

# MySCEmployee

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## Understanding the Pre-Note Status When You Change Bank Information

The pre-note process is a 10-day waiting period that occurs between the time an employee makes a change to his or her bank account information in MySCEmployee (or a Payroll Administrator makes a change on the employee's behalf) and the time that change becomes effective.

### What Kind of Banking Changes Trigger Pre-Note Status?

The following two changes result in a pre-note status:

- Changing a bank account number
- Adding a bank

If an employee has a Main and an Other bank listed, changing a Main to an Other, or vice versa, does not result in a pre-note status UNLESS an account number is changed.

The day after an employee or Payroll Administrator changes a bank account number or adds a bank, the SCEIS System runs a test transaction, or pre-note, with the account, to ensure the new information is correct.

### When Does Pre-Note Status Begin and How Long Does it Last?

Pre-note status begins the day after a change is made, except on Fridays. When a change is made to bank information on a Friday, the pre-note status begins the following Monday.

Do the following to determine when the change will be effective:

1. Count 10 days from the day the pre-note status begins. Count weekend days, too.
2. Determine when the Comptroller General's Office (CG) will exit payroll by looking at the Comptroller General's Payment Schedule on the SCEIS website. To navigate to this schedule from the SCEIS homepage, just click on the gold "MySCEmployee" button in the left-hand navigation bar, then select "Comptroller General's Office Payroll Schedule" at the top of the MySCEmployee page.
  - If the end of the 10-day period falls BEFORE the CG exits payroll, then the changes will take effect on the paycheck the CG's Office is currently running.
  - If the end of the 10 day period falls AFTER the CG exits payroll, then the changes will not take effect until the next paycheck.

**Example:** I changed my bank account number on November 2, so the pre-note status begins on November 3. I start counting the 10-day period, beginning with Nov. 3, and find the 10-day period will be over on Nov 12. I check the SCEIS website and find the CG's Office exited payroll on Nov. 10, so my changes will not take effect until the next paycheck on Dec. 1.

**Notes:** 1. Employees cannot delete the Main bank through MySCEmployee. A Payroll Administrator can make that change. Contact your agency's Human Resources Department to find out who can make a change to your main bank account in SCEIS. 2. Employees can add or change the Main bank through MySCEmployee as long as they are keeping direct deposit. 3. Employee can only set a specific dollar amount to be deposited into the Other bank. The SCEIS Payroll system then deposits the balance into the Main bank.