**APD Retrievals Procedure**

Purpose

Sometimes, employees with active APDs are overpaid, or close their bank accounts, after the EOM APD file has been transmitted. In other cases, an employee’s APD may simply “bounce” due to invalid account information. In the latter case, the funds do not need to be “retrieved” because they were not transmitted in the first place. When monies need to be retrieved, the district forwards the “Request for APD Retrieval” form, and BMAS processes it to request that Bank of America take back the transmitted funds and deposit them into the Treasurer’s account. BMAS then works with the districts to reissue payment to the employee (unless nothing was due), and communicates to the Treasurer where to move the funds.

**District Procedure Responsibility**

***Request APD Retrieval (retrievals only)***

1. Print the QSS screen showing the APD setup
2. Complete the Request for APD Retrieval Form (PR004)
3. Double check the dollars shown on the Request for APD Retrieval (compare to Net Pay in “Pay Totals” screen (QSS), or on Pay History report)
4. Forward completed Request for APD Retrieval Form (PR004) to BMAS

**BMAS Procedure Responsibility**

***Notify Treasurer (both retrievals and bounced APDs)***

1. Email treasury@yolocounty.org to notify them of the pending retrieval or bounced APD
2. Wait for notification from the Treasurer that B of A has received the funds

***Finish Processing (both retrievals and bounced APDs)***

Once the Treasurer has notified you that the funds were received:

1. Prepare a one-sided cash transfer, crediting the amount of the retrieval to:

81-250-500-0000-0-0000-0000-9510-0000

* 1. Note that the Treasurer will have already posted the other side of this entry
1. Complete a Journal Voucher to send to the Treasurer, debiting Fund 510 and Account 01-0000 and crediting Fund 510 and Account 76-0010 for the amount of the retrieval
2. Sign the transfers and have the BMAS Director sign off on them
3. Make a copy of the second transfer (if applicable) and put in the “Pending Transfers” basket for the daily Miscellaneous Cash Transfers report
4. Send the JV to the Treasurer (white and yellow)
5. Email the district payroll staff to notify them that:
	1. The funds have been received and that they may now reissue the warrant
	2. TF 7XXXXX has transferred the funds back to the district’s 9519 account
6. Print the email and attach to the APD request documents, file in the “Completed APD Retrievals” file
7. File the JV (pink) with the transfer(s) in the Pending JV file, and wait for original

***Note regarding retrieval deadline***: According to the APD Retrieval procedure (as revised 1/1/00) in the District Procedures Manual, the window for retrieval begins when the APD records have been transmitted to B of A and ends the day before payday at 12:00 noon.

 If there was a payroll error, the district should send a “Request to Cancel Warrant”, and canceling the warrant will automatically transfer the funds back to the district. In this case, the warrant should be cancelled only after the funds have been retrieved, as confirmed by the Treasurer.

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Procedure Binder Section: Payroll

ATT: PR004