Bank Codes - HRS2600

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This tab is used to enter and maintain information about the financial institutions participating in direct deposit. In order for an employee to receive a direct deposit, you must indicate a specific bank for the employee. The bank must be approved by the LEA and entered in the bank table before the bank code can be entered in the employee information.

You can add or edit information from the bank table at any time. The bank name, address, telephone, and contact person information can be updated by accessing the bank code, changing the data, and saving the changes. If the bank code is incorrect, you must delete the incorrect code, and then add the new code. You cannot delete codes that exist in pay history or are currently assigned to employees receiving direct deposit.

Set up bank codes:

❑ Click **+Add** to add a row.

Field	Description
Bank Code	Type the bank code the district has assigned to the bank. If the information has already been entered for this code, it is displayed when the code is entered. The field can be a maximum of three characters.
Bank Name	Type the bank name. The name is printed on the summary check that is issued to the bank and on the bank account listing which provides information about the distribution of the check.
Route Number	Type the nine-digit route number to use for Electronic Funds Transfer.
Street Nbr	Type the street address number, if used.
Street Name	Type the street name.
City	Type the name of the city where the bank is located.
State	Click ⌄ to select the two-character code for the state where the bank is located.
Zip	Type the five-digit zip code of the bank's location.
Zip 4	Type the four-digit zip code, if used.
Contact	Type the person at the bank responsible for processing direct deposit transactions.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Click to print bank table data. The following Bank Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Bank Table options: Bank Code Table EFT Code Table **All Code Tables** - prints all the Bank Code tab pages. Select an option and click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.