

From: Murphy, Jennifer
Sent: Monday, November 27, 2006 3:07 PM
To: GRP-APS Customer Advisory Group
Subject: FW: Direct Deposit Notification

Good Afternoon,

In case you or individuals in your department have the same question. Please see Sherill's question and Kim's response.

Thank you,
Jenny

Jennifer C. Murphy
Director of Accounting and Purchasing Services
(512) 499-4366 phone

From: Tucker, Kimberly
Sent: Monday, November 27, 2006 1:32 PM
To: Boline, Sherill
Cc: Murphy, Jennifer
Subject: RE: Direct Deposit Notification

Sherill,

It appears that you are not set up to receive personal reimbursements via direct deposit. In order to get you set up with receiving all of your payments direct deposit you need to follow the below directions.

When you receive your electronic payroll earning statement, via e-mail, select the link to "view your statement". When you log on you will see your current pay stub; in the upper left corner there is a navigation menu: Select **paycheck profile**, then **my bank info**. In the section that says EFT information (2nd Section); select **make same as paycheck**, a pop up will appear select "**ok**". Enter your email address and then select **I authorize**. If you need assistance please contact [Kim Tucker](#), APS.

Once you have completed this define will assign you another mail code that says direct deposit. Please let me know when you have completed this so I know that you were successfully able to update your profile. If you run into problems please give me a call and I will assist you in any way possible.

Kimberly Tucker
(512) 499-4571

From: Boline, Sherill
Sent: Monday, November 27, 2006 11:39 AM
To: Murphy, Jennifer
Cc: Tucker, Kimberly
Subject: RE: Direct Deposit Notification

When I look under "city" -- it says * CAMPUS MA * -- there is a field named "code" that is three digits....help!

From: Murphy, Jennifer
Sent: Monday, November 27, 2006 11:31 AM
To: GRP-APS Customer Advisory Group
Subject: FW: Direct Deposit Notification

Good Morning,

Please review the e-mail below regarding information on direct deposits when appropriated funds are used (accounts starting with 53 or 63). Please pass on the information to your department's employee(s) that prepare travel vouchers and prepare reimbursement requests.

For questions on this topic please contact Kim Tucker, 4571.

Thank you,
Jenny

Jennifer C. Murphy
Director of Accounting and Purchasing Services
(512) 499-4366 phone

From: Tucker, Kimberly
Sent: Monday, November 27, 2006 10:00 AM
To: Murphy, Jennifer
Cc: Franklin, Becky
Subject: Direct Deposit Notification

Jenny,

I received some helpful information from Ramona this morning regarding direct deposits being paid with state funds and Becky requested that I forward it on to you as a possible topic for the customer advisory group.

When using state funds to get a reimbursement you can get direct deposit notification by going to the comptroller web site and filling out the Advanced Payment Notification Authorization form and either faxing it to them or sending it via snail mail. The information that is required on the form is the VID and mail code of the direct deposit. The VID and correct mail code can be looked up in define using the GG3 screen and the last name in the MISC field. Once you locate your name you can look under the city for the one that says Direct Deposit. That is the mail code that needs to be placed in the form. If there is more than one direct deposit, the one that is active should be used.

The link to the form is:

<http://www.window.state.tx.us/taxinfo/taxforms/74-193.pdf>

Let me know if you would like additional information.

Kimberly Tucker
Operations & Support Services
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(512) 499-4571 phone
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