Electronic Data Interchange Guide for State Employees
Commonwealth of Virginia

State Employee Program

What Is the Employee EDI Program?

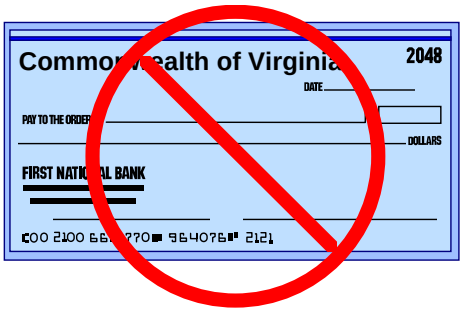
The Commonwealth of Virginia uses a system called Financial Electronic Data Interchange (EDI), instead of checks, to pay vendors, localities, grantees, agencies, non-state agencies and employees who have signed up to be EDI trading partners.

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 associated remittance data is posted to the REDI Virginia website.

The financial EDI program includes State employees who wish to have their funds deposited in a bank account for them. If you receive more than two (2) travel reimbursements a year from the Commonwealth, 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
- Email notification of deposit when signed up for REDI Virginia



How Does the Employee EDI Program Work?

1. You complete an EDI form and return it to your Agency EDI Coordinator. The Agency EDI Coordinator is often the person who processes travel reimbursements. Your Agency EDI Coordinator forwards the completed form to the Department of Accounts (DOA).

2. Immediately begin coding the suffix portion of the Vendor ID field on Travel Reimbursement forms with 33. Generally, the suffix follows your Social Security Number or Employee ID. Please refer to your agency's internal procedures for completing the Travel Reimbursement form.

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.virginia.gov).

4. Your Agency EDI Coordinator may have you confirm that one cent has been deposited in the correct bank account and then notify the DOA eCommerce Unit that the one cent was deposited in the correct bank account.

5. Your EDI status will be activated. After that point, any travel reimbursements will be electronically deposited into your bank account and remittance data will be provided on the REDI Virginia website.

6. You should obtain the REDI Virginia Procedure Guide from the EDI web page of the Department of Accounts' website (www.doa.virginia.gov). Logon to the REDI Virginia website following the directions in the REDI Virginia Procedure Guide. You can elect to receive an E-mail Alert that is generated the day before money is deposited in your bank account. Note: If your e-mail address changes, it is your responsibility to update it in the REDI Virginia website.

7. If any travel reimbursement is not deposited electronically after your EDI account has been activated, i.e., you receive a check, then:

- review your banking and employee enrollment information and submit corrections, if appropriate, using the EDI form obtained from your Agency EDI Coordinator. 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.

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

For the one penny test deposit, your Agency EDI Coordinator may notify you when the funds have been deposited in your bank account.

For deposits of actual travel reimbursements, remittance data will be provided on the REDI Virginia website and in an E-mail Alert from the REDI Virginia website if you elected to receive the e-mail alerts.

How Do I Sign Up?

The only action you need to take is to complete and return an EDI Form available from your Agency EDI Coordinator.

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.virginia.gov to inquire about EDI for State Employees.

Questions?

Contact Your Agency EDI Coordinator for State Employees

Changes in Name, Address, Banking or Employee Enrollment Information

If any of your information changes (Name, Address, Banking or employee enrollment information changes) obtain an EDI Form from your Agency EDI Coordinator. Remember that if your bank merges, the ABA routing number and/or bank account number changes may change. Complete the form and return it to your Agency EDI Coordinator who will submit it to the Department of Accounts.