

PCG Alert
10/22/18

Internal Controls-Direct Deposit

Please forward this alert to individuals within your Organization who need this information

The PeopleTools Upgrade included masking all but the last four digits of the direct deposit checking and savings account numbers. In order to maintain segregation of duties and internal controls, PCG recommends using the following procedure to verify data entry of direct deposit:

- Direct deposit instructions are entered and saved in PHRST following the PHRST End User procedure, PRU-DD-01
- Another user completes verification, preferably with view-only access to payroll.
Verification includes:
 - Effective date
 - Status
 - Bank ID
 - Prenotification checkbox on
 - Account Type
 - Deposit Type
 - Net Pay Amount
 - Priority
 - Last four digits and correct number of digits for account number. For example: account number is 1002156789, verify in PHRST that it is XXXXXX6789. (10 digits, last four as 6789)

If you have any questions, please contact Karin Faulhaber at or Jennifer Reiske at (302) 672-5000.

PCG Alerts are posted on the DOA Website:

https://accounting.delaware.gov/payroll_comp/communications.shtml