



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

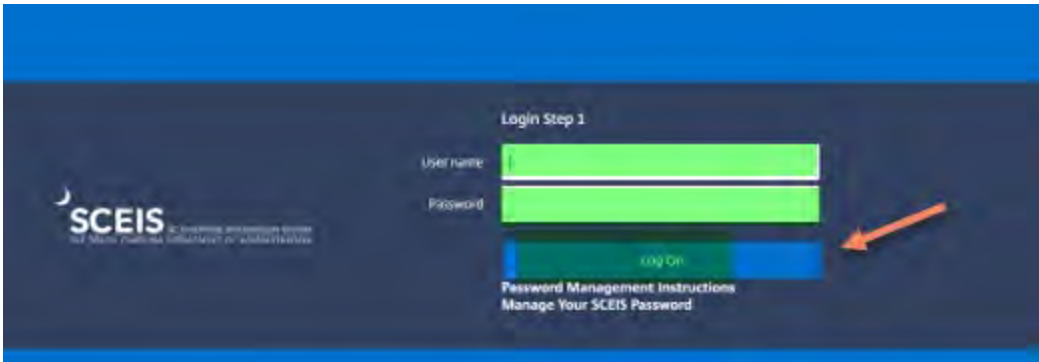
Agency HR Procedures to Enroll State Employees for the Bank of America CashPay Payroll Card

Key Points to Remember

- Please be sure the employee has received a copy of the Bank of America CashPay Payroll Card Fee Disclosure.
- Please ensure the accuracy of the mailing address you provide STO Banking on the SCEIS payroll report. This is the address where the CashPay card will be mailed.
- Once STO Banking informs you that the employee has been enrolled for the Bank of America CashPay Payroll card, please remind the employee that they should receive the CashPay card in the US Mail within approximately 7 days. The employee should take extra care to secure the card as they would have to order a replacement for a lost/stolen card and must wait for it to be shipped again. There may be additional fees that apply for replacement cards and express delivery as well (see Fee Disclosure).
- Please add your Agency Number/Business Area at the beginning of each Employee ID on the SCEIS Payroll report. This will allow STO Banking to identify your agencies employees when they are enrolled for the Bank of America CashPay Payroll Card.
- Once they have received their card, any questions related to the use of the Bank of America CashPay Payroll Card, employees should contact Bank of America directly at 1-866-213-4074 or online at www.bankofamerica.com/cashpay.
- Upon update of the employee profile, the employee will receive a system generated email notifying them that their profile has been changed.

Procedures to create, save, and export the SCEIS Payroll Report

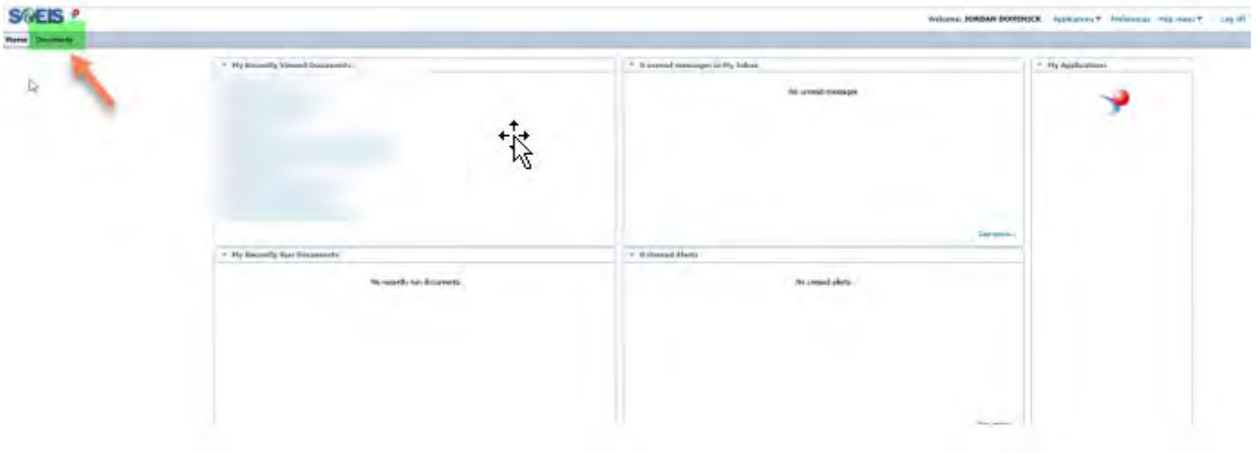
1. Agency HR Associate receives Bank of America CashPay Payroll Card enrollment form from agency employee.
2. Agency HR Associate will log into [Business Objects](#) by entering your Username and Password and clicking "Log On:"



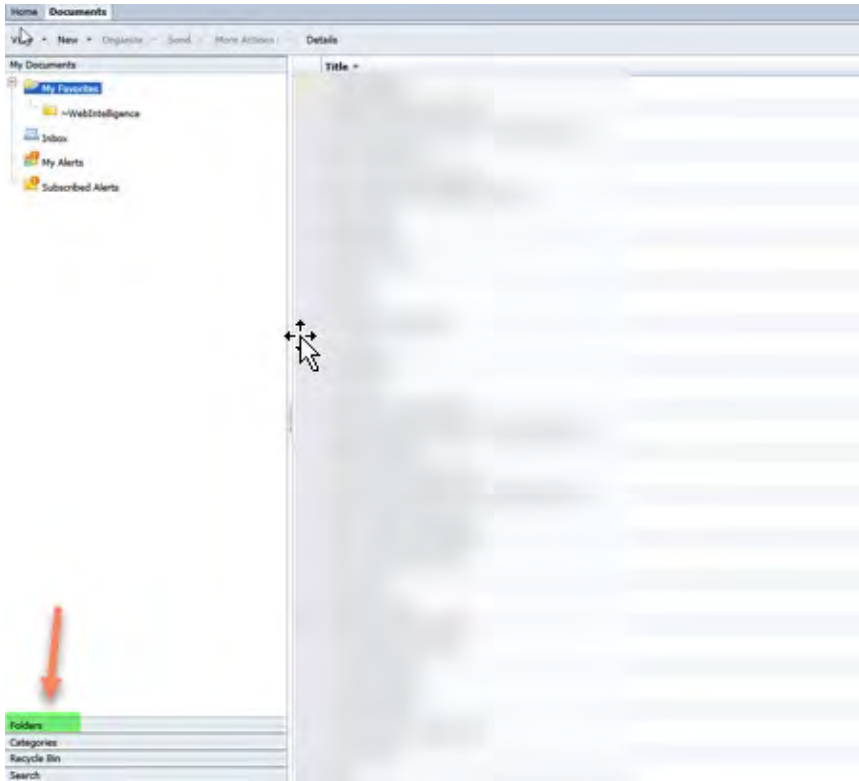
3. Re-enter your SCEIS username and password on the screen below and click “Log On” to log on to Business Objects:



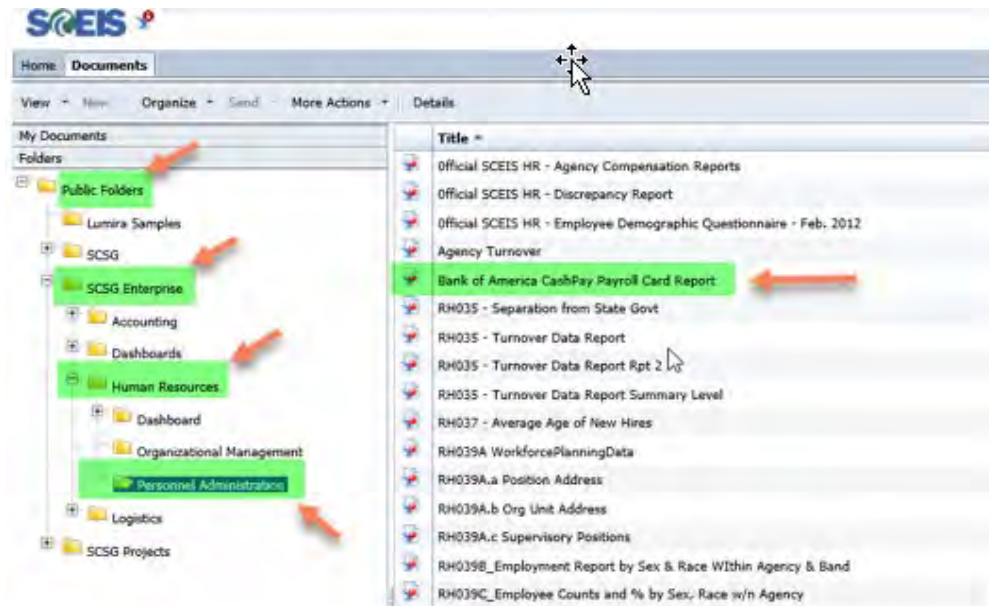
4. On your home screen, click on the *Documents* tab:



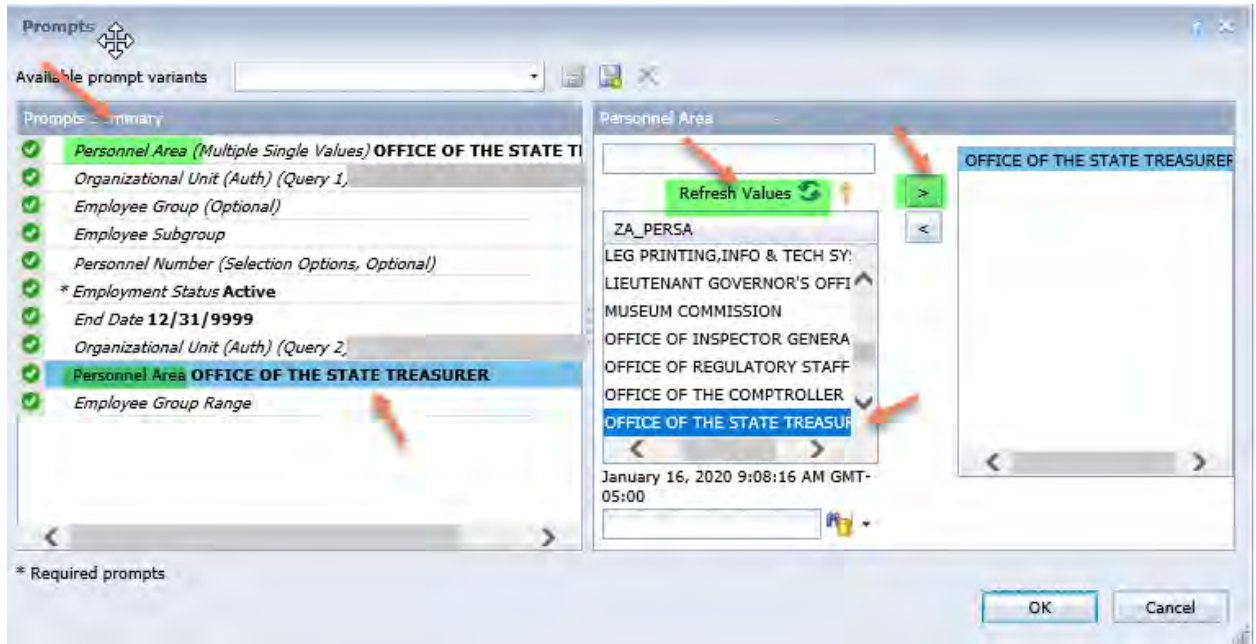
5. On the *Documents* tab page, click on the tab for *Folders*:



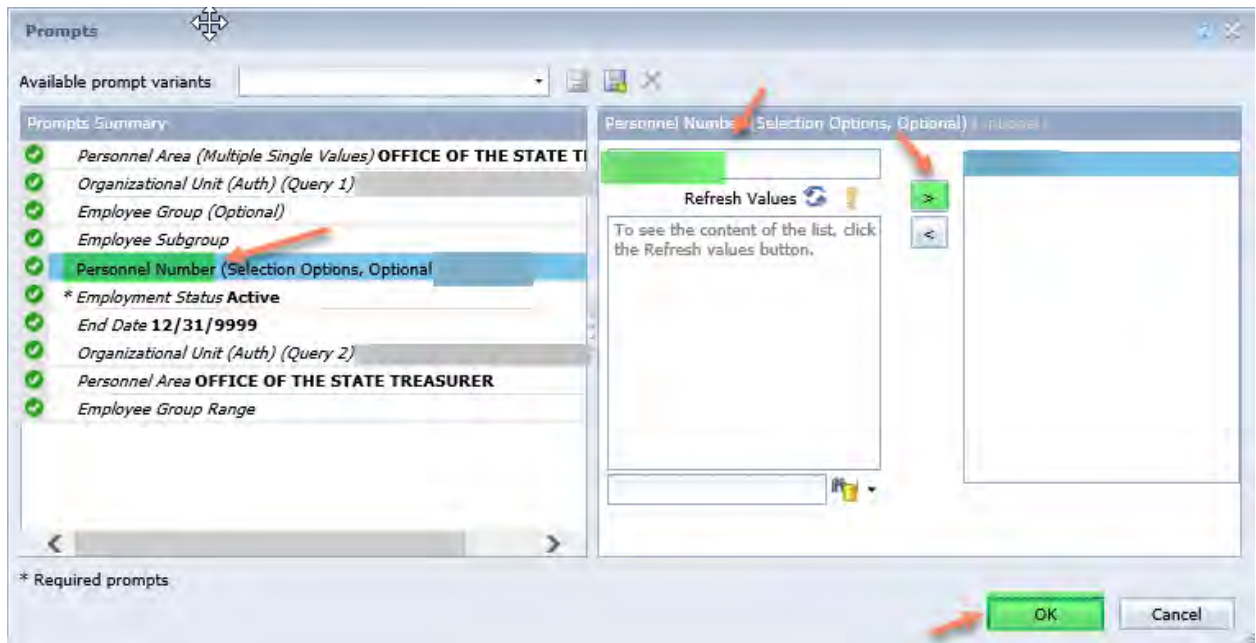
6. Use the following Folder pathway: *Public Folders/SCSG Enterprise/Human Resources/Personnel Administration* (shown below) to select the Bank of America CashPay Payroll Card Report:



7. In the Prompts box that pops up, click on the top *Personnel Area* tab. Then, click Refresh Values and search for your agency. Click on the name of your agency to highlight it and then click the rightward facing arrow. Repeat this step for the other *Personnel Area* tab:



8. Then, click on the *Personnel Number* tab. Type in the Personnel Number of the employee(s) requesting the CashPay card and click the rightward arrow. Then click OK:



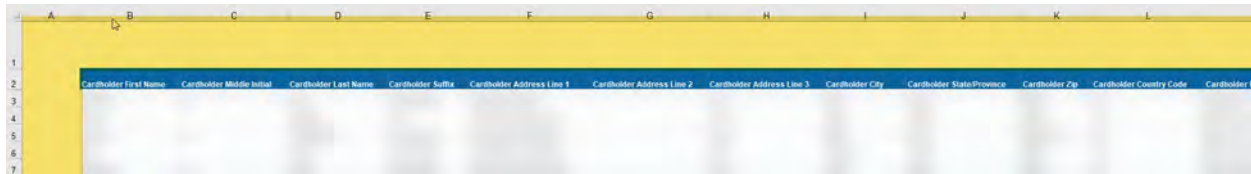
9. The report should then pull for the requested Personnel Numbers. Click on the Export button highlighted and shown below:



12. When the file opens in Excel, Click Enable Editing:



13. Delete the empty Column A and Row 1:



14. **IMPORTANT:** Please add your Agency Number/Business Area at the beginning of each Employee ID (Column T) on the report. This will allow STO Banking to identify your agencies employees when they are enrolled for the Bank of America CashPay Payroll Card:

P	Q	R	S	T	U	V	W
Cardholder Government ID Country	State/Province that Issued Driver's License	Cardholder Date of Birth	Cardholder E-mail Address	Employee ID	Card Value	Occupation	Occupation - Other
USA				E160		Other	E160

15. Save the report and send it via secure email to STO Banking Division at cashpay@sto.sc.gov.

16. STO Banking will use the report to enroll the agency employee(s) for the Bank of America CashPay Payroll Card.

17. Once STO Banking has completed the enrollment process with Bank of America, you will receive a secure email with an EXCEL report. The EXCEL report contains the Banking Information (ABA Routing Number and Bank Account Number) which you will key to update the employee's SCEIS Payroll profile. Remember, after updating the employee profile, they will receive a system generated email notifying them that their profile has been changed.

18. Please ensure the employee has received the Bank of America CashPay Fee Disclosure and that they know the CashPay card will be mailed to the address you provided STO Banking on the report from SCEIS payroll.