



Office Memorandum

Date: June 18, 2013
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: Direct Deposit Policy and Procedure Change

Operating Policy and Procedure PAY0001, Direct Deposit of Employee Pay, has been recently updated and a new procedure has been added.

- The new Direct Deposit Returns procedure describes the steps involved when direct deposit funds that cannot be distributed are returned to the treasury. Reasons for the return may include a closed account, error in account information or ACH adjustment when funds are requested back due to overpayment.
- The Direct Deposit Process policy has been updated to include the process for a direct deposit that is expected to be returned because the account has been closed.

NOTE: The processing schedule has been changed to include paycheck reversals on Tuesday and Wednesday nights of payroll processing week and off-cycle pay calculations on Wednesday night.

SEMA4 Help has been updated to reflect these changes. Please refer to Minnesota Management & Budget Operating Policy and Procedure PAY0001, [Direct Deposit of Employee Pay](#).

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

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF