

FSDD REVERSAL/DELETION REQUEST (For Employers)

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INTRODUCTION

FSDD Reversal/Deletion Request

ADP's TotalPay iNET makes it easy for you to manage your ADPChecks and Full Service Direct Deposits (FSDD). From your computer you can:

1. Request a reversal or deletion of an FSDD item
2. Request a stop payment on a single ADPCheck or a range of ADPChecks
3. Order copies of ADPChecks that have already been paid
4. Review the status of these requests
5. Request the Uncashed Items or Refunded Items Report

How much easier can it be? From the "Welcome to TotalPay iNET" screen, you can request a reversal or deletion to an FSDD item or you can view your FSDD reversal/deletion requests.

On the following pages are the steps to request an FSDD reversal or deletion.

NOTE: To access the TotalPay iNET Web site, you must be registered with our Internet security system Netsecure so that it recognizes you as a valid user. Netsecure controls access to ADP's Internet products. It provides user authentication, single sign-on, and centralized user management. This means that secure user access to all ADP Internet products can be set up and managed within one application. Users only have to register once, and all ADP Internet products share the same registration and login ID. For detailed instructions on this process, see the *TotalPay iNET Web Site User Guide (for Employers)*.

If you are unable to access the TotalPay iNET Web site, you can submit an FSDD reversal/deletion request directly to your Client Service Representative. Be sure to let your Representative know that you are unable to access the Web site.

Request an FSDD Reversal/Deletion

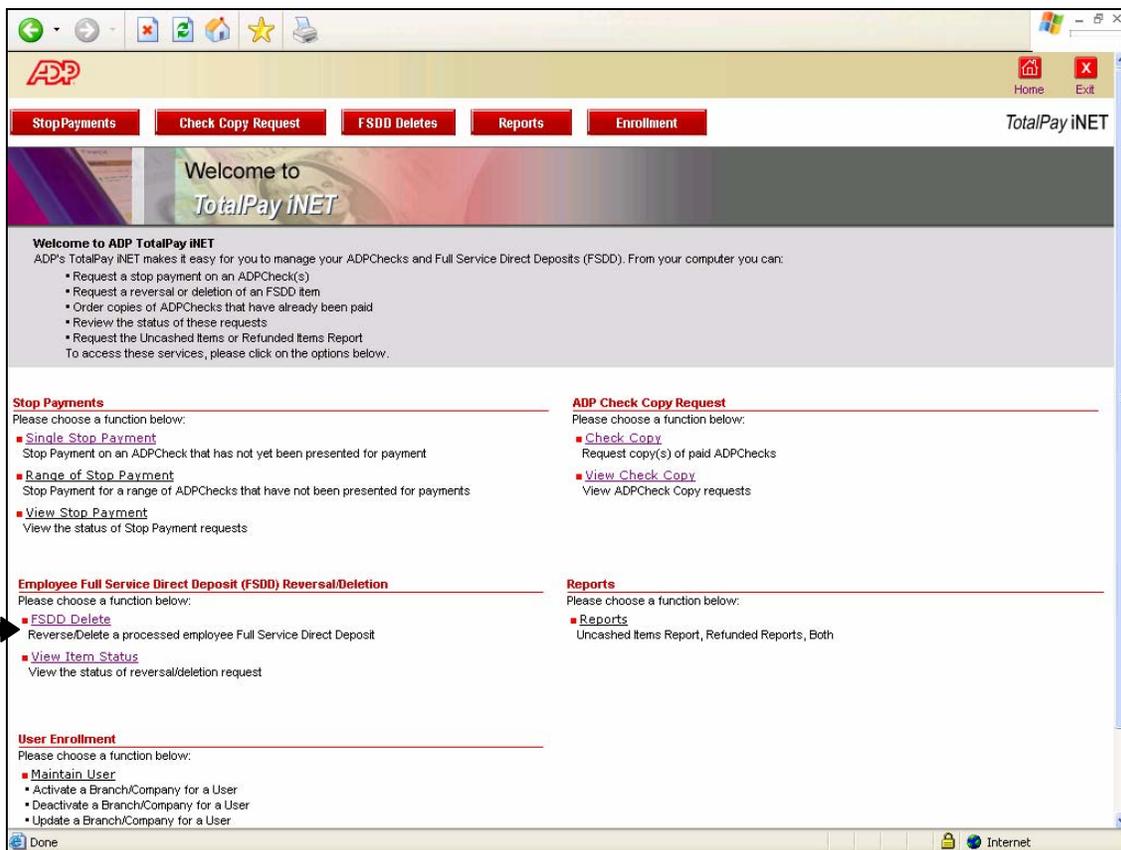
Employee Full Service Direct Deposit (FSDD) Reversal/Deletion

NOTE: ADP can only process FSDD reversals within five business days of check date.

1. Launch your browser and access the “Welcome to TotalPay iNET” screen at <https://tpinet.adp.com/tpinet/logon.do>

On the “Welcome to TotalPay iNET” screen, you have the option to request a stop payment, request a copy of a paid ADPCheck, request a reverse/delete for a Full Service Direct Deposit (FSDD), or view reports.

Welcome to TotalPay iNET



2. Click FSDD Delete. The “FSDD Delete” screen will appear.

FSDD Delete

ADP Home Exit

Stop Payments Check Copy Request **FSDD Deletes** Reports Enrollment TotalPay iNET

FSDD Deletes **FSDD Delete** Help

■ **FSDD Delete**
 ■ View Item Status

■ **FSDD Deletes Details**
 Welcome MPatterson1@TSTEMD Branch Code: 04 Company Code: AA3

FSDD Reversal/Deletion can only be requested within five (5) business days after the pay date.

Employee Full Service Direct Deposit (FSDD) Reversal/Deletion will allow you to request a reversal/deletion of a single employee direct deposit.

Indicate Required Fields.

■ **Employee Full Service Direct Deposit (FSDD) Reversal/Deletion Request**

EE File Number: 603128
 Pay Date: 07 / 15 / 2005 (MM/DD/YYYY)
 EE Account: 01332463
 Deposit Amount: 100.00
 EE Account Type: Checking

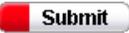
Submit Reset

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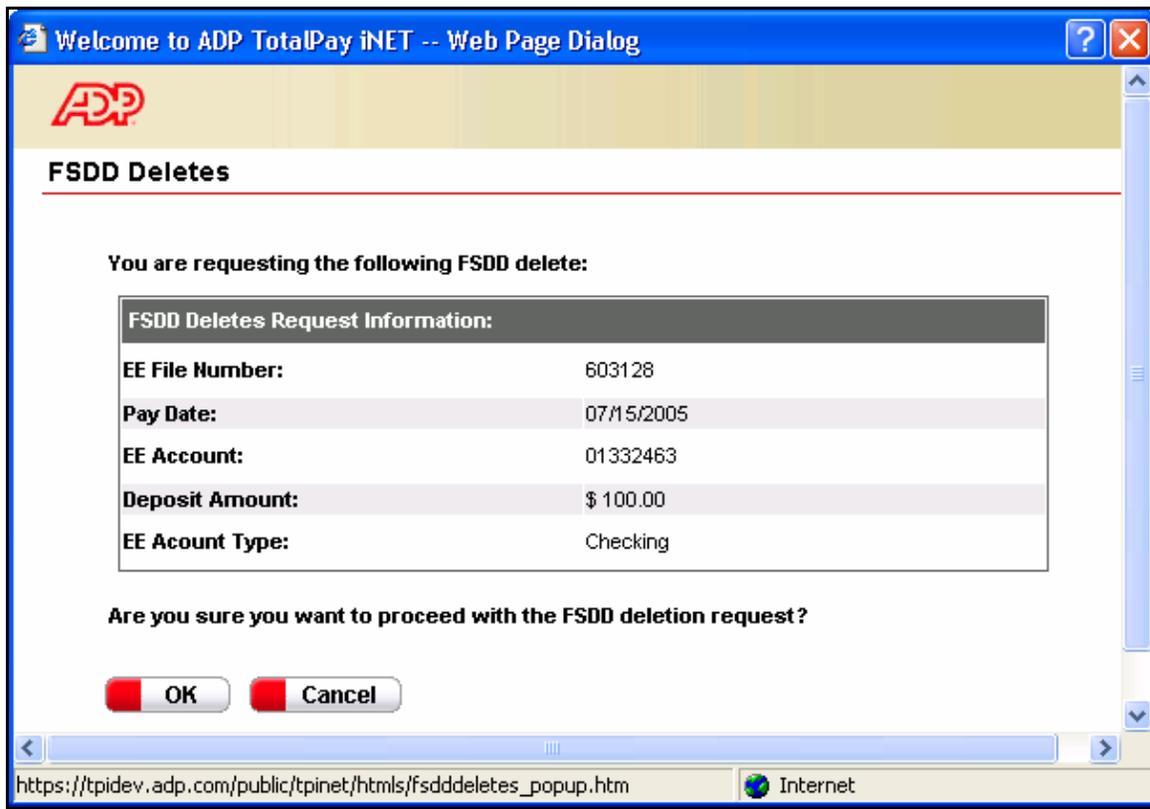
Internet

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code.
Company Code	Select your desired company code.
EE File Number	Enter the employee file number.
Pay Date	Enter the pay date (mm/dd/yyyy) or click the Calendar icon  to select date. NOTE: ADP can only process FSDD reversals within five business days of check date.
EE Account	Enter the employee account number.
Deposit Amount	Enter the employee deposit amount.
EE Account Type	Select either checking or savings.

4. Click the Submit button . The “FSDD Deletes” request confirmation screen appears.

FSDD Deletes



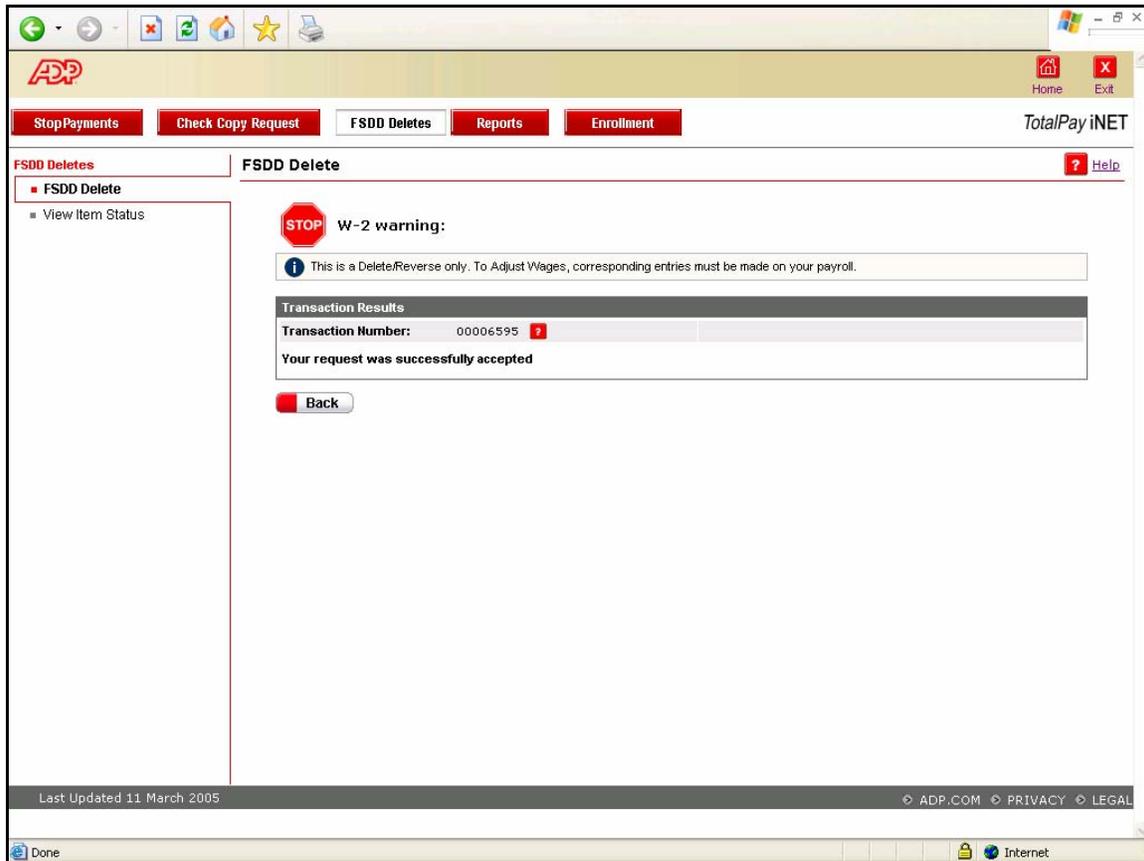
5. Verify that the information is correct and click the OK button . The "Disclosure Agreement" screen will appear.

FSDD Disclosure Agreement

The screenshot displays the ADP TotalPay iNET interface. At the top, there is a navigation bar with buttons for 'Stop Payments', 'Check Copy Request', 'FSDD Deletes', 'Reports', and 'Enrollment'. The 'FSDD Deletes' button is currently selected. Below the navigation bar, the page title is 'FSDD Delete' and there is a 'Help' icon. The main content area is divided into two sections: 'FSDD Delete' on the left and 'Disclosure Agreement' on the right. The 'FSDD Delete' section has a sub-section 'View Item Status'. The 'Disclosure Agreement' section contains two paragraphs of text explaining the reversal process and the employer's responsibility. Below the text are two radio button options: 'I agree.' (which is selected) and 'I do not agree.'. A 'Submit' button is located below the radio buttons. At the bottom of the page, there is a footer with the text 'Last Updated 11 March 2005' and links for 'ADP.COM', 'PRIVACY', and 'LEGAL'. The browser's address bar shows 'Done' and 'Internet'.

6. Read the Disclosure Agreement and select either “I agree” or “I do not agree.” If you select “I do not agree,” the request will be cancelled; however, the cancelled request transaction will be recorded and visible on the “View Item Status” screen.
7. Click the Submit button . The “FSDD Deletes W-2 Warning” screen will appear.

FSDD Delete W-2 Warning



If you agreed to the Disclosure Agreement, your request will be successfully accepted. Note the transaction number that can be used to locate the request. The standard FSDD Reversal fee will apply.

8. To submit another FSDD Deletion request, click the Back button .

NOTE: If the FSDD reversal/deletion request did not find a match in the system, you will be returned to the original request screen, and an error message will display. Review the information on the screen. If any of the information is inaccurate, enter the correct information and click the Submit button .

To clear the screen and enter new information in each field, click the Reset button .

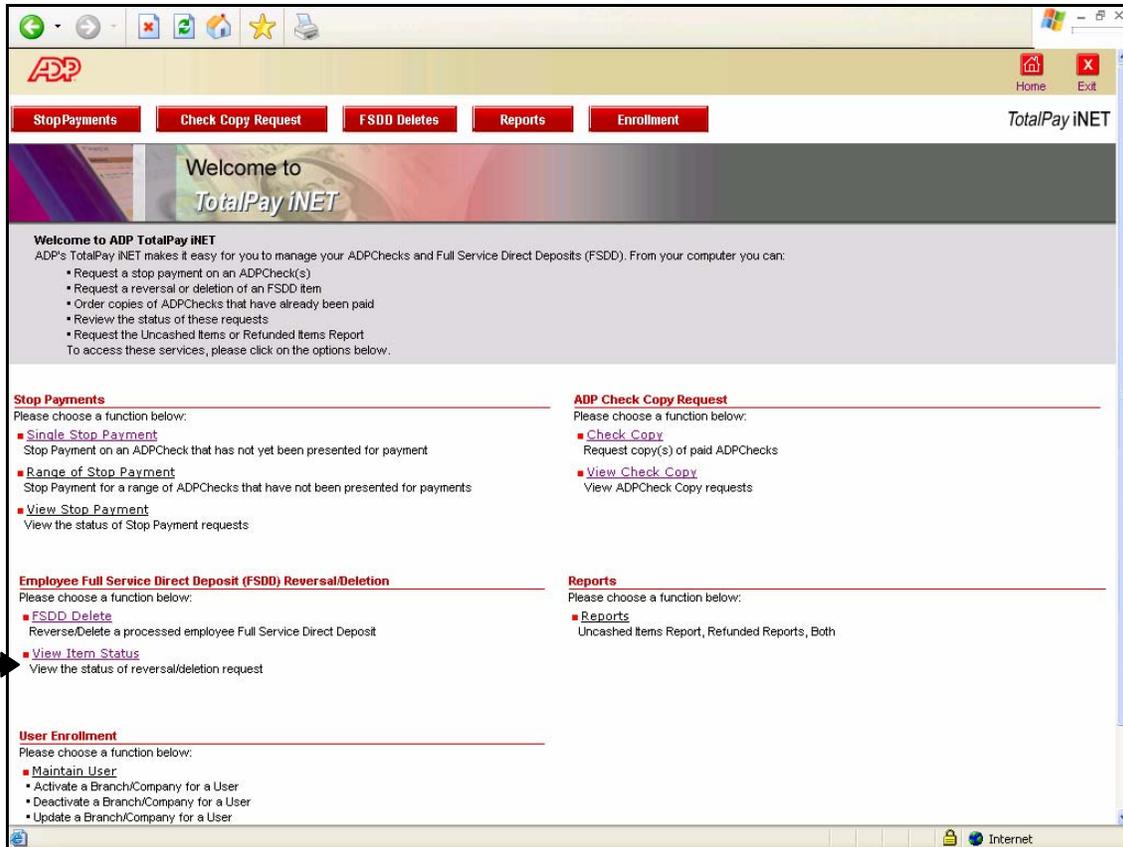
CRITICAL INFORMATION

This is only a request to delete/reverse a FSDD item. You will still need to adjust wages using your payroll system.

View Item Request Status

1. Launch your browser and access the “Welcome to TotalPay iNET” screen at <https://tpinet.adp.com/tpinet/logon.do>

Welcome to TotalPay iNET



2. Click View Item Status to view the status of a reversal/deletion request. The “View Item Status” screen will appear.

View Item Status

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code
Company Code	Select your desired company code
Search Criteria	Select a tab for your search: Single Date, Range of Date, or Transaction Number. Enter the required data. NOTE: Range of Date criteria is limited to five days.

4. Click the Submit button . The “FSDD EE Deletes Request Report” screen will appear.

A list of all the FSDD EE delete requests matching the specified selection criteria appears on this screen.

View Item Status

ADP Home Exit
TotalPay iNET

Stop Payments Check Copy Request **FSDD Deletes** Reports Enrollment

FSDD Deletes
 ■ FSDD Delete
 ■ **View Item Status**

View Item Status Help

■ **FSDD Deletes Details**
 Welcome MPatterson1@TSTEMD Branch Code: 04 Company Code: AA3

Status Open – Request submitted pending processing.
 Status Closed – Request has been processed.

FSDD EE Delete Requests Report

Transaction Number	Request Date	Pay Date	EE Account Number	EE Account Type	Amount	EE File Number	Status	Disclaimer
00006594	08/29/2005	07/15/2005	01332471	Checking	100.00	603136	Closed	Accepted
00006595	08/29/2005	07/15/2005	01332463	Checking	100.00	603128	Closed	Accepted

Back

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5. Review the request status:

If Status is	Then
Open	Request submitted pending processing
Closed	Request has been processed
Blank	indicates that you did not agree to the Disclosure Agreement

NOTE: If you did not accept (agree to) the Disclosure Agreement, the Disclaimer column will display Denied.