



## THE HONORABLE CURTIS M. LOFTIS, JR.

State Treasurer

### Agency Checklist to Enroll New Employees for the Bank of America CashPay Payroll Card

- Provide the employee with a copy of the CashPay Payroll Card marketing materials, the CashPay Payroll Card Fee Schedule, and the CashPay Payroll Card Enrollment Form. These forms can be obtained from STO website at: <https://treasurer.sc.gov/resources/banking-forms-and-policies/>.
- Employee must provide their HR Associate the completed and signed CashPay Payroll Card enrollment form. The CashPay Payroll Card enrollment form can be obtained from the STO website at: <https://treasurer.sc.gov/resources/banking-forms-and-policies/>.
- Confirm the employee's information on the CashPay Payroll Card enrollment form. It is critical for the HR associate to confirm the physical mailing address provided by the employee.
- If needed, update the permanent address in the SCEIS payroll system to ensure it matches what is on the Cash Pay Payroll Card enrollment form. This is the address where the CashPay Payroll Card will be mailed.
- Run the Bank of America CashPay Payroll Card Report from within Business Objects for all employees desiring to receive their pay on the CashPay Payroll Card. For new hires, this report will need to be run the day after onboarding to capture the employee ID in SCEIS. The instructions for exporting the report into an Excel spreadsheet can be obtained from the STO website at: <https://treasurer.sc.gov/resources/banking-forms-and-policies/>.
- Open the Business Objects generated Excel Spreadsheet and verify the employee details are accurate.
- Add the agency code in front of each employee's ID.
- Save the spreadsheet and send via secure email to STO Banking at [cashpay@sto.sc.gov](mailto:cashpay@sto.sc.gov).
- Receive secure email from STO with CashPay Payroll Card routing/account number for the employee.
- Notify employee that the CashPay Payroll Card will be shipped to employee's permanent address and will be received within 5-7 business days.
- Notify employee that depending on the timing of enrollment, they may receive one additional payroll compensation via paper check. Afterwards, their compensation will be received on the CashPay Payroll Card.
- Update employee profile in the SCEIS payroll system for ACH Direct Deposit using the CashPay Payroll Card routing/account number received from STO. If this step is not performed, the employee will continue to receive a check.