

PREPAID CARDS FOR PAYROLL

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What we'll be covering today:

- Why use payroll cards instead of paper warrants?
- About the Focus Payroll Card
- Employer information
- Getting started

Why use a payroll card instead of paper warrants?

- Employee benefits
 - More secure than carrying large sums of cash
 - Can be used at any merchant that accepts VISA
 - Most everyday activity is free
 - No worries of lost warrants
 - No need for a personal bank account
 - No more check cashing fees
 - Money is available 24-7
 - More private than a paper check

4

Why use a payroll card instead of paper warrants?

- Benefits to state government
 - Reduced printing costs
 - Reduced lost/destroyed warrant replacement costs
 - Don't forget to include staff time
 - Less staff time handling paper payments
 - Eliminates processing and re-issuing of statutorily cancelled warrants
 - Less likelihood of fraud

5

About the Focus Payroll Card

- The decision for an employee to use the Focus Payroll Card is voluntary on the employee's part.
 - Employers cannot require employees to use payroll cards
 - SAAM 25.70.45
- The card is not a credit card
 - Employees can only spend the funds available on the card
 - Works like a debit card
- There is no annual fee
 - Card replacement is \$5
 - Employee contacts US Bank directly for assistance

6

About the Focus Payroll Card

- Employees can access funds without a card once their account has been activated
- Employees have access to cardholder services

www.usbankfocus.com
(877) 474-0010

7

About the Focus Payroll Card

- Employees who want a card will complete an Automated Clearing House (ACH) Direct Deposit of Wages form specifying the Focus Prepaid Card as their method to receive net pay
 - <http://ofm.wa.gov/resources/payroll/PRACHAuthorizationForm.docx>
 - If the agency is participating in the program (more on that later)

8

About the Focus Payroll Card

- It takes 7-10 business days for the employee to receive the card in the mail
 - Employee then activates the card by contacting Cardholder Services
- The cards are mailed in a plain white windowed envelope with a city and state return address
- A PIN is needed for cash withdrawals at ATMs or when requesting cash back from a purchase

9

About the Focus Payroll Card

- On payday, the employee's net pay is deposited to the card just as it were being deposited to a bank account
 - Same process used in HRMS
 - The money can be accessed by 9:00 the morning of payday
- Each card uses a separate account number
- The employee does not have to have an existing relationship with US bank or any other bank

10

About the Focus Payroll Card

- Cardholder Services handles lost/stolen cards (not the payroll office)
- Employees may obtain cash from any Visa Plus-branded ATM
- No credit approval is required
 - State employees are automatically approved
- Employees can request one additional companion card

11

About the Focus Payroll Card

- The card can continue to be used if the employee leaves state service
 - The pricing structure will change
- Employees may be able to receive non-payroll payments (Example: travel reimbursement) from their agency to the account designated in HRMS

12

Focus Payroll Card – Employer Information

- There is a \$10,000 deposit limit placed on the card and a total balance limit of \$40,000
 - Funding attempted above this limit will temporarily freeze the account – US Bank will confirm that the funding is not fraudulent
 - Consider establishing controls
- For questions about pay, employees will contact their payroll office (as they do now)
- Employees will contact Cardholder Services for all other questions about the card
- Cardholders must contact Cardholder Services if a card is lost or stolen

13

Focus Payroll Card – Employer Information

- Employees sign up by contacting their payroll or HR office
- The state cannot view or track individual cardholder transaction activity

14

Focus Payroll Card – Employer Information

- Per SAAM 40.30.30.c, an Economic Feasibility Study (EFT) may be required prior to implementing the use of payroll cards in your agency
- Contact the Cash Management Section at the Office of the State Treasurer regarding available contracts

15

If your agency is interested in offering the Focus Prepaid card to your employees:

- Contact the Office of the State Treasurer

Kristy Sartain (360)902-8909

Kristy.Sartain@tre.wa.gov

16

For more information:

- Visit **Statewide Accounting's Payroll Resource site**
- Payroll card information

<http://www.ofm.wa.gov/resources/payroll.asp>

17

Questions?
