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Thomas J. Sadowski
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: June 7, 2006

RE: EFT Information from the Human Resource System

In order to address state employees' issues with the need to complete a direct deposit form for both payroll and financial payments, we will soon be implementing an automated process using information from the SAM II HR system to update the direct deposit information for all "SE" vendors in the SAM II Financial system. This automated enhancement means that employees will only need to complete the Payroll Direct Deposit Application when banking information needs to be added, changed, or updated. The Payroll Direct Deposit Application form should be reviewed then forwarded by the Payroll/HR Officer to OA/Accounting/Payroll for entry into the SAMII HR system.

The EFT information from HR will automatically update the Electronic Funds Transfer (1 of 2) screen in SAM II Financial for all "SE" vendors in the SAM II Financial Vendor File. **The result of this update is that all payments made from SAM II Financial will be deposited in the same bank account as the employee's paycheck.**

This update does not change the fact that the agency must still set the employee up as an "SE" vendor on the SAM II Financial system prior to a payment being issued. To establish a state employee in the SAM II Financial Vendor File, the Vendor (1 of 3) VEN2 and the Vendor (2 of 3) VEN3 screens must be submitted to OK100 by ad hoc routing. If a change of address needs to be processed on a state employee, the Vendor Input Form, Section A must be completed, signed and faxed to OA/Accounting at (573) 526-9813.

State Agencies
Page 2
June 7, 2006

We encourage all SAM II Financial payments processed utilize the EFT payment method, if at all possible, as this is a cost savings to the State of Missouri. If the EFT payment method is not feasible, payment may be made via check. If assistance is needed with this process, please check with your Agency Customer Service Coordinator. Agency Customer Service Coordinators may contact OA/Accounting with any questions if assistance is needed.

A complete listing of all Agency Customer Service Coordinators, by agency number, can be found on the SAM II Financial web site at www.mo.gov/mo/samii, under Contacts on the left side of the page.