
From: Lena Young-Gallardo
Sent: Tuesday, June 14, 2022 8:00 AM
To: BSD-CBO List; BSD-FinMgrsMeet List; newpy
Cc: BSD-ExecutiveStaffList; BSD-DFS List
Subject: Bulletin - Transition to Wells Fargo for Payroll Transactions
Attachments: Bulletin - Transition to Wells Fargo for Payroll Transactions.pdf; PR EFT RECALL REQUEST.pdf

Good morning,

Please see the attached bulletin for information about the upcoming bank transition that is anticipated for July 1, 2022. As a result of this transition, it was necessary for District Financial Services to make changes to the current electronic funds transfers (EFT) returns and EFT recall processes. Please feel free to share with additional staff that are part of these processes but may not have been included on this email.

Thanks in advance for your support 😊

Lena



Transforming lives through education

Lena Young-Gallardo, Director

District Financial Services

San Bernardino County Superintendent of Schools

760 E. Brier Drive, San Bernardino, CA 92408

P: 909.388.5701 | F: 909.388.5735

<http://www.sbcss.k12.ca.us>

DATE: June 14, 2022

TO: Chief Business Officials, Directors of Fiscal Services and Payroll Staff
San Bernardino County School Districts (K-12, Community Colleges, ROP's)

SUBJECT: Transition to Wells Fargo for Payroll Transactions

Over the last few months, District Financial Services (DFS) has been working on transitioning all payroll transactions to one bank. Currently, we utilize both Arrowhead Credit Union and Wells Fargo to accomplish this. With the help of Technology JPA, DFS has successfully transmitted three payroll test files to Wells Fargo. The anticipated date to transition to Wells Fargo is July 1, 2022. The first payroll file to be transmitted to only Wells Fargo would be for the July 9th payroll. We do not anticipate any changes in how financial institutions currently distribute payroll funds to your employees, although this would be a great opportunity to remind your employees of the actual payroll release dates.

It is necessary for DFS to make changes to the current electronic funds transfers (EFT) returns and EFT recall processes with this transition. Below are the updated processes:

EFT Returns

When a district employee closes their bank account after payroll has been extracted, it will cause the funds to be returned to DFS for processing. **Beginning July 1st, this process will take a minimum of five business days (from the settlement date) for the funds to be returned.** Once the funds have been received by DFS, a transfer will be processed crediting the districts Fund 01 object code 8699. DFS will notify the district when the transfer has posted. The district will be responsible for reissuing these funds back to their employee(s). If the district has already issued a revolving cash check to the employee, an accounts payable transmittal made payable to the revolving cash account using the Fund 01, object code 8699, account number would be necessary. DFS staff will continue to notify districts when employees' bank account numbers are incorrect and need to be updated.

EFT Recalls

The EFT recall process should only be utilized in emergency situations. An example of this would be if an employee passed away after payroll has been extracted and their last paycheck needs to be adjusted. Districts should only consider this process after all other options have been exercised. **Beginning July 1st, this process will take a minimum of five business days (from the settlement date) for DFS to be notified if the recall was successful.** To initiate this process, districts must submit an EFT Payroll Recall form and Voluntary Deduction Adjustment form (if applicable). The form may be submitted up to two days prior to the settlement date, but

June 14, 2022

no later than three days after the settlement date. The EFT Payroll Recall form is attached to this email and will also be available on our website. DFS staff will notify districts of what steps will need to be taken depending on if the recall is successful or not.

The biggest change to note for both processes is the wait time of at **least five business days (from the settlement date)** before DFS receives the information necessary to pass on to districts. We caution districts in making decisions about reissuing funds to employees prior to receiving confirmation that the funds will be returned. DFS will contact the districts after the minimum wait time has passed. It is not necessary for districts to inquire prior to this. Adjustments to these processes may be necessary once the transition has taken place. DFS will ensure those changes are communicated to districts as soon as they are available.

Thanks in advance for your support and patience during this transition.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed Lena Young-Gallardo

Lena Young-Gallardo, Director
District Financial Services

lyg:kb

**DISTRICT FINANCIAL SERVICES
PAYROLL EFT RECALL REQUEST**

DISTRICT NAME _____ DISTRICT NO. _____
 EFT NUMBER 5- _____ ISSUED: _____
 EMPLOYEE _____ SOC. SEC. NO. _____

NOTE: PROCESSING THIS REQUEST INCLUDES A MINIMUM FIVE BUSINESS DAY WAIT PERIOD FROM THE SETTLEMENT DATE.

NET AMOUNT _____ RETIREMENT { } P { } S
 REASON FOR RECALL _____
 PERIOD END DATE _____ RECALL EFFECTIVE _____ YR _____ QTR
 CERT: { } HOURLY { } CONTRACT CLASS: { } HOURLY { } CONTRACT
 _____ DISTRICT CLERK _____ DATE _____

PAYROLL HISTORY

	AMOUNTS		AMOUNTS
GROSS EARN	_____	MEDICARE	_____
*TSA	_____	*SDI	_____
*CAFETERIA PLAN	_____	RETIREMENT	_____
TAXABLE GROSS	_____	RET PU (NON TXBL)	_____
FEDERAL TAX	_____	SURV. BENE.	_____
STATE TAX	_____	*VOL DEDS	_____
DEFERRED NET PAY	_____	*ALT RETIRE	_____
EARNED INCOME CREDIT	_____	NET PAY	_____
FICA	_____		

**NOTE: ATTACH WITH THIS FORM A VOL-DED CORRECTION OR VOL-DED CANCELLATION FORM 2 COPIES
(CANCEL INFORMATION *INCLUDES TSA, CAFE, SDI, VOL-DEDS, ALT RETIRE SYSTEM)**

Internal Use Only

WELLS FARGO RECALL REQUEST

_____ DATE SUBMITTED	_____ DATE NOC	_____ DATE VALID FOR POSTING
APPROVED: { <input type="checkbox"/> }	_____ DATE	_____ DFS APPROVER
DENIED: { <input type="checkbox"/> }		

_____ DISTRICT AUTHORIZED SIGNATURE	_____ DATE TO DFS
_____ DFS AUDIT INITIAL _____ DATE	_____ DATE CANCELLED IN EAS _____ INITIAL
_____ DATE CANCELLED IN FINANCIAL 2000	_____ INITIAL