

To: Members of the Campus Community

From: Jeff Yepsen, Acting Accounting Officer

Subject: Direct deposit of employee reimbursements

Effective Monday, June 18, 2002, Accounts Payable will implement new programming to allow direct deposit of payments to faculty and staff checking accounts. Employees currently receiving Payroll payments directly deposited into their checking accounts will now receive expense reimbursements and other non-payroll payments through Accounts Payable as direct deposits. The new Accounts Payable process will be similar to the existing Payroll Surepay system, but will only be able to electronically transfer funds into checking accounts, not savings or other accounts. An EFT Remittance Advice will be sent to the same campus address or home address as employee's Payroll disposition address.

Faculty and staff, who are currently enjoying the benefits of timely check-free Payroll deposits into their checking accounts, will automatically begin receiving Accounts Payable expense reimbursements through electronic funds transfer (EFT). To facilitate set-up of Accounts Payable EFT, checking account and mailing address information from Payroll will be provided to the Accounts Payable system. Eligible employees who desire EFT reimbursement will not need to formally enroll with Accounts Payable to participate in EFT payments. On an ongoing basis, AP records will be updated whenever Payroll Surepay checking account or payment disposition address information is changed.

Employees receiving Surepay, who do not want to have their non-payroll AP payments direct deposited, or wish to use a different checking account than used for Payroll, will need to complete and send an **Accounts Payable Direct Deposit Request or Cancellation** form to Accounting, Campus Box 0812. Employees not currently receiving Surepay may request AP EFT on this form. This same form will also be used to inform AP to establish a mailing address for receiving EFT payment notices that differs from the Payroll pay disposition address. The form, and a copy of this notice, can be downloaded from the Accounting Office web page at <http://www.acctg.ucsf.edu/>, or may be requested via email from the AP service desk at apservicedesk@accounting.ucsf.edu. The deadline for receipt of these forms in Accounting in order for the change to be effective prior to implementation of EFT is Friday, June 7, 2002. Changes requested after this date will become effective approximately 10 working days after receipt in Accounting.

Effective with this change, all AP payments to employees set up for EFT will default to direct deposit into the checking account provided. Non-EFT AP payments will be distributed by check directly to the employee by **U. S. mail or campus mail**. Questions regarding this new process may be directed to the Accounts Payable Service Desk by phone at 476-2126, or via email at apservicedesk@accounting.ucsf.edu. Please post this notice, or forward this notice to all employees, especially those receiving expense reimbursements or involved in payment request preparation.