format for that Bank and Account Type from the Surepay Bank Table, existing message 08-146, ‘Surepay – Invalid Bank Account Number Format’ should be issued and the update should be blocked.
- If a valid Direct Deposit GTN Bank Key is entered, the Direct Deposit GTN Transit Number must be blank. If it is not blank, the update should be blocked and a message issued with the text: “TRANSIT NUMBER MUST BE BLANK WHEN BANK TABLE KEY IS ENTERED.” The message should have a severity of Employee Reject in on-line and Transaction Reject in batch.

Additionally, the message text for messages 08-145 and 08-146 should be modified to eliminate the reference to ‘Surepay’. The new message texts should be:

08-145 “INVALID BANK TABLE KEY”

08-146 “INVALID BANK ACCOUNT NUMBER FORMAT”

An enhancement is also requested to the edit that checks for a valid bank account number format. The Surepay Bank Table contains fields for Checking Account Format and Savings Account Format for each bank code entry. If the Account Type on the EDB is ‘C’, the format is edited against the Checking Account Format; if ‘S’, against the Savings Account Format. If the Checking Account Format or the Savings Account Format on the Bank Table is blank, that means that deposits to that type of account are not permitted.

Currently, when the edit is done and the format is blank, message 08-146 “Invalid bank account number format” is issued. It is asked that the edit be modified and a different message be issued to distinguish this case from the case where the format of the account number has been entered incorrectly. The message text should be:

“ACCOUNT TYPE NOT AVAILABLE FOR THIS BANK TABLE KEY”.

The message should have a severity of Employee Reject in on-line and in batch.

4.3.6 Maximum DDG Entries Edit

An edit should be done for maximum number of DDG entries.

Release 1487 established a limit of 10 DDG entries per employee, “...to limit unneeded array processing”. It should be determined during the design phase whether this limit should be increased. At this time, only the Scholarshare deduction and the upcoming 457(b) deductions have been positively identified as needing the Direct Deposit GTN process, but future possibilities that have been mentioned are Fidelity 403(b) and DCP deductions, and credit unions.

4.4 Direct Deposit GTN Process

The process that recognizes GTNs to be included in ACH files must be modified to recognize GTNs where the new Direct Deposit GTN Indicator field (on the GTN Table) is “Y”, and to include the following associated Direct Deposit GTN Account information on ACH file records:

- EDB 0783 – Direct Deposit GTN Account Number
- EDB 0784 – Direct Deposit GTN Account Type
- EDB 0785 – Direct Deposit GTN Bank Key

The process should also include the Transit Routing number, as follows:

If the Direct Deposit GTN Bank Key is spaces, use the value in EDB 0782 – Direct Deposit GTN Bank Transit Number. If the Direct Deposit GTN Bank Key is not spaces, retrieve the Transit Number from the Surepay Bank Table.

This process must create a separate batch for each unique organization using the Direct Deposit GTN method.

4.5 New Control Tables for Direct Deposit Activity

Release 1487 added direct deposit information related to Scholarshare to the existing copymember CPWSXNGO. This copymember also contains direct deposit information for Fidelity deductions. It has been suggested that creating a new Control Table might provide greater flexibility and ease of maintenance for adding additional direct deposit deductions. The decision to develop a new CTL table or continue to use the copymember will be made in the design phase of the project. If a new Table is created, the specifications will be provided in the Detailed Design for the project.

