



Office of Financial Management

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Agency Financial Reporting System

STATEWIDE EMPLOYEE MAINTENANCE

August 2020

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Statewide Employee Maintenance (VE.2) Features

Features

- Statewide Employee Maintenance will be for all employees and board and commission members who are compensated via HRMS.
- Agencies will all use the same Statewide Employee table and be able to view employees outside of their own agency.
- The employee's agency number will show on the upper right corner of the VE.2 screen.

Adding New Employees

- Employees update their information in Employee Self-Service (ESS) or ask their payroll office to enter the data into the HRMS database. *(Please note, AFRS will only allow 32 characters per address line even though HRMS allows more- do not exceed 32 characters per line)*
- Employee information is loaded with a daily interface from HRMS into AFRS. (If payment needs to be made in AFRS sooner, agencies should use an exception code)
- Agencies will enter banking information into HRMS. The information will go through a 5 day PRENOTE process. Once it has cleared and the employee has "Allow EFT" set to Y=yes in AFRS, employee reimbursements will be paid by EFT. New employees in AFRS will be set to the agency's default value for "Allow EFT" on the Agency Vendor Number Edit screen (TM.3.2.B). The agency can request this value be overridden on individual employee records on the VE.2 screen.

Changes That Can be Made Outside of HRMS

- Requests can be sent to OFM to change the following fields:
 - Block an employee record
 - Change "EFT Available" to 'Y' or 'N'
 - Change "Payment Type" to 'I' or 'R'
- To request one of these changes, the AFRS administrator for the "Owning Agency" of the employee will need to contact HereToHelp@ofm.wa.gov or (360) 407-9100
 - Include Statewide Employee number
 - Name of Employee

Statewide Employee Security

Statewide Employee Security is controlled by the AFRS Security (screen SS.1) Table Maintenance Flag 'VE'. Because agencies will be able to view employees outside of their agency, access to view the full SSN and street address will be limited. View access will be based upon the user's agency number and the employee's agency number. Coordinate with your security personnel to make sure that you have the proper authority. The security codes used are:

1. **VE security level 0** – no access to employee data
 - No view of employee data on the VE or IN screens
2. **VE security level 1 (view only)**
 - Payroll agency (owner)
 - Views all employee data except only the last 4 of SSN on VE and IN screens
 - Views owner and interest records on VE; F5 screen
 - Cannot update interest record
 - Interested agency
 - Views all employee data except address 1-3 and only the last 4 of SSN on VE and IN screens
 - Views only interested agency's interest records on VE; F5, no address 1-3 displayed
 - Cannot update interest record
3. **VE security level 2**
 - Payroll agency (owner)
 - Views all employee data on VE and IN screens
 - Views all owner and interest records on VE; F5 screen, full address
 - Views, Adds, Changes and Deletes interested agency's interest records on VE; F5 screen
 - Interested agency
 - Same views as the VE security level 1 interested agency
 - No address 1-3
 - Only last 4 of SSN
 - Views, Adds, Changes and Deletes interested agency's interest records on VE; F5 screen, no address 1-3 displayed

If agencies need to receive any of the sensitive data, they need to go to HRMS or the payroll agency for the information.

If an agency has a need for a different security level ask them to contact their SWA consultant with a business need.

Navigation of Statewide Employee Maintenance (VE.2)

At the "PRIMARY MENU" you will enter your agency number on the AGENCY line and then enter 'VE' into the SELECT FUNCTION line and {ENTER}.

```
==== AFRS ===== PRIMARY MENU ===== C105P05A ====
  TM -- TABLES                               IN -- INPUT/CORRECTION

  MI -- MASTER FILE INQUIRY                   VE -- VENDOR/PAYMENT/CANCELLATION
  RD -- ON-DEMAND REPORTING                   RR -- REPORT REQUEST
  BI -- BATCH INTERFACE LOG                   CL -- HELP PHONE LIST
  SS -- SYSTEM SECURITY                       AD -- ADMINISTRATION

                                AGENCY: _____
                                SELECT FUNCTION: VE

                                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

This will take you to the VENDOR/PAYMENT/CANCELLATION MENU. From this screen you will enter the number two into the SELECT FUNCTION and press {ENTER}.

```
==== AFRS =(VE)===== VENDOR/PAYMENT/CANCELLATION MENU ===== C105P05F ====
TR: _____

  1 -- COMBINED VENDOR SELECTION
  2 -- STATEWIDE EMPLOYEE MAINTENANCE
  3 -- STATEWIDE VENDOR MAINTENANCE
  4 -- TIN (FED ID) CONFIRMATION REQUEST
  6 -- PAYMENT PROCESS CONTROLS
  7 -- PAYMENT CANCELLATION AND RETURNS
  8 -- INTER-AGENCY VENDORS
  9 -- AGENCY RETURN ADDRESS

                                SELECT FUNCTION: _

                                PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

This will bring up the **STATEWIDE EMPLOYEE MAINTNENANCE** screen.

```
=== AFRS =(VE.2)===== STATEWIDE EMPLOYEE MAINTENANCE ===== C105P140 ===
TR: _____ ORIGINAL ADD: ..... LAST UPDATED: ..... OWNERSHIP
    LAST ACCOUNT CHANGE: ..... LAST USED: ..... AGENCY: ....

    FUNCTION: _ (V=VIEW, N=NEXT, B=BACK, C=CHANGE)
              EFT PAYMENT
VENDOR NO: EE00000000 00
VENDOR NAME: MOUSE MICKEY_W _____
              ADD1: _____ VENDOR TYPE: _
              ADD2: _____ VENDOR STATUS: A
              ADD3: _____ OFAC BLOCK FLAG: _
CITY/ST/ZIP: SPOKANE _____ WA 99224 _____ US/FOREIGN ADDR: _ (U OR F)
E-MAIL ADDR: MICKEY.MOUSE@OFM.WA.GOV _____
              TIN: ***-**-1111 TAX TYPE: S

EFT AVAILABLE: Y PAYMENT TYPE: I

    LU DETAIL: _____

F1=HELP, F3=RETURN, F4=LAST VE VIEW, F5=OWNER/INT, F12=MSG,PAUSE/BRK=EXIT
```

At the **FUNCTION** line:

- V – View
- N – Next
- B – Back
- C – Change

(V) View

- Type a ‘V’ in the function
- Type in the vendor number of the record to be viewed and press ‘ENTER’
 - Record will appear if the vendor number entered is valid

(N) Next

- Type a ‘N’ in the function
- Press ‘ENTER’ to display the next vendor record in vendor number sequence

(B) Back

- Type a ‘B’ in the function
- Press ‘ENTER’ to display the previous vendor record in the vendor number sequence

(C) Change

- Function can only be used by OFM staff

```

=== AFRS =(VE.2)===== STATEWIDE EMPLOYEE MAINTENANCE ===== C105P140 ===
TR: _____ ORIGINAL ADD: ..... LAST UPDATED: ..... OWNERSHIP
    LAST ACCOUNT CHANGE: ..... LAST USED: ..... AGENCY:
....

FUNCTION: _ (V=VIEW, N=NEXT, B=BACK, C=CHANGE)
          EFT PAYMENT
VENDOR NO: EE00000000 00
VENDOR NAME: MOUSE MICKEY_W _____
ADD1: _____
ADD2: _____
ADD3: _____
CITY/ST/ZIP: SPOKANE _____ WA 99224 _____ US/FOREIGN ADDR: _____
E-MAIL ADDR: MICKEY.MOUSE@OFM.WA.GOV _____
TIN: ***-**-1111 TAX TYPE: S

VENDOR TYPE: _____
VENDOR STATUS: A
OFAC BLOCK FLAG: A
US/FOREIGN ADDR: _____

EFT AVAILABLE: Y C PAYMENT TYPE: I D

LU DETAIL: _____

F1=HELP, F3=RETURN, F4=LAST VE VIEW, F5=OWNER/INT, F12=MSG,PAUSE/BRK=EXIT

```

A. VENDOR STATUS- This field contains:

- A (Active)
- B (Blocked)
- F (OFAC Blocked)
- O (Override) (Prevents unblocking by HRMS)

B. OFAC BLOCK FLAG

- Empty/Blank (Not OFAC Blocked)
- A/B/O Previous Vendor Status
- V (Verified) (No longer OFAC Blocked)
 - Note: The V will be moved to the OFAC Block field and the previous Vendor Status will be populated into the Vendor Status.

C. EFT AVAILABLE- This field contains a ‘Y’ or ‘N’

- If it shows ‘1’ the employees banking info needs updated in HRMS. Once updated and pre-noted, AFRS will update back to a ‘Y’. Until then, the employee will be paid by a warrant.

D. PAYMENT TYPE - This field contains a “I” (Inserted) or “R” (Regular)

For a transaction with a Statewide Employee Number, AFRS will check:

1. Vendor Status

- a. If ‘A’ (Active): Go to step 2
- b. If ‘B’ (Blocked): Employees that are termed in HRMS or not used for two years in AFRS become blocked. The vendor number will not be allowed for on-line transaction input. If the transaction is interfaced to AFRS, the transaction will be flagged as an error and the batch will be in error status on the IN.3 screen.
- c. If ‘F’ (OFAC Blocked) or ‘O’ (Override): If the transaction is interfaced to AFRS it will be flagged as an error and the batch will be in error status on the IN.3 screen.

2. OFAC Block Flag

- a. Empty/Blank (Not OFAC Blocked)

b. A/B/O Previous Vendor Status

3. Employee EFT

- a. If 'Y' (Yes): AFRS will produce an ACH payment using bank account information from the HRMS GAP file
- b. If 'N' or '1' (No): go to step 4

4. Warrant Type

- a. If 'I': AFRS will produce an Inserted Warrant
- b. If 'R': AFRS will produce a Regular Warrant

**View Combined Vendor Selection Screen – IN.1.V (VE.1)
(Find Vendor Records by Number, Name, TIN, or Zip Code)**

This screen provides agencies with on-line view capability for all Statewide Vendor and Statewide Employee records by vendor number, vendor name, zip code, or TIN. Vendor records found through this screen can be viewed in detail by use of the 'select' feature.

NOTE: Use VE.1.S to view SWV vendors that have been blocked as they will not appear on the IN.1.V, Combined Vendor Selection search screen.

This screen provides quick and easy access to all active vendor records. It is always up-to-date with the latest addition, change or blocking of vendor records. It also provides a quick view of the vendor TIN, Pay Flag, and Zip.

Access 'Combined Vendor Selection' screen

From the Vendor/Payment/Cancellation Menu, at the top left, enter IN.1.V at TR: _____ then press 'ENTER' to access the IN.1.V screen.

```
=== AFRS =(IN.1.V)===== COMBINED VENDOR SELECTION ===== C105P2VC ===  
TR: _____ 9990  
FUNCTION: _ (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)  
VND NAME: _____ VND NUMB: _____  
TIN: _____ ZIP CODE: _____  
LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL P  
A=1099 IR.2 A  
S VENDOR NO VENDOR NAME TIN ZIP+4 Y  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
- .....  
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT  
NO RECORDS FOUND FOR DISPLAY
```

Partial search for vendor records.

Move to page 1 (First page) of the displayed records

Type 'F' in the function and press 'ENTER'.

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function and press 'ENTER'.

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function and press 'ENTER'.

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the vendor record (Based upon VE or SVE security)

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view. Press 'ENTER'.

The selected vendor record (screen VE.2 or VE.3) will be displayed. You can then return to screen IN.1.V by pressing either the F3 or F4 key.

APPENDIX - A

Vendor Edit Dictionary –Alphabetical order

ADD 1/ADD 2/ADD 3 (VE.2 – Statewide Employee Maintenance)

The Three Address Fields are 32-character alphanumeric fields that identify titles, street address information or mail stops in lieu of street addresses.

CITY/ST/ZIP (VE.2 – Statewide Employee Maintenance)

The first 5 digits of the zip code are required for U.S. vendors. The +4 defines an address to the proper side of a street within a city block. Such identification can be important in specific vendor identification, especially when combined with the TIN.

EFT AVAILABLE (VE.2 – Statewide Employee Maintenance)

Indicates if HRMS shows the employee has elected Electronic Fund Transfer (EFT/ACH) for non-payroll payments in HRMS. The codes are:

Y = Yes

N = No

1 = No (HRMS banking information needs updated)

FUNCTION (VE.2 – Statewide Employee Maintenance)

V = **View** a vendor edit record. A record can be 'viewed' by use of this function and entry of a complete valid vendor number in the vendor number field.

N = **View the next** vendor edit record. Use of this function will find the next sequential vendor edit record (based on vendor number sequence). Use of 'Next' on a blank screen will find the first vendor record in the file (based on vendor number sequence).

C = **Change** a vendor edit record. This function is only available to OFM staff. (If changes are needed to an employee record, please ask your agency administrator to submit a ticket to HereToHelp@ofm.wa.gov).

B = **Back** to view a previous vendor edit record. Use this function to view the previous sequential vendor edit record.

LAST ACCOUNT CHANGE (VE.2-Statewide Employee Maintenance)

Information in this field is added by the system. This will indicate the date the banking information for the record was last changed.

LAST UPDATED (VE.2- Statewide Employee Maintenance)
Information in this field is added by the system. This will indicate the date the record was last updated.

LAST USED (VE.2- Statewide Employee Maintenance)
Information in this field is added by the system. This will indicate the date the record was last used.

LU DETAIL (VE.2- Statewide Employee Maintenance)
Information in this field is added by OFM to record requested changes.

PAYMENT TYPE (VE.2- Statewide Employee Maintenance)
This field reflects how a warrant is to be handled. This field can be updated by the system or by the OFM staff. Valid codes are:
I = Warrant is to be inserted.
R = Warrant is to be returned to the agency for mailing.

OWNERSHIP AGENCY (VE.2- Statewide Employee Maintenance)
Information in this field is added by the system. Indicates owning agency for employee record. Will always be the agency number that the employee is employed under.

ORIGINAL ADD (VE.2- Statewide Employee Maintenance)
Information in this field is added by the system. This will contain the date the vendor record was first added to the file.

TAX TYPE (VE.2- Statewide Employee Maintenance)
This is a data element used to indicate whether the TIN shown is a social security number (Tax Type 'S'), individual taxpayer identification number (Tax Type 'R') or employer identification number (Tax Type 'T'). Correct tax type designation of a TIN is important when the vendor is included in reports to the Internal Revenue Service

TIN (VE.2- Statewide Employee Maintenance)
This is the Taxpayer Identification Number that is the umbrella term used for the following federal ids:
SSN = Social Security Number
EIN = Employer Identification Number
ITIN = Individual Taxpayer Identification Number
A TIN is **always** a nine-digit number.

US/FOREIGN ADDR (VE.2- Statewide Employee Maintenance)
The US/Foreign Address is a 1-character alpha character that identifies whether the vendor has a US or foreign address. The codes are:
U = US Address
F = Foreign Address

VENDOR NAME (VE.2- Statewide Employee Maintenance)
The vendor name is assigned by the agency in HRMS.

VENDOR NUMBER (VE.2- Statewide Employee Maintenance)

The format is a 10-character vendor number and a two-character suffix. The vendor number is the primary identification of the vendor in the vendor edit file. The suffix will default to '00' as no additional suffixes are allowed.

VENDOR STATUS (VE.2- Statewide Employee Maintenance)

Use of this field is mandatory. Valid codes are:

- A = Active
- B = Blocked
- F = OFAC Blocked
- O = Override
- V = Verified

VENDOR TYPE (VE.2- Statewide Employee Maintenance)

This is used to distinguish all employees and board and commission members who are compensated via HRMS. Valid codes on the Statewide Employee file is:

- 1 = Employee

Appendix B

Questions and Answers on Statewide Employee EFT payments

The following are some questions you might have about paying employees by EFT and the answers to these questions. If you have additional questions, we welcome you to send them via e-mail to HereToHelp@ofm.wa.gov or to call the OFM Help Desk at (360) 407-9100.

1. Do I have to use a special batch type for statewide employee EFT payments?

No, you do NOT have to use a special batch type for statewide employee EFT payments. These payments can be combined with any other type of payment (vendor EFT, Inter-Agency Payment (IAP), inserted warrant or regular warrant payments).

2. How will I know which method an employee was paid by?

The Agency Payment Register that is within the Enterprise Reporting Portal will display the payment type next to each payment. You can also tell by the last digit of the payment number/warrant number shown on the Payment Register, remittance advices, and on various AFRS screens and reports. Warrants always have 6 numbers + an alpha character (for example, 123456A) while EFT payments are 6 numbers + an exclamation mark (for example, 987654!).

3. If the statewide employee vendor record shows EFT AVAILABLE=Y, why would that employee receive a warrant?

The most likely explanation is that the employee changed bank accounts in payroll and the new bank account is in the process of being pre-noted (verified with the bank). If the employee recently changed his/her bank account number, it is likely in a pre-note status which means this is a temporary condition. If the employee stopped direct deposit for payroll, AFRS will continue to pay this employee by warrant.

4. What if I pay the wrong employee?

If you pay the wrong employee, it is your responsibility to contact the employee paid in error and make arrangements to recover the funds. OFM and the State Treasurer will NOT do a reversal for an erroneous payment except in extreme situations. However, if you use the AFRS tools as they are designed, this should not happen.

The best line of defense is verifying the vendor names on transactions within a batch prior to release. This can be done using the Browse screen or Payments function which is available via the Batch Header Summary (IN.3) screen. These options are also available to agencies that interface batches to AFRS.

5. What documentation will we receive for EFT payments to employees?

EFT payments will be included along with warrants on the Agency Payment Register in ER and on remittance advice documents from either AFRS or ER.

6. Why does it take two business days for the money to get to the employee's bank account?

EFT payments must conform to the standards of the National Automated Clearing House Association (NACHA). NACHA rules state that ACH credit entries can be submitted to the ACH Operator (Fed Reserve) one or two business days prior to the Effective Entry Date (i.e. deposit date). Using the two-day window ensures adequate time for the files to process through the ACH (Automated Clearing House) system and for the receiving financial institutions to post credits to the vendor accounts by the deposit date. Based on recommendations of the Office of State Treasurer, we follow the practice of submitting files one day prior to deposit.

There are several steps the payment file has to go through before it reaches the final destination of the employee's bank account. Here's a summary of what happens behind the scenes:

- *You input and release a batch (on Monday, for example)*
- *That night AFRS creates the payment file and forwards it to the Office of State Treasurer (OST).*
- *OST receives the file the next morning (Tuesday) and forwards it to the State's bank.*
- *The State's bank forwards the file to the ACH Operator (Federal Reserve Bank).*
- *The ACH Operator performs certain basic edits (ensures data is present in required fields), verifies the settlement date meets certain guidelines, sorts payments based on the transit routing numbers (bank ID), and forwards the transactions to the appropriate banks.*
- *The receiving banks edit the transactions received against their files to make sure the account numbers are valid and, on settlement date (Wednesday), credit the customers' accounts.*
- *The ACH Operator (Federal Reserve Bank) makes the actual electronic transfers of funds from the paying banks to the receiving banks on the settlement date (Wednesday).*

7. What are the benefits of receiving payments by EFT?

There are benefits for all parties involved.

For employees: the main benefit is convenience and security. Having travel and other payments directly deposited saves them a trip to the bank and eliminates lost or stolen warrants.

For agencies: there are direct cost savings of eliminating warrant and mailing costs. In addition, staff time can be redirected from mailing warrants to higher priority tasks.

For the State as a whole: it is less expensive for the State Treasurer to process EFT's than warrants, plus there are no cancellations or imaging of warrants.

8. Is there a one-time EFT option for an employee who only wants EFT while on vacation?

There is not a specific feature to set an employee up to receive only one EFT payment. An agency could allow this by asking OFM to change the statewide employee's vendor record to EFT AVAILABLE = 'Y' (Yes) for one payment and then asking OFM to changing it back to 'N' (No). This is an internal agency decision. However, our recommendation is to use this situation to market the EFT feature to the employee. Encourage the employee to try it for several payments with the knowledge that they can revoke their request at any time. We think that once they try it, they will enjoy not having to make extra trips to the bank.

9. Can taxable non-payroll payments to employees be made by EFT?

Yes, but the taxation of the payment must be done through the Payroll Office/System. Discuss this with your agency fiscal officer. Some agencies tax the taxable portion of the employee's payment by making the payment through AFRS (by warrant or EFT) and informing the Agency Payroll Office as to which employees must be taxed, for what event, and the value to be taxed. Other agencies process taxable payments directly through the Agency Payroll Office. Still others do a combination of processes, depending on the payment type.

Some examples of taxable non-payroll payments may include taxable tuition reimbursements, travel and meal reimbursements, commute trip cash incentive payments, and moving expense payments/reimbursements. The taxation of any taxable vendor payment for an employee must be processed through the Agency Payroll Office with the appropriate federal employment taxes withheld from the employee's payroll.

This information is required to be reported on IRS Form W-2 or W-2c. Do not attempt to report these payments on Form 1099-MISC. Questions related to this issue should be directed to your OFM Statewide Consultant.

10. What if my agency paid an employee by EFT but the employee says they did not receive the money?

In general, this is an issue either with timing or confusion about which account is being used. Ask the employee if they received a Direct Deposit Notification. If so, ask them to locate where it says “Deposit Date” and ask them what date it shows. They may have received the notification a day or two before the deposit date.

If the deposit date is today or prior to today, the employee needs to be sure they are looking at the correct bank account. Some employees have payroll deductions that post electronically to a different account than their net pay. The account used for their payroll net pay is the account used by AFRS for these EFT payments. The employee should contact the ACH Department of their financial institution for assistance.

If the problem cannot be resolved by the financial institution or your agency accounting office, contact the OFM Help Desk by email at HereToHelp@ofm.wa.gov or by phone at 360-407-9100.