

Sonoma County Office of Education – Business Services

ACH Reversal Request

The only reasons for which SCOE will perform an ACH reversal is when the employee will be overpaid (see Direct Deposit Authorization Agreement). SCOE must receive signed request before 2:00 the day before payday.

ACH REVERSAL

LEA Name: _____ LEA Number: _____

Employee will be overpaid

Employee Name: _____

ACH Date: _____ ACH #: _____ ACH Amount: _____

____ Attach a copy of Check ~ Payroll History or Employee Payroll Snapshot ~ Pay99

Complete below to update pay history

MANUAL PAYROLL

____ **A. Cancel and Reverse** – SCOE enters
and LEA must also enter

____ EE paid revolving check – pay history created with repay deduction _____ (payroll date)

____ EE paid through AP – pay history created with repay deduction _____ (payroll date)

____ EE paid on Supplemental Payroll _____ (payroll date)

or

____ EE never should have been paid

____ **B. Reprocess Pay** – LEA enters. (Only works when the EE has not subsequently been paid.)
- SCOE must Cancel and Reverse first

Payroll: _____ Signed: _____

Approved: _____ Signed: _____

Complete and Email to: carend@scoe.org jsarsfield@scoe.org tpham@scoe.org jliu@scoe.org

SCOE to Complete:

1. _____ Process ACH Reversal in Exchange Bank (see instructions)
2. _____ Notify County Treasury of upcoming ACH reversal (copy of Request & Exchange Bank)
3. _____ Funds Returned (will receive email from County Treasurer)
4. _____ Notify District Funds received/district can reissue correct amount
5. _____ Prepare Deposit Authorization and email to County Treasury
6. _____ Prepare A/R Deposit in Escape when EFS# received, notify District
7. _____ Process Manual Payroll