Maintaining Employee Banking Data

Purpose: Use this document as a reference for maintaining Travel and Expenses employee banking data in ctcLink.

Audience: Finance and Business Office staff

You must have at least one of these local college managed security roles:

- ZZ Expenses User Admin

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The ctcLink Default Travel and Expenses (EX) Employee Payment method is **System Check**. If you would like to pay your employees by **Automated Clearing House** (ACH), then it will need to be updated here. The **Default** Bank account on this page may or may not match up with the **Default** bank account in HCM and may need to be updated accordingly, as well as the **Payment Method**. If you are using **System Check** as the **Payment Method**, the Check payment will contain the address designated on the **Employee Data** tab. It is recommended to check the **Bank Accounts** tab, **Organizational Data** tab and **Employee Data** (Payments Sent to area) in your Employee's EX profile, as part of your EX onboarding process.

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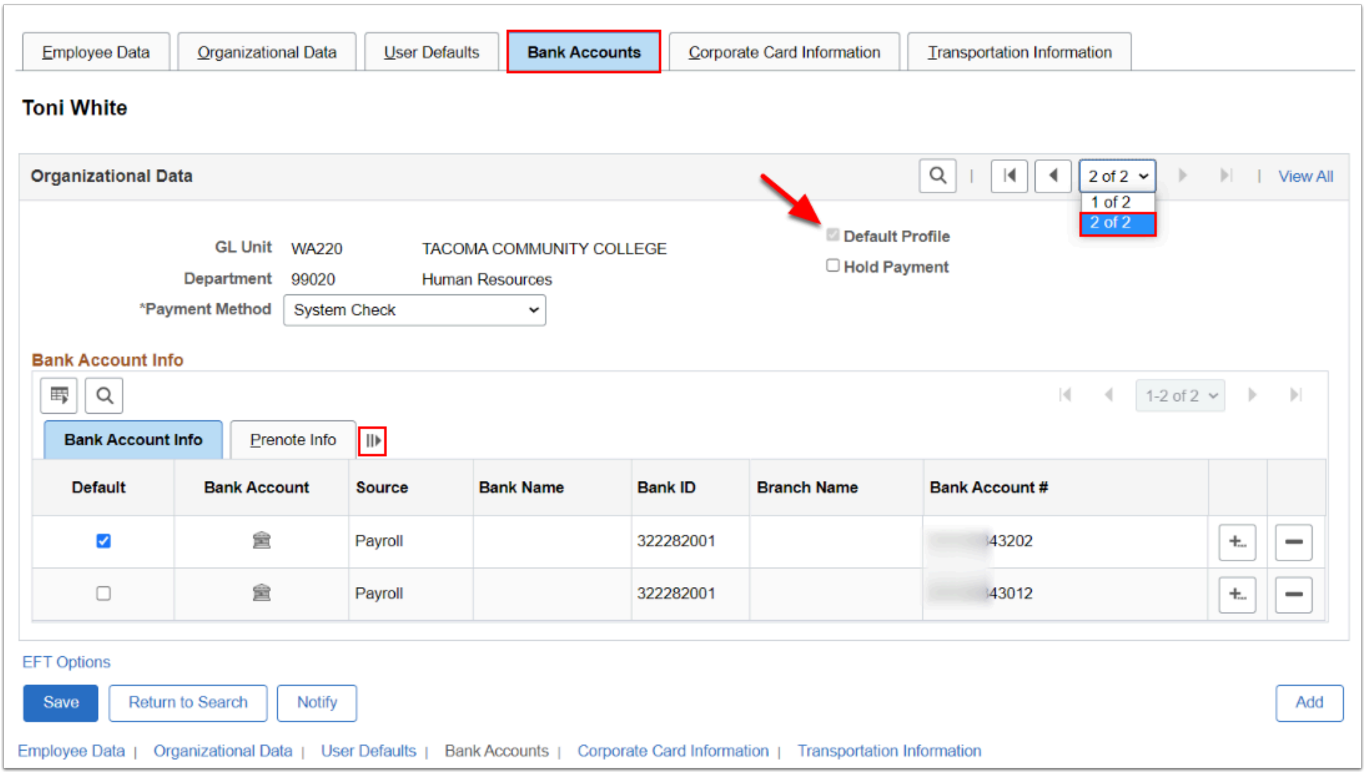
Navigation: Travel and Expenses > Manage Employee Information > Update Employee Detail

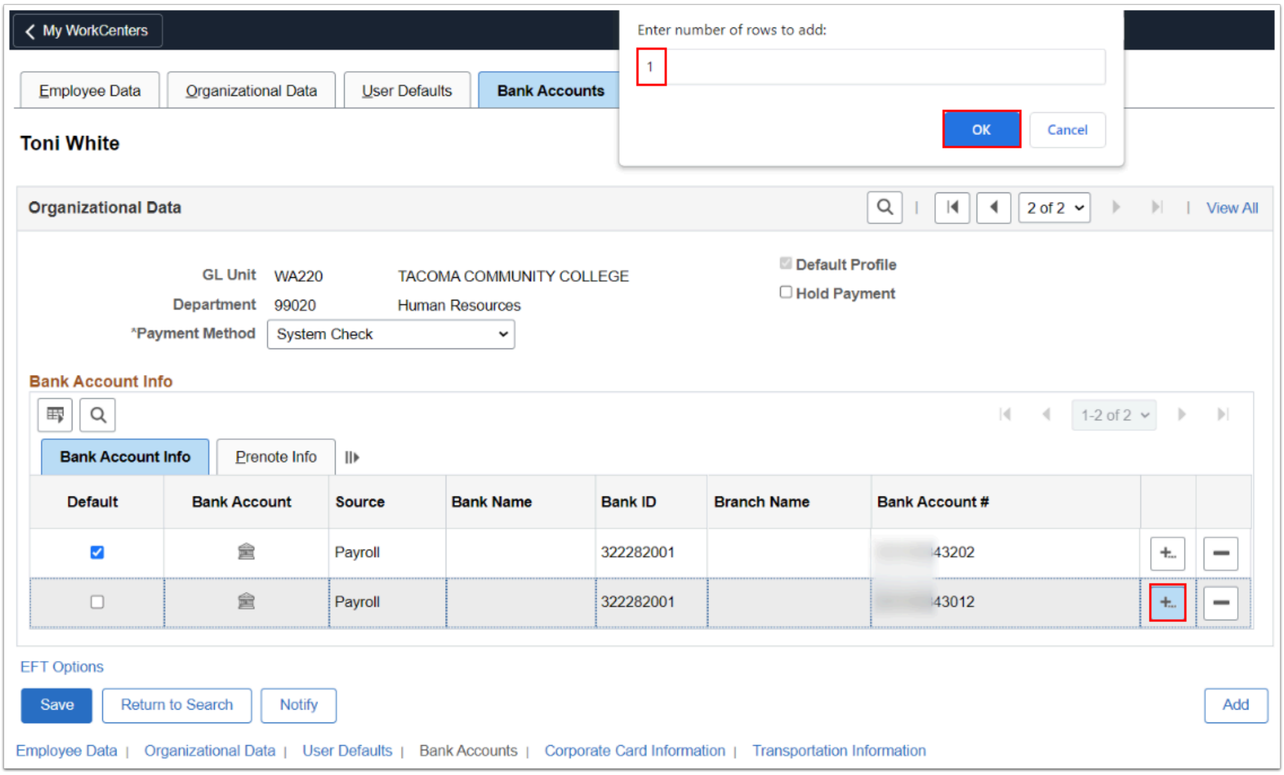
1. Enter the desired information into the **Employee ID** field.
2. Select **Search**.
3. Select the **Bank Accounts** tab.
4. In the Bank Account Info section, select the **show all columns icon** to expand/collapse and view the Bank Account info lines and view the **Bank Account Prenote** information.

Use the **Bank Accounts** tab page to review, add, delete, review **Default, Hold Payment** or modify **Bank Account Info** for an employee.

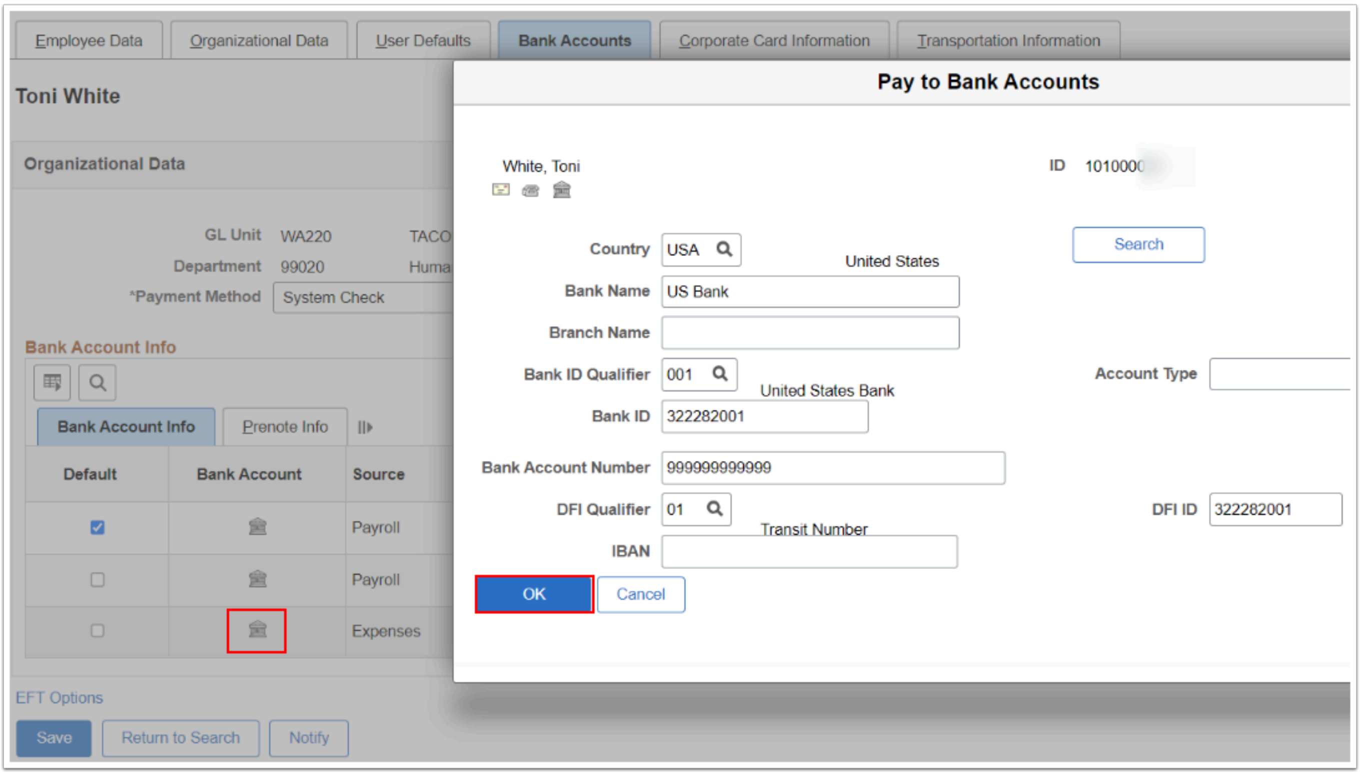
Ensure that you are looking at or modifying the correct record (the correct record should be marked as the **Default Profile**, if it's not, go to the **Organizational Data** tab to update the **Default Profile**).



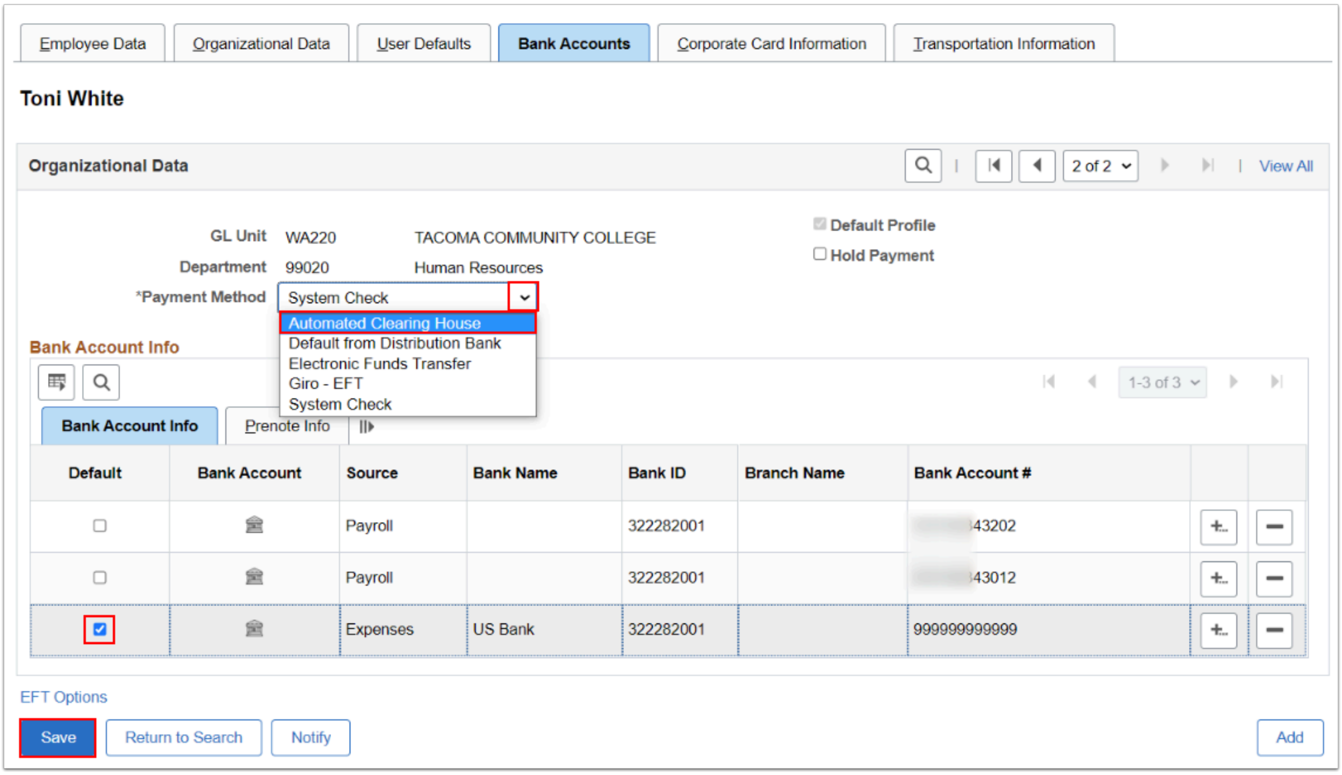
5. The **Bank Account** info with a **Source** of **Payroll** is synced from the HCM pillar. If the employee wants to use a bank account not listed, then you have the option of adding a new Bank Account directly to the EX profile, **Bank Accounts** tab.
6. On the **Bank Account Info** tab, select the **plus sign [+]** to add a new row.
7. A window opens to add rows. Enter the number of rows to add, then select **OK.**



8. On the newly added row, select the **Bank Account** icon.
9. The **Pay to Bank Accounts** window displays. Enter the following required information:
    a. **Bank ID Qualifier** = 001
    b. **Bank ID** = Employee's Bank Routing Number
    c. **Bank Account Number** = Employee's Bank Account Number
    d. **DFI Qualifier** = 01
    e. **DFI ID** = Employee's Bank Routing Number
10. Select **OK** to return to the **Bank Accounts** tab page.



11. On the **Bank Accounts** tab, Select the **Default** checkbox for the newly added 'Expenses' Bank Account row.
12. The prenote status of the Bank Account will be **New**. EX does not send banking prenotes, so this is the correct status.
13. In the ***Payment Method** field, select the drop down arrow and select **Automated Clearing House**, if not already selected.
14. Select **Save**.



15. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Maintaining Employee Banking Data. This link will open in a new tab/window