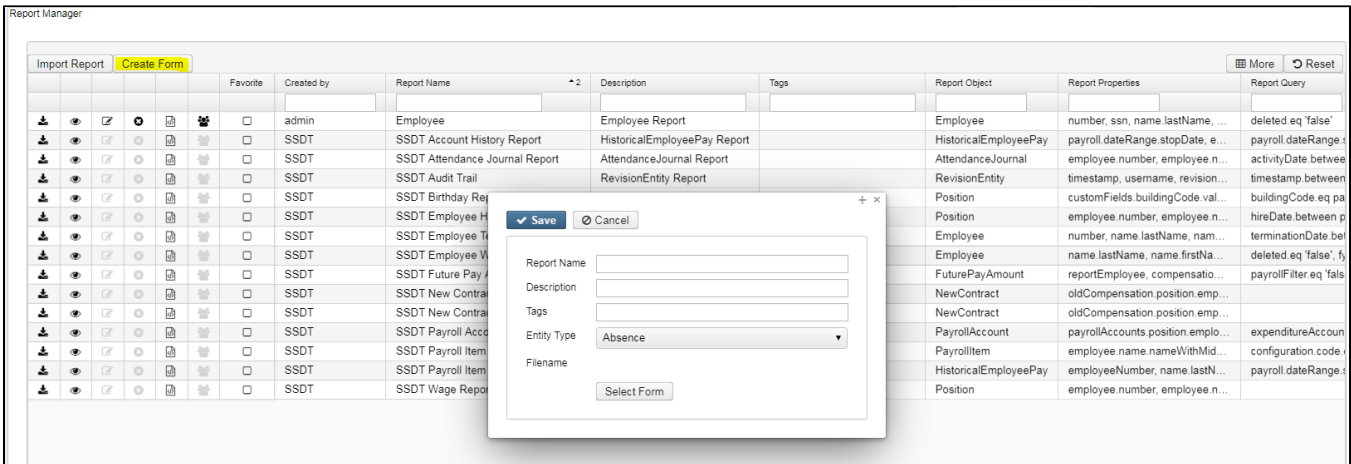


Creating Customized Email Notification Forms

- Example of how to customize templates:
- Example of a generic ****Notification Of Direct Deposit**** - To copy this form, click `directDepositTemplate.docx`
- Example of a customized DD Template.docx
 - Example of a Custom DD notice:
- DD Notice with Multiple Jobs Paid and Ending Payroll dates template.docx: To Copy this form, click `ddFormWithPayGroups.docx`
 - Example of a DD Notice with Multiple Paid Jobs and Ending Payroll Dates:
- Crosswalk of Direct Deposit Notification

This is done from the Reports/Report Manager view, using the Create Forms button:



Enter in the **Report Name** that will be visible to users when they select the Form they want to use

Enter in the **Description** of the form

Enter in a **Tag** - A Tag is basically a user-definable way to categorize reports. Its only meaning is derived from what it means to a particular user. So maybe a user would setup categories for "Year End", "Quarter" or "Employee" or "Payroll" for example.

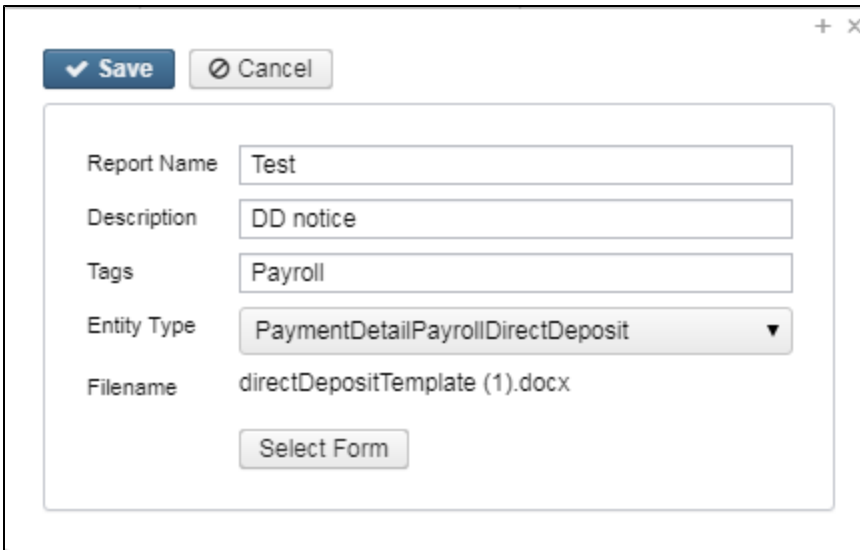
PaymentDetailPayrollDirectDeposit

Select the **Entity Type** from the drop down box

- **Payee** - CheckPaymentDetail
- **Payroll Direct Deposits** - PaymentDetailPayrollDirectDeposit
- **Payroll Checks** - PaymentDetailPayrollCheck

Select Form

Click on to select the Filename of the form to import





Click on **Save** to Save the Form or Cancel to exit

Import Report	Create Form	Favorite	Created by	Report Name	Description	Tags	Report Object	Report Properties	Report Query
				Test	DD notice	Payroll	PaymentDetailPayrollDire...		
		<input type="checkbox"/>	admin	SST Account History Report	HistoricalEmployeePay Report		HistoricalEmployeePay	payroll.dateRange.stopDate, e...	payroll.dateRange.stopDate be...
		<input type="checkbox"/>	SSDT	SST Attendance Journal Report	AttendanceJournal Report		AttendanceJournal	employee.number, employee.n...	activityDate.between param("sta...
		<input type="checkbox"/>	SSDT	SST Audit Trail	RevisionEntry Report		RevisionEntry	timestamp, username, revision...	timestamp.between param("sta...

****Optional**** - You may need to **Share** the report definition with specified roles for non-Admin users to utilize this new definition.

				admin	Test	DD notice	Payroll	PaymentDetailPayrollDire...		
--	--	--	--	-------	------	-----------	---------	-----------------------------	--	--

Choose Roles

- GROUP_MANAGER
- STANDARD_USER
- STANDARD_READONLY_USER
- PERSONNEL_USER
- PERSONNEL_READONLY_USER
- LEGACY-ATTENDANCE-USER
- LEGACY-DATES-USER
- LEGACY-DATES-readonly-user
- LEGACY-EMIS-USER
- LEGACY-EMIS-readonly-user
- ADMINISTRATORS

Save

Cancel

Choose the **Roles** and click on **Save**

Now when you (or the user) clicks the **Payroll Processing**/Email Notices button on the Payroll Detail view, or the Print Payment Checks and Direct Deposit button on the **Payroll Payments** view, you will have a choice when printing Direct Deposits labeled Direct Deposit Form.

Payroll Detail

[Return to Payroll Listing](#)

Status: Posted

Description: 05022018

Pay Date: 5/2/18

Pay Plan: Semi-monthly

Pay Cycle: First Pay of the month

Suppress Voluntary Deductions

Ignore Direct Deposit

Start Date: 4/18/18

Stop Date: 5/2/18

Payroll Status: ● Posted, 59 employees included in payroll Completed Time: 48 seconds

[Pay Report](#) [Error Report](#) [Post Error Report](#) [Budget Distribution Report](#) [Payroll Account Distribution Report](#) [Un-Post Payroll](#) [Process Payments](#) [Email Notices](#)

or

Payroll Payments Direct Deposits Payroll Payment Checks

Void Un-void **Print Payment Checks and Direct Deposit**

Payment Number

1000611

1000610

Print Payments + x

Processing: Checks
 Direct Deposits

Output Format: XML (Export)
 PDF (Print)

Sort By: Employee ID ▾

File Name: DirectDeposits.pdf

Direct Deposit Form **DD NOTICE** ▾

Example of how to customize templates:

Customization modifications made to directDepositTemplate.docx for NOACSC

1. Changed text **** NOTIFICATION OF DIRECT DEPOSIT **** to ***** COG NOTIFICATION OF DIRECT DEPOSIT *****
2. Add line after above text, added text **To:** and left justified the line
3. Insert **Merge Field** after **To:** text
 - a. To insert a Merge Field (in Microsoft Word 2010) select the **Insert** menu
 - b. Click **Quick Parts** and choose **Field**
 - c. Select **Merge Field** from list of **Field names** selections
 - d. Enter **\$(o.name.reportName)!** into **Field Name** field
 - e. Click **OK**
4. Address fields were already defined, so just left justified them and added the **From:** text
5. Added Phone and Email lines
6. Changed text surrounding **payDate** field to **Funds are available...**
7. Removed text and employee address, left **net** field and added **The accounts designated...**
8. Copied and pasted **Funds...** lines above **The accounts...** line
9. Replaced text above account/amounts lines with **Your salary has been...**
10. Changed headings from **INSTITUTION** to **Type** and **ACCOUNT** to **Description**
 - a. In testing this form, it revealed an oversight in that the Type and Description are not always being printed – I will create an issue to get this corrected.
11. Click on **<<routingNum>>** field, right click mouse and select **Edit Field**
 - a. In **Field name**, enter **\$(dd.destinationName)!**
 - b. Click **OK**
12. Click on **<<accountNum>>** field, right click mouse and select **Edit Field**
 - a. In **Field name**, enter **\$(dd.abbreviation)!**
 - b. Click **OK**
13. Removed job level detail lines, replaced with **Funds are available...**
14. Inserted field (as in step 3) with **Field name: \$(o.periodEnd?datetime?string("MM/dd/yyyy"))**
15. There are some label differences in the **PAY** and **DEDUCTIONS** sections that I did not change, but these appeared to be label changes that don't involve editing fields – except that I did not add **YTD** column for the **DEDUCTIONS**. The primary reason for this is that for **XDoc** "reports" we need to allow for the maximum length of any given column. A possible solution would be to make this into a single column of deduction items rather than two columns, but that would take some more thought/work, so I left it alone for now.
16. We do not currently have a replacement available for the **<NOTE> Notices:** section. Let me know if you would like me to add an enhancement request for Redesign to implement this functionality if it is something that you need.

Example of a generic **Notification Of Direct Deposit**** - To copy this form, click [directDepositTemplate.docx](#)**

«[#list modelObjects! as o]»

** NOTIFICATION OF DIRECT DEPOSIT **

«organization name»
«street1»«if street2»
«street2» «[#if]»
«city»«[#if state], «[#if]»«state» «zip»

DATE PAYROLL ACCOUNT
«\${o.payDate?datetime?string("MM/dd/yyyy")»

PAY TO THE ORDER OF NET PAY
\$«\${(o.net?string(",##0.00"))!}»
«\${(o.name.reportName)!}»
«\${(o.address.street1)!}»
«\${(o.address.street2)!}»
«\${(o.address.city)!}»«[#if o.state], «[#if]»«state» «zip»

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

«dd» TYPE INSTITUTION DESCRIPTION AMOUNT «/dd»
«type» «\${(dd.destinationName)!}» «\${(dd.description)!}» «dd.amount»

ID JBN EMPLOYEE NAME DISTR END DATE DEP #
«pp» «emp-no» «p» «\${(o.name.reportName)!}» «checkDistrib» «periodEnd» «dep#» «/pp»

NAME PAY UNITS AMOUNT NAME AMOUNT YTD AMT NAME AMOUNT YTD AMT
«» «\${(pa.description)!}» «units» «amount»«» «» «desc» «amount» «totalYTD»«» «» «desc» «amount» «totalYTD» «

GROSS «\${o.gross}»
ADJUSTED GROSS «\${o.adjustedGross}»
GROSS Y-T-D «\${o.grossYTD}»

USE-SICK BAL USE-VAC BAL
«sickadj»/«balance» «vacadj»/«balance»

USE-PER BAL SERVICE DAYS
«peradj»/«balance» «sers»/«ytd» «strs»/«ytd»

EX FED «m» «ex» EX ST «e» CK. # «number» TOTAL DED. «totDeduct»
NET PAY «o.net»

«[#if o?has_next]»

«[#if]» «[#list]»

Example of a customized DD Template.docx

«[#list modelObjects! as o]»

*** COG NOTIFICATION OF DIRECT DEPOSIT ***

To: «\${(o.name.reportName)!}»

From: «organization name»
 «street1»«if street2»
 «street2» «[#if]»
 «city»«if state», «[#if]»«state» «zip»
 Phone: 419-228-7417
 Email: USAS_LIAISONS@NOACSC.ORG

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of \$«\${(o.net?string("##0.00"))!}»

Funds are available in your accounts as of «\${o.payDate?datetime?string("MM/dd/yyyy")»

Your salary has been deposited as follows:

«dd»	Type	Description	AMOUNT
«\${(dd.destinationName)!}»	«\${(dd.abbreviation)!}»	«dd.amount»	«/dd»

Below is a summary of your pay for the period ending «\${o.periodEnd?datetime?string("MM/dd/yyyy")».

PAY			DEDUCTIONS			
NAME	UNITS	AMOUNT	NAME	AMOUNT	NAME	AMOUNT
«\${(pa.description)!}»	«units»	«amount»«»	«»«desc»	«amount»«»	«»«desc»	«amount»«»
ADJUSTED GROSS	«\${o.adjustedGross}»					
GROSS Y-T-D	«\${o.grossYTD}»					
USE-SICK BAL	USE-VAC BAL					
«sickadj»/«balance»	«vacadj»/«balance»					
USE-PER BAL	SERVICE DAYS					
«peradj»/«balance»	«sers»/«ytd»	«strs»/«ytd»				
EX FED «s» «ex»	EX ST «ex»		CK. #	«number»	TOTAL DED.	«totDeduct»
					NET PAY	«o.net»

Please send E-Mail to USAS_LIAISONS@NOACSC.ORG when you will not be able to receive your direct deposit notification electronically.

«[#if o?has_next]»

«[#if]» «[#list]»

Example of a Custom DD notice:

**** NOTIFICATION OF DIRECT DEPOSIT ****

Dixie (Demo) Schools
628 Pinkley Station
Temple, Ohio 44689

DATE
02/16/2018

PAYROLL ACCOUNT

PAY TO
THE ORDER OF

NET PAY
\$1,309.85

Rob Carol Warner
566 Lancaster Boulevard
Milan, OH 38168

THE FOLLOWING AMOUNT S HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

TYPE	INSTITUTION	DESCRIPTION	AMOUNT
Checking	Southeast National	THROW (711)	1,109.85
Savings	Southeast National	LIGHT (712)	200.00

ID	JBN	EMPLOYEE NAME	DISTR	END DATE	DEP #
ANON313	1	Rob Carol Warner		02/09/2018	1000247

NAME	PAY		CURRENT DEDUCTIONS					
	UNITS	AMOUNT	NAME	AMOUNT	YTD AMT	NAME	AMOUNT	YTD AMT
Regular Wages - constantly	12.000	2,178.13	Federal Tax	174.96	755.83	City Tax	31.25	125.90
			State Tax	71.32	287.48	*STRS	304.94	1,228.16
			Annuity	100.00	400.00	*Health Savings Account	128.58	257.16
			Annuity	1.40	5.60	Annuity	5.40	21.60
			Annuity	67.20	268.80	Health Savings Account	21.00	84.00
			STRS Annuity	304.94	1,228.16	Regular	41.11	164.44
			*Regular	39.60	158.40	*Regular	492.80	1,971.20
			*Regular	10.27	41.07	Regular	8.49	33.96
			Regular	11.00	44.00	Medicare Tax	30.21	121.71
			*Medicare Tax	30.21	121.71			

GROSS 2,178.13
ADJUSTED GROSS 1,678.19
GROSS Y-T-D 8,772.52

USE-SICK BAL 0.000/92.060
USE-VAC BAL 0.000/0.000

USE-PER BAL 0.000/1.000
SERVICE DAYS / 12/113

CK. # 1000247
TOTAL DED. 868.28
NET PAY 1,309.85

EX FED S 0 EX ST

**DD Notice with Multiple Jobs Paid and Ending Payroll dates template.
docx: To Copy this form, click [ddFormWithPayGroups.docx](#)**

«[#list modelObjects! as o]»

**** NOTIFICATION OF DIRECT DEPOSIT ****

«organization name»
«street1»«if street2»
«street2» «[#if]»
«city»«[#if state], «[#if]»«state» «zip»

DATE PAYROLL ACCOUNT
«\${o.payDate?datetime?string("MM/dd/yyyy")}

PAY TO
THE ORDER OF

NET PAY
\$«\${(o.net?string(",##0.00"))!}»

«\${(o.name.reportName)!}»
«\${(o.address.street1)!}»
«\${(o.address.street2)!}»
«\${(o.address.city)!}»«[#if o.state], «[#if]»«state» «zip»

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

«dd»	TYPE	INSTITUTION	DESCRIPTION	AMOUNT	«/dd»
«dd»	«type»	«\${(dd.destinationName)!}»	«\${(dd.description)!}»	«dd.amount»	«/dd»

«p»	ID	JBN	EMPLOYEE NAME	Pay Group	DISTR	END DATE	DEP #	«/p»
«p»	«emp-no»	«p»	«\${(o.name.reportName)!}»	«payGroup»	«checkDistr»	«pgEnd»	«dep#»	«/p»

PAY			CURRENT DEDUCTIONS		
NAME	UNITS	AMOUNT	NAME	AMOUNT	YTD AMT
«»«\${(pa.description)!}»	«units»	«amount»«»	«»«desc»	«amount»	«totalYTD»«»
			«»«desc»	«amount»	«totalYTD»«»

GROSS	«\${o.gross}»				
ADJUSTED GROSS	«\${o.adjustedGross}»				
GROSS Y-T-D	«\${o.grossYTD}»				
USE-SICK BAL	USE-VAC BAL				
«sickadj»/«balance»	«vacadj»/«balance»				
USE-PER BAL	SERVICE DAYS				
«peradj»/«balance»	«sers»/«ytd»	«strs»/«ytd»			
EX FED «m» «ex»	EX ST «e»		OK #	«number»	TOTAL DED. NET PAY «totDeduct» «o.net»

«[#if o?has_next]»

Example of a DD Notice with Multiple Paid Jobs and Ending Payroll Dates:

**** NOTIFICATION OF DIRECT DEPOSIT ****

Athens (Demo) Schools
668 Sycamore Boulevard
Ellenton, Ohio 74305

DATE
07/01/2019

PAYROLL ACCOUNT

PAY TO
THE ORDER OF

NET PAY
\$1,233.38

Sara Brooklyn George
1378 Stine Court
Gibson, OH 79773

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

TYPE	INSTITUTION	DESCRIPTION	AMOUNT
Checking	South Federal	LIGHT (711)	1,233.38

ID	JBN	EMPLOYEE NAME	Pay Group	DISTR	END DATE	DEP #
ANON255	1	Sara Brooklyn George	05	with	06/20/2019	1000256
ANON255	2	Sara Brooklyn George	11	with	06/20/2019	1000256
ANON255	3	Sara Brooklyn George	11	with	06/20/2019	1000256

PAY			CURRENT DEDUCTIONS					
NAME	UNITS	AMOUNT	NAME	AMOUNT	YTD AMT	NAME	AMOUNT	YTD AMT
constantly	44.500	331.78	Federal Tax	70.26	442.58	Federal Tax-ADD	100.00	1,300.00
constantly	22.250	165.89	Ohio State Tax	34.67	298.69	City Tax	27.77	278.95
Accrued Wages - television	1.000	1,695.17	*STRS	307.00	3,224.52	Annuity	1.40	18.20
			Annuity	5.40	70.20	Annuity	259.45	3,372.91
			Health Savings Account	75.00	975.00	STRS Annuity	306.99	3,224.51
			Regular	25.59	334.35	*Regular	39.60	514.80
			*Regular	334.54	4,349.08	*Regular	10.26	133.44
			Medicare Tax	26.85	269.63	*Medicare Tax	26.85	269.63
			OSDI Tax	26.08	256.65			

GROSS 2,192.84
ADJUSTED GROSS 1,544.60
GROSS Y-T-D 23,032.55

USE-SICK BAL 0.000/13.500
USE-VAC BAL 0.000/0.000

USE-PER BAL 0.000/3.000
SERVICE DAYS / 0/0

CK. # 1000256
TOTAL DED. 959.46
NET PAY 1,233.38

EX FED M 2 EX ST 2

Crosswalk of Direct Deposit Notification

The tokens need to be entered exactly how they are listed below. The Property names are case-sensitive.

<u>Redesign XML Structure for Direct Deposit Notifications</u>	<u>Classic token names</u>
<PayrollPayments>	
<directDepositPaymentDetail> {repeating}	
<number/>	<NUM>
<type/>	
<organizationName/>	<DNAME>
<organizationIRN/>	<DIRN>
<organizationAddress>	
<street1/>	<DSTREET>
<street2/>	<DSTREET2>
<city/>	<DCITY>
<state/>	<DCITY>
<postalCode/>	<DCITY>
<foreignAddress/>	
</organizationAddress>	
<phoneNumber/>	<PHONE>
<name>	<FULL_NAME> <NAME>
<lastName/>	
<firstName/>	
<middleName/>	
</name>	
<address>	
<street1/>	<STREET>
<street2/>	<STREET2>
<city/>	<CITY>
<state/>	<STATE>
<postalCode/>	<ZIP>
<foreignAddress/>	<COUNTRY> <PROVINCE>
</address>	
<employeeSsn/>	<SSN>
<employeeNumber/>	<EMPID>
<hireDate/>	<HIRE_DATE>
<odjfsHireDate/>	<ODHS_HIRE_DATE>
<email/>	<EMAIL>
<emailDirectDeposit/>	<EMAIL_DIRDEP>
<userText1/>	<EMP_USER_TEXT>
<userText2/>	
<userCode1/>	<EMP_USER_CODE_1>
<userCode2/>	<EMP_USER_CODE_2>
<userCode3/>	
<userCode4/>	
<userMoney1/>	<EMP_USER_MONEY_1>
<userMoney2/>	<EMP_USER_MONEY_2>
<userMoney3/>	
<userMoney4/>	
<net/>	<NET>
<gross/>	<GROSS>
<amount/>	<AMOUNT>
<adjustedGross/>	<ADJUSTEDGROSS>
<adjustedYTD/>	<ADJUSTEDYTD>

<grossYTD/>	<GROSSYTD>
<payDate/>	<DATE>
<periodStart/>	
<periodEnd/>	<PEREND>
<written1/>	<WRITTEN1>
<written2/>	<WRITTEN2>
<payrollItemTotal/>	<TOTDED>
<voidMessage>	<VOID_MSG>
<personalDaysAdj/>	<PERADJ>
<personalDaysBal/>	<PERBAL>
<sickDaysAdj/>	<SICADJ>
<sickDaysBal/>	<SICKBAL>
<vacationDaysAdj/>	<VACADJ>
<vacationDaysBal/>	<VACBAL>
<sersHours/>	<SERS_HRS>
<sersDays/>	<SERSDAYS>
<sersDaysYTD/>	
<sersFTDHours/>	<SERS_FTD_HOURS>
<sersGross/>	<SERS_GROSS>
<sersGrossFTD/>	<SERS_FTD_GROSS>
<sersHoursYTD/>	
<strsDaysYTD/>	<SERSDAYSYTD>
<strsHours/>	<STRS_HRS>
<strsDays/>	<STRSDAYS>
<strsDaysYTD/>	<STRSDAYSYTD>
<strsGross/>	<STRS_GROSS>
<strsFTDHours/>	
<strsGrossFTD/>	<STRS_FTD_GROSS>
<paymentDetailPositionPaid> {repeating}	
<positionNumber/>	<JOB>
<positionDescription/>	
<payGroup/>	<PAY_GROUP>
<building/>	<BLD>
<buildingDepartment/>	<BLD_DEP>
<department/>	<DEP>
<paymentDetailPayAmount> {repeating}	
<units/>	<PAYUNITS>
<rate/>	<RATE>
<payAmount/>	<PAYAMT>
<payType/>	
<description/>	<PAYDESC>
</paymentDetailPayAmount>	
<paymentDetailPayAccount> {repeating}	
<expenditureAccount/>	
<amountCharged/>	
</paymentDetailPayAccount>	
</paymentDetailPositionPaid>	
<paymentDetailPayrollItemPaid> {repeating}	
<code/>	
<description/>	<DED>
<type/>	

<amount/>	<DEDAMT>
<employerAmount/>	
<additionalWithholding/>	
<errorAdjustment/>	
<employerErrorAdjustment/>	
<totalYTD/>	<DEDYTD>
<maritalStatus/>	<FEDSTAT>
<numberOfExemptions/>	<FEDEXEMPT>
<stateExemptions/>	<OHIOEXEMPT>
<processingOrder/>	
</paymentDetailPayrollItemPaid>	
<paymentDetailDistributionAmount> {repeating}	
<type/>	<TYPE>
<description/>	<DDTYPE>
<amount/>	<DEP_AMT>
</paymentDetailDistributionAmount>	
<paymentDetailDepositDistribution> {repeating}	
<abbreviation/>	<INSTITUTION_ABRV>
<accountNumber/>	<DEP_ACCT>
<destinationName/>	<INSTITUTION_NAME>
<routingNumber/>	<DEP_INS>
<amount/>	<DEP_AMT>
</paymentDetailDepositDistribution>	
</directDepositPaymentDetail>	
</payrollPayments>	