

Communication Regarding Employee Expense Payments

DEAR STATE EMPLOYEE TRAVELER

For years, State employees have requested direct deposit of travel and expense reimbursement, and this new service is now available to you through the new Statewide Financial System (SFS). SFS uses the information you provided to your agency Payroll Office to identify your financial institution (bank or credit union) and either an account number or member number (for credit unions).

If your travel and expense reimbursement is deposited directly into your financial institution and funds have been incorrectly deposited or distributed into one of your accounts, please work with your bank or credit union to make the appropriate corrections.

To ensure travel and expense reimbursements are deposited into the account(s) you want, you need to be aware of the following:

- It is your responsibility to ensure that the information supplied to your agency Payroll office correctly reflects both the financial institution and account(s) you want your funds deposited to. Check with your financial institution to make sure you have the correct account or member numbers. Supplying incorrect account/routing/member numbers will delay payment and will require reprocessing as a check.
- If you have separately directed your financial institution to distribute your deposits according to a specific plan, any direct deposits (payroll or expense reimbursement) will be distributed pursuant to this plan once funds are received by your bank or credit union.
- Accordingly, you should also review this distribution to ensure that, with the new deposit of expense checks, your wishes are correctly reflected. This may require you to change your distribution in anticipation of the expense reimbursements.

SFS, the Office of the State Comptroller, and the Department of Taxation and Finance – Division of the Treasury are working to improve the processing of direct deposit for travel and expense reimbursements.

If you have additional questions, please contact the SFS Help Desk.