

**INFORMATIONAL CIRCULAR NO. 10-P-012**

**DATE:** December 7, 2009  
**SUBJECT:** Change in the SHaRP Direct Deposit Page  
**EFFECTIVE DATE:** December 8, 2009  
**A & R CONTACT:** Earl Brynds (785) 296-5376 (earl.brynds@da.ks.gov)

**APPROVAL:** *Kent E. Olson*

**SUMMARY:** Changes to the SHaRP Direct Deposit Page for New International ACH Standards

New National Automated Clearing House Association (NACHA) rules require the identification of any ACH payment that may result in the transfer of those funds to a financial agency outside the U.S. as an International ACH transaction (IAT). Transactions identified as IAT require additional information to be provided for the transaction to flow through the banking process.

As an interim step to prepare for the new requirements, changes to the Direct Deposit setup page will be effective in SHaRP on Tuesday, December 8, 2009. Existing direct deposit records will automatically be stored and viewed in the new page format. When entering new data into the updated Direct Deposit page, please note that the order of the fields has changed and two new additional fields have been added as follows:

**Country Code:** Value is 'USA'

**International ACH Bank Checkbox:** Agencies should **NOT** check this box for any direct deposit account during this transition period.

Additional instructions and information, including an updated version of the DA-184 Authorization for Direct Deposit for Employee Pay Form, will be provided when all of the necessary changes are in place. It is anticipated that very few, if any, State of Kansas payroll transactions will be required to be identified as an International ACH transaction. An example of the page before and after the changes is provided below.

**Direct Deposit page BEFORE changes:**

**Direct Deposit**

Antonio Santos Person ID: KU0010

**Deposit Information** Find | View All First 1 of 2 Last

\*Effective Date: 09/01/2009 \*Status: Active  Suppress DDP Advice Print

**Distribution Information** Find | View All First 1 of 1 Last

\*Account Type: Checking  
\*Deposit Type: Percent  
% Net Pay/\$ Amount:    
Bank ID:   Prenotification Required  
Account#:  Prenote Date:   
\*Priority: 1 Prenotification Status: Not Submtd

This data was last updated by Employee Self Service User Data last updated on 08/14/2009

**Direct Deposit page AFTER changes:**

**Direct Deposit**

Antonio Santos **Person ID:** KU0010

**Deposit Information** Find | View All First 1 of 3 Last

\*Effective Date: 09/01/2009 \*Status: Active  Suppress DDP Advice Print

**Distribution Information** Find | View All First 1 of 1 Last

**Your Bank Information** Add New Bank

Country Code: USA United States  
Bank ID: 122000218  
Bank Name: West America Bank  
1300 Ynaciao Valley Road  
Walnut Creek  
CA 94596

International ACH Bank  Prenotification Required

Account#: 224673232 Prenote Date:  
\*Account Type: Checking Prenotification Status: Not Submtd  
\*Deposit Type: Percent  
% Net Pay: 100.00 Amount:  
\*Priority: 1

This data was last updated by Employee Self Service User Data last updated on 08/14/2009

Bank Name and Address are now displayed when Bank ID is populated with a value from the look-

Check the new **International ACH Bank** checkbox to indicate that the deposit should be flagged as an International ACH Transaction if funds may ultimately be transferred to a financial institution outside the jurisdiction of the United States. **Agencies should NOT check this box for any reason during the transition period.** Further instructions will be provided when all of the necessary changes are in place.