



## Office Memorandum

**Date:** March 26, 2013

**To:** Agency Payroll and Human Resources Staff

**From:** Mary Muellner, Director  
Statewide Payroll Services

**Subject:** Changes to Direct Deposit: Prenotification and Minimum Self Service Deposit

Two changes have been implemented regarding direct deposit.

1. Statewide Payroll Services has discontinued the process of prenotification of direct deposit changes. Prenotification is not required, and some banks don't respond to the prenote.
  - The SEMA Direct Deposit page has not changed.
  - The deadline for entering direct deposit changes has not changed. Changes entered in SEMA4 by close of business on Friday of payroll processing week, with an effective date before the next biweekly paycheck, will be effective on that paycheck.
2. The minimum amount or percentage required for direct deposit records entered through Self Service has changed. Direct deposits with small amounts returned by the banks are costly for the state to process. This change should reduce the number of small dollar direct deposit returns.
  - On the Direct Deposit page in Self Service, users must enter an Amount of at least \$5.00 or a Percent of at least 1 (one) percent when designating an amount/ percent of pay.
  - This requirement only affects the row the user is currently modifying; it will not edit historical rows.
  - The minimum limits on the SEMA4 Direct Deposit page are NOT changing. Agency direct deposit designees can enter direct deposit changes in SEMA4 that are not subject to the requirements on the Self Service Direct Deposit page.

SEMA4 Help will be updated to reflect these changes.

Agency Payroll and Human Resources staff should contact Mary Wixson at 651-201-8062 or [mary.wixson@state.mn.us](mailto:mary.wixson@state.mn.us) if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**