COATS

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Handling Global Cash Card Paycards with COATSsql

SITUATION: The User is using the paycard feature via Global Cash Card. The below steps will instruct the user on setup and processing of the Paycards.

STEPS:

I. **The user would like to enter an Employee's Paycard information from Global Cash Card into COAT Visual.**

   Global Cash Card/ADP Wisely determine how the user will receive the card and how the user will enter the information into COATS.

   There are 3 options: By CARD Number, By Account Number, By Account Number with ADP Wisely.

   Below will guide the user how to enter the information into the system to process the employee as a pay card employee.

   1. **Entering the Pay card information**

      a. Open COATS.

      b. Click **Employees.**

      c. Find desired Employee.

      d. Click **Tax**.

      e. Click **Direct Deposit**.

      f. Click **Checking**.

      g. Enter the given bank name from **GCC ADP Wisely** in the **Bank Acct Name** field.

      h. Enter the **16 digit paycard number** from the Employee's paycard into the **Bank Acct Number** field if the **CARD Number** method is used, Enter the ACCOUNT # on the outside of the paycard envelope if the ACCOUNT # method is used for either GCC or ADP Wisely.

    i.   Enter **8 digit** routing number into the **Transmitter Number** field; this is given by Global Cash Card or ADP Wisely.

    j.   Enter **Routing # (Last digit)** into the **Check Digit** field.

    k.   "**Check off** " Paycard.

    l.   Click **Ok.**

    m.   Below window will appear. Click **OK**.
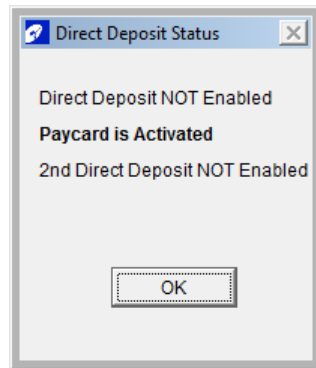
    n.   **"X"** out of any open windows.

Important note: When entering a paycard and then creating the file for upload to Global Cash Card the Employee Master Record *must* include the Employee's Name, Address, City, State, Zip Code, Date of Birth, and above Paycard information.

II.   Printing report to Verify required paycard data is entered:

This report will show all employees not reported who are listed as Paycard and all required information. The user will need to be sure that all fields are filled in per employee prior to creating nightly file.

To print the Paycard Verification report, perform the following steps:

1. Click **Integrated Solutions**.

2. Click **Paycard Verification**.

3. Click **Screen** to view or **Printer** to print.

III.   Send Update File Nightly using below instructions:

The user will need to alert Global Cash Card ADP Wisely of the employees who have signed up with new Global Cash Card ADP Wisely paycards if they desire the employee information to be available on the GCC ADP Wisely site. Sending this file often allows the company employees to have the ability to quickly call GCC ADP Wisely for their permanent card and user log in for check stubs. The paycard information entered on the temporary card will not need to be changed after the user receives their permanent branded paycard from Global Cash Card ADP Wisely. This file will need to be uploaded to Global Cash Card's ADP Wisely site. Please refer to Global Cash Card ADP Wisely's white papers for instructions on how to upload this file.

In order to send the file nightly via the user's secure log in via the Global Cash Card site, perform the following steps:

1. Click **Integrated Solutions**.

1. Choose the GCC ADP Wisely file which was noted to you upon your GCC ADP Wisely set up. The user has three options:
   - **Upload Paycard data** (if using the Card #)
   - **Upload Account # Paycard data** (if using the Account # with GCC)
   - **Upload ADP Wisely Paycard Data** (if using the Account # with ADP Wisely)

2. The default will create the PAYCARD_.csv within the \Program Files\COATS\COATS2000 folder. The user may change the path of where the PAYCARD_.csv is saved, such as C:\temp\PAYCARD_.csv. This is recommended if the user will be sending a file more than once daily or if they need to refer back to a previously created file and would not like to overwrite the existing file. The file could be created as C:\temp\gcc120108_12pm.csv.
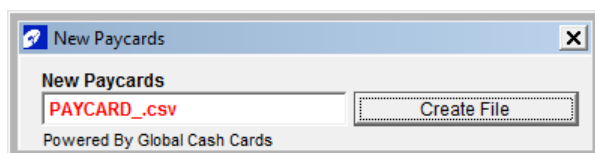

3. Click **Create File**.
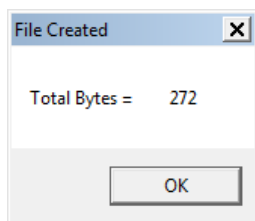
4. Click **OK**. The following alert will appear:
   The employee paycards which were entered today are now updated as being created in a file.
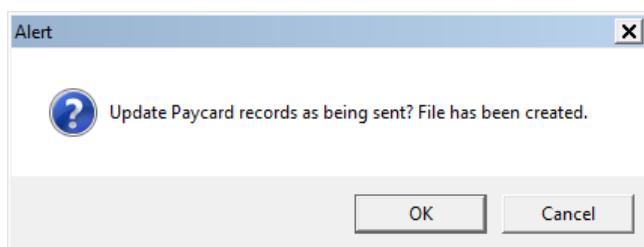
5. Click **OK**.

   Important Note: Click Cancel to this message if Errors were received when creating nightly file.

6. The file was saved to the c:\program files\coats\coats2000 folder of the computer running coats locally or to or the modified folder the user requested. This file needs to be uploaded to the Global Cash Card secured website with a username and password given by Global Cash Card.

7. **"X"** out.

Possible Errors: The user may receive errors when creating the file. Below is an example of an error:

Creating file errors
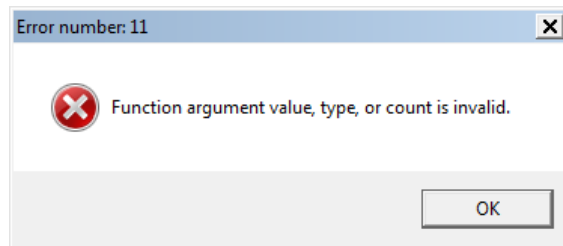
If the user receives the above error message when creating the file, this means that an employee record is checked off for paycards and doesn't all required information. Printing the Paycard Verification report will allow the user to find the employees to update.

Important Note: Click Cancel to this message if Errors were received when creating nightly file.

IV. Payroll Processing for Paycards

Currently in Version 3.1.0 The processing of paycards is done the same as the processing of direct deposit. The paycard check stubs will not print as the direct deposit stubs do. This is because the employee has the ability to log into the Global Cash Card site or to a link to the Global Card site within the company website to view their paycheck stub and/or W2 information at year-end.

This file will need to be uploaded to Global Cash Card's site. Please refer to Global Cash Card's white papers for instructions on how to upload this file.

In Version 3.2.0 and thereafter the user will be able to send this file to Global Cash Card including ALL paycheck stub information; including pay checks, direct deposit stubs and paycard stubs. The employee will be able to access a link via your company website or through Global Cash Card's site to see their paystub information.

If interested, you will want to contact Global Cash Card for creation of this link. They will need a high-resolution jpeg of your logo.

1. **To create the Direct Deposit File, perform the following steps:**
    a.   Click **COATS**.
    b.   Click **Payroll**.
    c.   Click **Payroll Cycle Processing**.
    d.   Select Payroll Batch.
    e.   Click **Check Processing**.
    f.   Select the Bank.
    g.   Click **Print Checks**.
    h.   Click **Print** under Dir Dep/Paycard to get the stubs. The direct deposit advice stubs will print, the paycard stubs will not print but will be numbered for the Check Register.
    i.   Click **Finished**.
    j.   "**X**" out.
    k.   Click **Direct Deposit**.
    l.   Click **Create Direct Deposit File**. The user may change the path of where the direct deposit file is saved, such as C:\temp\rel103108.txt.

      m.   The default will create the file in the c:\program files\coats\coats2000 folder of the computer running coats locally or to the modified location set by the user. This file is to be sent to the Bank.

      n.   The user will receive an Alert to notify the file has been sent, click **OK**.

2. **In order to upload the Pay check stub Remittance CSV to Global Cash Card , perform the following steps:**

As the paycard stubs do not print, this file will allow the employee to view their paycheck information online via Global Cash Card's secure site with the Employee's secure log in given to them by Global Cash Card.

      a.   Click **COATS**.

      b.   Click **Payroll**.

      c.   Click **Payroll Cycle Processing**.

      d.   Select Payroll Batch.

      e.   Click **Check Processing**.

      f.   Select the Bank.

      g.   Click **Direct Deposit**.

      h.   Click **Create File** to the right of Paycard Stub Remittance. The default file will create the PAYCARD_.csv within the \Program Files\COATS\COATS2000 folder. The user may change the path of where the pay check stub remittance file is saved, such as C:\temp\ PAYSTUB_987654321.csv . Changing the name of the file is recommended if the user would like to refer back to a previously created file and not to overwrite the file weekly.

      i.   The file will create to the c:\program files\coats\coats2000 folder of the computer running coats locally or to the modified location set by the user. This file is to be sent to Global Cash Card via the user's secure log in.

      j.   The user will receive an Alert to notify the file has been sent, click **OK**.

V.   **Employee Log In**.

1. To establish a Paystub Login access your Agency's Website for viewing your Paystub or click www.GlobalCashcard.com

2. As Global Cash Card is a third-party company and maintains their website independently to COATS their instructions can change without our knowledge. We suggest you contact your representative at Global Cash Card for the latest policies and procedures.