

Terms Defined for the Request to STOP, REVERSE or RECLAIM a **Direct Deposit (DD)** on an IU Paycheck

STOP

- Payroll can request a stop on the DD record if it is at least 2 business days prior to the check date. A STOP implies that the transaction will be deleted before the file is sent out to individual banks. It should be safe to issue a replacement check.

Example: When the biweekly (BW) payroll closes Aug. 4, the file will be created with an effective date of Aug. 11. If we need to STOP a DD transaction on Monday, Tuesday, or Wednesday (Aug. 7, 8, or 9), we should be able to STOP the record and have it returned to IU. Our experience has been that Wednesday can sometimes be a problem, but we will know by the confirmation from the bank.

REVERSAL

- Payroll can request a REVERSAL on the DD record if it is less than 2 business days of the check date. A REVERSAL implies that the transaction has already been sent out to individual banks and they will request that it be returned. You **MAY NOT** issue an online replace replacement check until IU receives the confirmation and credit that the transaction has been returned. Most likely this will be after the pay date.
- On occasion we have requested a REVERSAL after the check date. That can only be done with the cooperation of the employee. After the effective date, we really have no authority to request the transaction.
- The most import thing to remember is if we stop the DD transaction, the employee **MUST** be notified that they will not have DD on pay day.
- You will be notified when the employee's money has been returned to IU and then if needed, you can do the adjustment voucher for corrected pay.

RECLAIM

- Used only for deceased employees.

For all three situations, a payroll processor must fill out the **Stop Pending Direct Deposit Transaction** form and send to: Michelle Parks, FMS Customer Service, Poplars 527, and fax to 812-855-1879.