

DATE: April 2, 2007

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs and Chief Financial Officer

Business Affairs Bulletin No. 04 - FY 2007

SUBJECT: Direct Deposit of Employee Reimbursements

Beginning April 3, 2007, the Office of Accounting will begin paying employee travel and other reimbursements by **direct deposit** (ACH) to the employee's bank account rather than by issuing Accounts Payable checks.

Deposits will be made to the bank and account already selected by the employee for the direct deposit of their UTHSCSA paychecks. Therefore, no additional forms or authorizations are required. As employees change or terminate their payroll direct deposit option, this request will automatically update their Accounts Payable record as well.

As part of the new process, each payee will receive an e-mail notification as each reimbursement is processed. The e-mail will include (1) the date the payment is sent to their bank, (2) the amount of the payment, (3) the PeopleSoft voucher number, (4) the masked bank account number, (5) payment reference number and (6) a comment describing the type of reimbursement, i.e. *Travel to Boston* or *Mileage reimbursement*. For those employees without a UTHSCSA e-mail account, a letter outlining the deposit details will be sent via US Mail to their home address.

As indicated above, the direct deposit of payments via the Accounts Payable system is dependent upon banking information already provided by employees for payroll purposes; therefore, if a payroll direct deposit relationship does NOT already exist, a check will continue to be issued. We encourage those University employees who are not currently set up for direct deposit to do so by accessing the ***Direct Deposit Authorization Form*** located on the HSC master forms listing. While direct deposit will be the standard payment method for those with banking information on file, it is recognized that on occasion there will be a special case where a department or individual may need to have a check produced instead (e.g. for a presentation of an award) and in those cases, the department may request to override the direct deposit on the reimbursement voucher.

Additional detail and FAQ's are included at <http://www.uthscsa.edu/business/accounting/>

This initiative is expected to greatly reduce the departmental effort required to route checks to HSC employees and will also, of course, eliminate the necessity of the payee making a trip to the bank to deposit a check. We believe this process will provide a real benefit to HSC employees and allow us to continue to improve upon the services available to our customers.

Should you have any questions or concerns please send email to ACCTG-ADMIN mailbox or contact Sandy McFadden, Assistant Director of Accounting, at 210-562-6250.

Please disseminate this information to your departmental personnel as you deem appropriate.