

Electronic Data Interchange Guide for State Employees Commonwealth of Virginia

State Employee Program



What Is the Employee EDI Program?

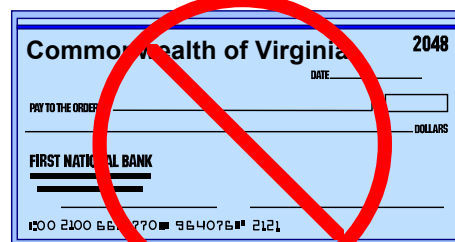
The Commonwealth of Virginia uses a system called Financial Electronic Data Interchange (EDI), instead of checks, to pay vendors, localities, grantees, agencies, non-state agencies and employees who have signed up to be EDI trading partners.

Financial EDI electronically transfers the payment from the Commonwealth's bank account to our trading partners' bank account. This provides funds quicker than by paper check because the mailing time is eliminated.

The financial EDI program includes State employees. If you receive travel reimbursements from the Commonwealth more than twice a year, this program is designed for you!

Benefits To You

- Funds available sooner
- No more waiting for a Commonwealth of Virginia check to arrive in the mail
- No more trips to the bank to make a deposit
- No lost or stolen checks
- Facilitates better cash management



How Does the Employee EDI Program Work?

1. You complete an EDI Enrollment form and return it to your Agency EDI Coordinator. The Agency EDI Coordinator is often the person who processes travel reimbursements.
2. Immediately begin coding the suffix portion of the Vendor ID field on Travel Reimbursement forms with 33. The suffix follows your Social Security Number.
3. One cent will be deposited in your account to ensure your banking information is correct. Payment notification and/or remittance data will be provided on the REDI Virginia website (<http://REDIVirginia.doa.state.va.us>) and on on-line CARS.
4. Your Agency EDI Coordinator will confirm with you that one cent has been deposited in the correct bank account.
5. Your Agency EDI Coordinator will confirm with the DOA EDI Coordinator for State Employees that one cent was deposited in the correct account.
6. Your EDI status will be activated. After that point, any travel reimbursements will be electronically deposited into your bank account and provided on REDI Virginia or on on-line CARS.
7. If any travel reimbursement is not deposited electronically after you have been activated for EDI, i.e., you receive a check, then:
 - review your banking and employee enrollment information and submit corrections, if appropriate, on a State Employee Notification of Change form obtained from your Agency EDI Coordinator or the Department of Accounts web page at www.doa.state.va.us. Return the completed form to your Agency EDI Coordinator who will submit it to the Department of Accounts.
 - request your Agency EDI Coordinator check the coding of the travel reimbursement, specifically your social security number and suffix of 33, if your banking or employee enrollment information did not change.

Travel reimbursement forms and other reimbursement forms are processed in the same manner as they were before employee enrollment in the Employee EDI Program. You can help ensure that your reimbursements are made via EDI by coding a suffix of “33” after your Social Security Number in the Vendor ID field of the travel reimbursement form.

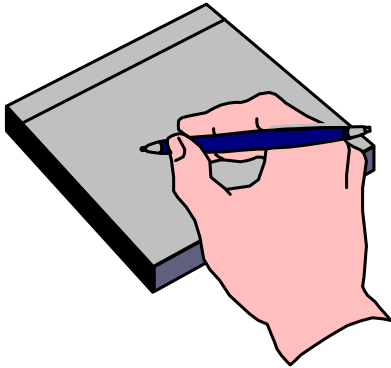
How Do I Know the Money Has Been Deposited Into My Bank Account?



For the first test of your one-cent deposit, your Agency EDI Coordinator will notify you when the funds will be deposited into your bank account.

For deposits of actual travel reimbursements, remittance data will be provided on REDI Virginia and on-line CARS to verify the deposit.

How Do I Sign Up?



The only action you need to take is to complete and return a [state employee enrollment form](#) available from your Agency EDI Coordinator or the Department of Accounts web page at www.doa.state.va.us.

If your agency does not have an Agency EDI Coordinator, request that the appropriate person in your agency's Fiscal Area send an e-mail to edi@doa.state.va.us to inquire about EDI for State Employees.

Questions?

***Contact Your Agency EDI
Coordinator for State Employees***

Changes in Banking or Employee Enrollment Information

If any banking or employee enrollment information changes, obtain a [State Employee Notification of Change form](#) from your Agency EDI Coordinator or the Department of Accounts web page at www.doa.state.va.us. Banking information includes your bank account number, ABA routing number for ACH (Automated Clearinghouse), bank name, branch location and whether a Checking or Savings account is the depository account. Sometimes, when banks merge, the ABA routing number and/or bank account number changes. Complete the form and return it to your Agency EDI Coordinator who will submit it to the Department of Accounts.