



MY BANK DETAILS

FIO-20 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this Business Process Procedure is to explain how to create and change your direct deposit information with the Fiori My Bank Details application.

- **Main Bank** – Employees must have one valid record for direct deposit.
- **Other Bank** – Employees can maintain up to three additional accounts to direct deposit a portion of their paycheck separately from their Main Bank.
- **Travel Expense** – Employees who are authorized to receive accounts payable travel reimbursements. Employees can create and change their AP reimbursement bank (travel reimbursements).

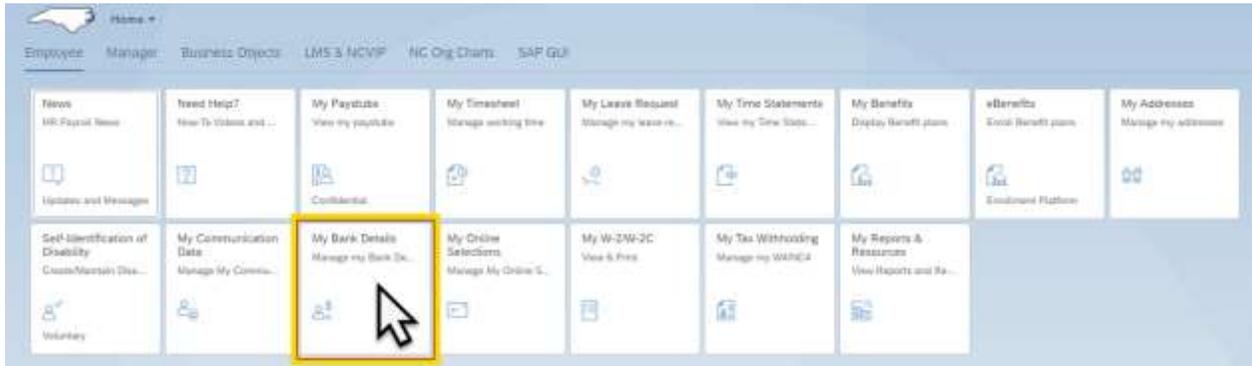


IMPORTANT NOTICE: The Office of the State Controller (OSC) transmits your payroll payment electronically based on the information you provide. It is important that you enter correct account and bank routing numbers. If the payment transmission fails because you have incorrect or outdated information, OSC can only provide a replacement payment AFTER a refund from the financial institution has been received. Direct Deposits must comply with US law and requirements of the Office of Foreign Assets Control (OFAC). By entering bank data here, you are affirming that the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account. OSC has the right to retract and correct direct deposit payments, as necessary.

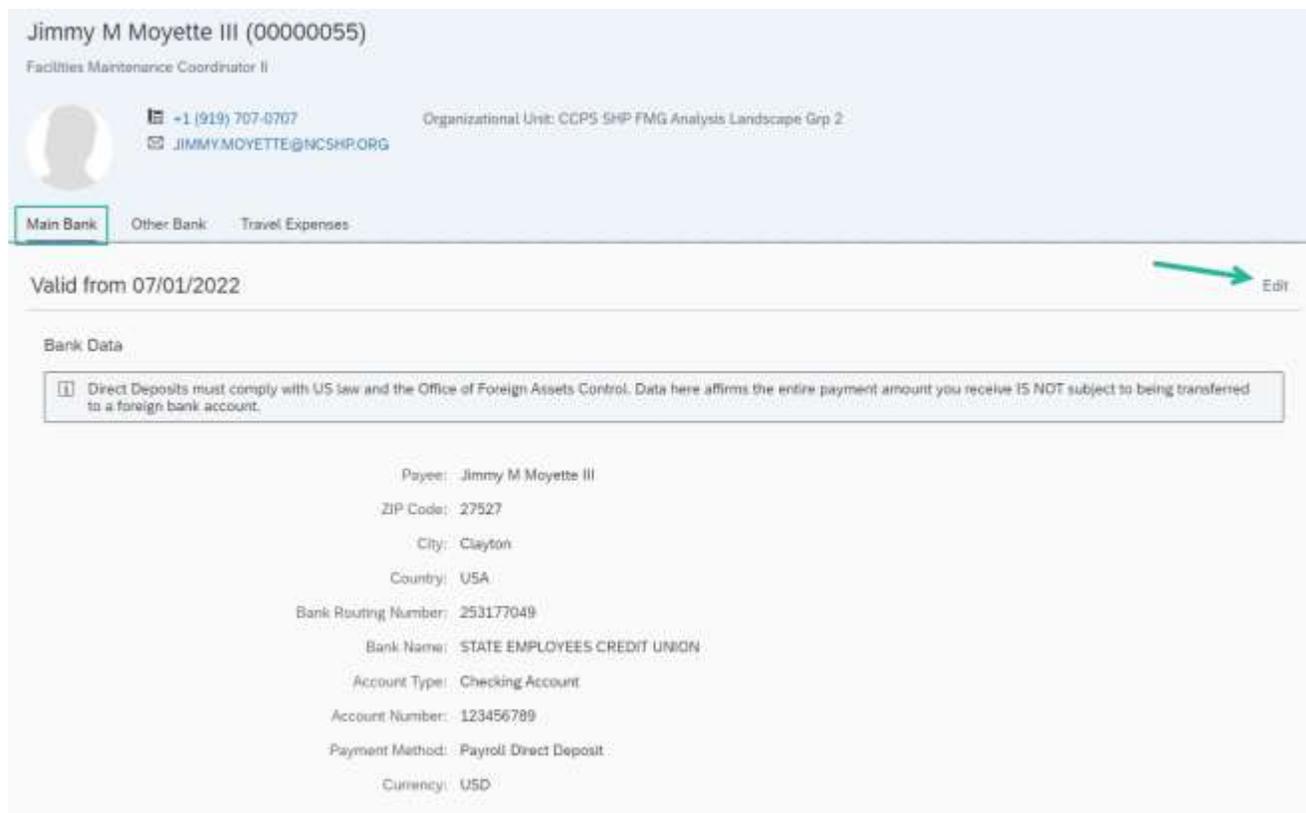
Critical Information: Employees CANNOT change their Bank Information until their Agency HR has entered their original bank details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The **Direct Deposit Enrollment & Change Form** can be found on the OSC Customer Service – HR/Payroll website: <https://www.osc.nc.gov/state-employees/customer-service-hrpayroll/best-forms/payroll/direct-deposit>

Edit Main Bank Details

1. Within the **Employee** tab, click on the **My Bank Details** card/application.



2. Your current **Main Bank** details will be displayed. Click on the **Edit** button.



NOTE: Direct Deposits must comply with US Law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

- Some of the fields default from your personnel record and cannot be changed. In the **Bank Data** section, you can change the **Bank Routing Number**, **Account Type**, and **Account Number** fields. The **Account Number** will need to be entered twice to help prevent typos. See the screen shot and chart below for more information on these fields.

My Bank Details /
Edit Main Bank

Main Bank

Bank Data

If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee: Jimmy M Moyette III
 ZIP Code: 27527
 City: Clayton
 Country: USA
 Bank Routing Number: 253177049 STATE EMPLOYEES CREDIT UNION
 Account Type: Checking
 Account Number: 987654321
 Confirm Account Number: 987654321
 Payment Method: Payroll Direct Deposit
 Currency: USD

Validity Period
 From: 07/01/2022

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account
Account Number	Number of your Bank account. The length can vary depending on the bank.

NOTE: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

JANE A. SMITH
123 MAIN ST.
ANYWHERE, MA 01234

DATE _____ 1234

PAY TO THE ORDER OF _____ \$ _____ DOLLARS

MEMO _____ AUTHORIZED SIGNATURE _____

0113017981 020004567 1234

Routing Number Account Number

4. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

[Payroll Calendars](#)

Payee: Jimmy M Moyette III

ZIP Code: 27527

City: Clayton

Country: 05/01/2022

Bank Routing Number: 06/01/2022

Account Type: 07/01/2022

Account Number: 08/01/2022

Confirm Account Number: 09/01/2022

Payment Method: 10/01/2022

Currency: 11/01/2022

12/01/2022

01/01/2023

02/01/2023

Validity Period

From: 07/01/2022

- Review your data for accuracy and then click the **Save** button at the bottom of the screen.

- After saving, the system will return to the **Main Bank** tab. It will now display your current and newly created bank account data. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

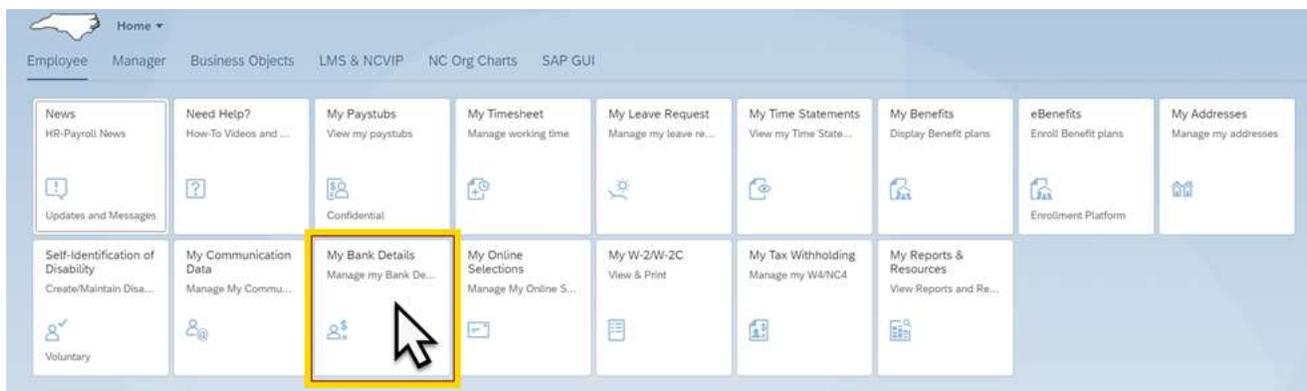
NOTE: When a change to bank account information is made, a paper letter confirmation will be mailed to the listed mailing address. If no mailing address is listed, then it will be mailed to the permanent address. An email confirmation also will be sent to the employee’s work email address.

Add/Edit Other Bank Details

In addition to the **Main Bank** information, an employee may have their pay split between *up to* three additional accounts. When an additional (or **Other**) bank account is created, you must choose a percentage amount or standard amount to be deposited each pay period.

NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

1. Within the **Employee** tab, click on the **My Bank Details** card/application.



2. Click on the **Other Bank** tab. If any **Other** bank accounts are currently active, they will be displayed and can be changed with the **Edit** button to the right-hand side. If no **Other** banks have been created, you will see a ‘No Records Found’ screen and can only use the create function.

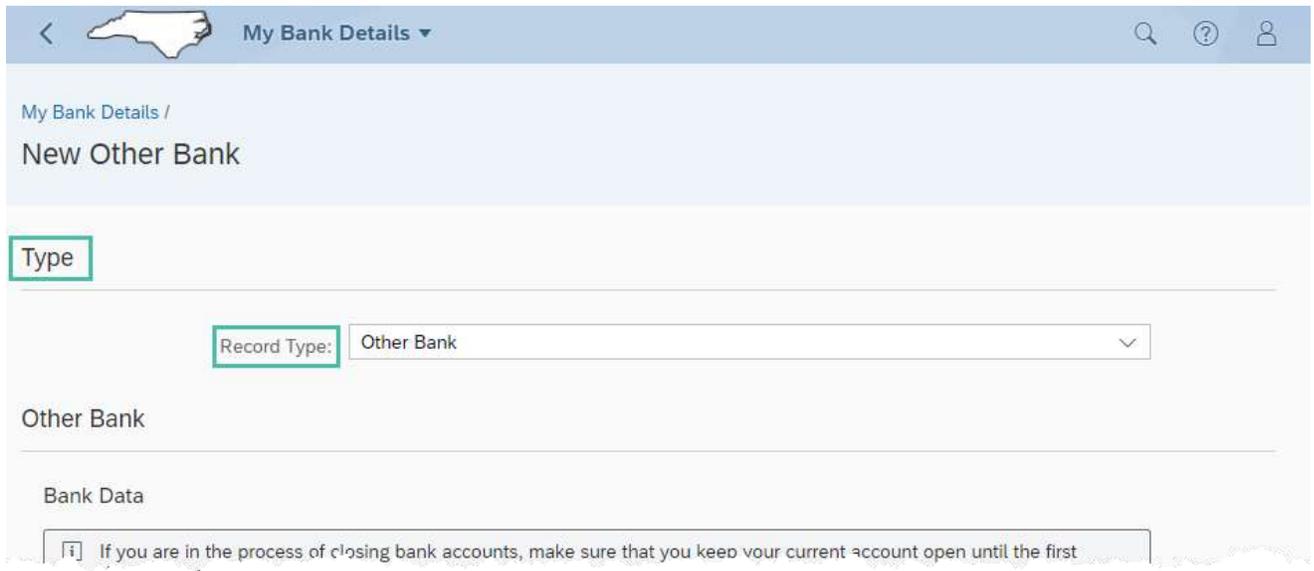
The remainder of this section will demonstrate how to create a new account.



- Click the **Create** button near the top right of your screen.



- In the **Type** section, leave the **Record Type** as 'Other Bank'



- In the **Other Bank** section, some of the fields default from your personnel record and cannot be changed. In the **Bank Data** subsection, enter the applicable data in the **Bank Routing Number**, **Account Type**, and **Account Number** fields. The **Account Number** will need to be entered twice to help prevent typos. See the chart and screen shot below for more information on these fields.

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account
Account Number	Number of your Bank account. The length can vary depending on the bank.

My Bank Details /
New Other Bank

Other Bank

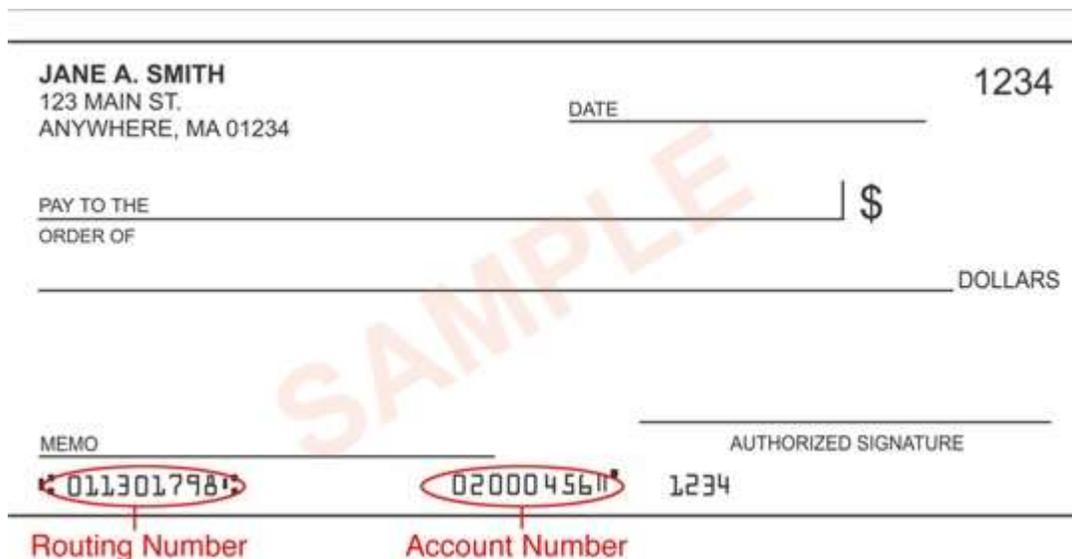
Bank Data

If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee: Jimmy M Moyette III
 ZIP Code: 27591
 City: Wendell
 Country: USA
 Bank Routing Number: 265070532 FIDELITY BANK
 Account Type: Savings
 Account Number: 864297531
 Confirm Account Number: 864297531
 Payment Method: Payroll Direct Deposit
 Currency: USD
 Standard Percentage: 0
 Standard Value: 0.00

Validity Period

NOTE: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.



- You must designate what portion of your paycheck amount will be deposited into the other account. You can choose either a set percentage of your paycheck by using the **Standard Percentage** field or select a set dollar amount by using the **Standard Value** field.

My Bank Details /

New Other Bank

i If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee:

ZIP Code:

Currency:

Or

Standard Percentage:

Standard Value:

Validity Period

- Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period, and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

[Payroll Calendars](#)

Bank Routing Number:

Account Type:

Account Number:

Confirm Account Number:

Payment Method:

Currency:

Standard Percentage:

Standard Value:

Validity Period

Validity:

From:

- Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Validity Period

Validity: From date

From: 10/01/2022

Save Cancel

- After saving, the system will return to the **Other Bank** tab. It will now display your newly created bank account data as well as any other active **Other** banks. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

Jimmy M Moyette III (00000055) Create

Facilities Maintenance Coordinator II

Main Bank **Other Bank** Travel Expenses

Valid from 08/01/2022 Edit Delete

Bank Data

Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III

ZIP Code: 27591

City: Wendell

Country: USA

Bank Routing Number: 301171353

Bank Name: FIDELITY BANK

Account Type: Savings Account

Account Number: 246813579

Payment Method: Payroll Direct Deposit

Currency: USD

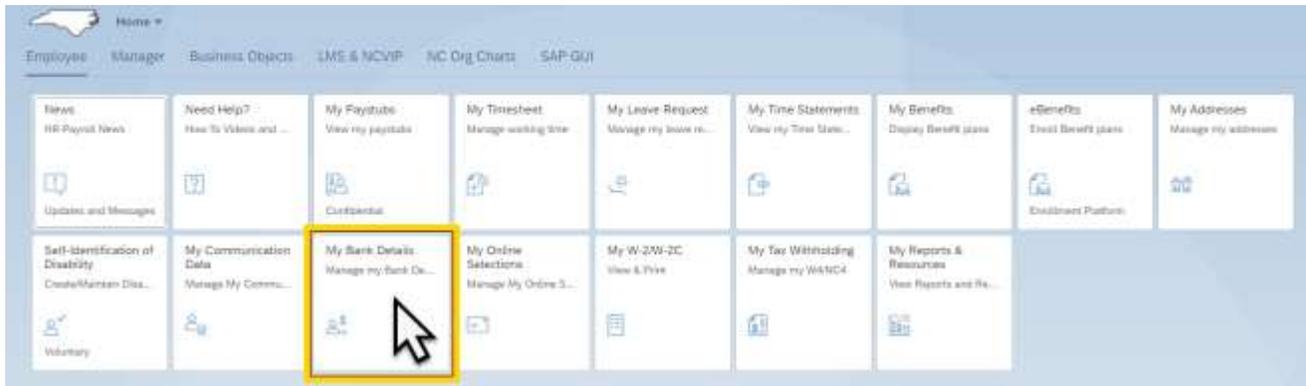
Standard Percentage: 5%

NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

Edit Travel Expenses

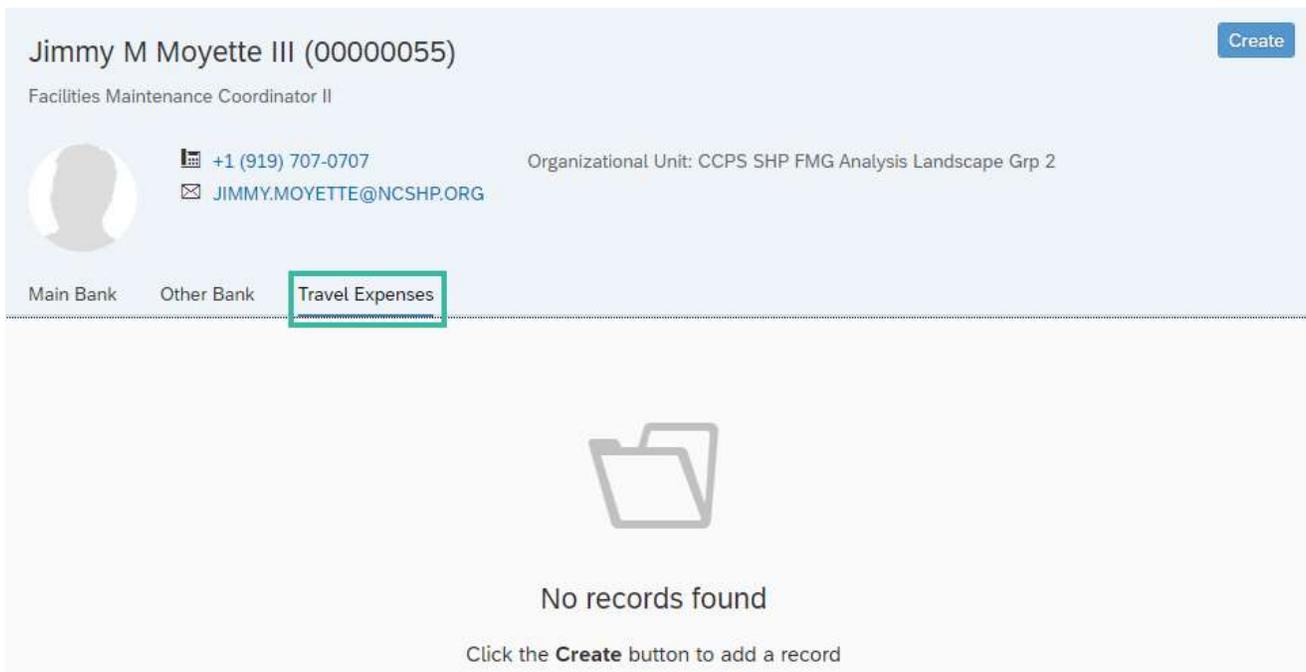
Note: Depending on your agency, reimbursements are handled by DOT Personnel or the North Carolina Financial System (NCFS) and are not connected to the Integrated HR-Payroll system. Travel expense bank details that are entered using FIORI will be sent to DOT or NCFS. If you have questions about reimbursement dates or processes, contact DOT Human Resources (DOT employees) or NCFS BEST Contact center 919-707-0707 (all others).

1. Within the **Employee** tab, click on the **My Bank Details** card/application.



2. Click on the **Travel Expenses** tab. If a **Travel Expenses** bank account is currently active, it will be displayed and can be changed with the **Edit** button to the right-hand side. If no **Travel Expenses** bank account has been created, you will see a 'No Records Found' screen and can only use the create function.

The remainder of this section will demonstrate how to create a new account.



- Click the **Create** button near the top right of your screen.



- In the **Type** section, leave the **Record Type** as 'Travel Expenses'



- In the **Travel Expenses** section, some of the fields default from your personnel record and cannot be changed. In the **Bank Data** subsection, enter the applicable data in the **Bank Routing Number**, **Account Type**, and **Account Number** fields. The **Account Number** will need to be entered twice to help prevent typos. See the chart and screen shot below for more information on these fields.

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account
Account Number	Number of your Bank account. The length can vary depending on the bank.

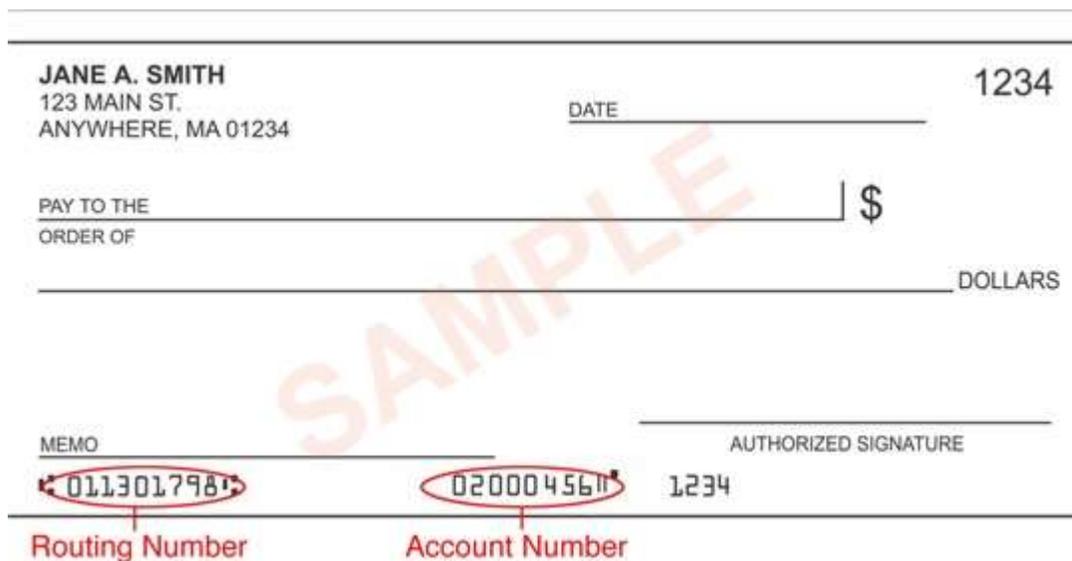
Travel Expenses

Bank Data

i If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee:	Jimmy M Moyette III	
ZIP Code:	27591	
City:	Wendell	
Country:	USA	
Bank Routing Number:	053185503	LATINO COMMUNITY CREDIT UNION
Account Type:	Checking	
Account Number:	369258147	
Confirm Account Number:	369258147	
Payment Method:	Payroll Direct Deposit	
Currency:	USD	

NOTE: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.



6. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

[Payroll Calendars](#)

Payee: Jimmy M Moyette III
 ZIP Code: 27591
 City: Wendell
 Country: USA
 Bank Routing Number: 05/01/2022
 Account Type: 06/01/2022
 Account Number: 07/01/2022
 Confirm Account Number: 08/01/2022
 Payment Method: 09/01/2022
 Currency: 10/01/2022
 11/01/2022
 12/01/2022
 01/01/2023
 02/01/2023
 Validity: 02/01/2023
 From: 08/01/2022

7. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Validity Period

Validity: From date
 From: 08/01/2022

Save Cancel

- After saving, you will be brought back to the **Travel Expenses** tab. It will now display your newly created bank account data. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

Jimmy M Moyette III (00000055)
 Facilities Maintenance Coordinator II

 +1 (919) 707-0707 Organizational Unit: CCPS SHP FMG Analysis Landscape Grp 2
 ✉ JIMMY.MOYETTE@NCSHP.ORG

Main Bank Other Bank Travel Expenses

Valid from 08/01/2022 [Edit](#) [Delete](#)

Bank Data

i Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III
 ZIP Code: 27591
 City: Wendell
 Country: USA
 Bank Routing Number: 053185503
 Bank Name: LATINO COMMUNITY CREDIT UNION
 Account Type: Checking Account
 Account Number: 369258147
 Payment Method: Payroll Direct Deposit
 Currency: USD

Change Record

- 07/15/22 – New BPP – D.- Genzlinger
- 02/28/23 – Updated screen shots for Fiori Employee tab. L.-Lee
- 9/6/23 – updated Travel expense information – D. Genzlinger, A. Rice