

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 <u>https://tpinet.adp.com/tpinet/logon.do</u>

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

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AD?		Home Exi
StopPayments Check Copy Request FSDD Deletes Repo	rts Enrollment	TotalPay iN
Welcome to TotalPay INET		
Welcome to ADP TotalPay iNET ADP's TotalPay INET makes it easy for you to manage your ADPChecks and Full Service Direct • Request a stop payment on an ADPCheck(s) • Request a reversal or deletion of an FSDD tem • Order copies of ADPChecks that have already been paid • Request the Uncashed items or Refunded items Report To access these services, please click on the options below.	t Deposits (FSDD). From your computer you can:	
op Payments	ADP Check Copy Request	
ease choose a function below:	Please choose a function below:	
Single Stop Payment Stop Payment on an ADPCheck that has not yet been presented for payment	 <u>Check Copy</u> Request copy(s) of paid ADPChecks 	
<u>Range of Stop Payment</u> Stop Payment for a range of ADPChecks that have not been presented for payments	■ <u>View Check Copy</u> View ADPCheck Copy requests	
View Stop Payment		
view the status of stop Payment requests		
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	Reports Please choose a function below: • <u>Reports</u> Uncashed Items Report, Refunded Reports, Both	

2. Click FSDD Delete. The "FSDD Delete" screen will appear.

FSDD Delete

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AP .			Home Exit
StopPayments Check Co	py Request FSDD Deletes	Reports Enrollment	TotalPay iNET
FSDD Deletes	FSDD Delete		? Help
FSDD Delete			
View Item Status	 FSDD Deletes Details Welcome MPatterson1@TSTE 	MD Branch Code: 04 🗸 Company Code: 🗚	~
	FSDD Reversal/Deletion ca	an only be requested within five (5) business days after the pay date.	
	Employee Full Service Direct Dep Indicate Required Fields.	cost (FSDD) Reversal/Deletion will allow you to request a reversal/deletion of a single employee direct o	leposit.
	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		
Last Updated 11 March 2005		© ADP.COM ©	PRIVACY ⊘ LEGAL
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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
	NOTE: ADP can only process FSDD reversals within five business days of check date.
EE Account	Enter the employee acount number.
Deposit Amount	Enter the employee deposit amount.
EE Account Type	Select either checking or savings.

4. Click the Submit button **Submit**. The "FSDD Deletes" request confirmation screen appears.

Welcome to ADP TotalPay iNET \	∀eb Page Dialog	? 🛛
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FSDD Deletes		
You are requesting the following	FSDD delete:	_
EE File Number:	603128	
Pay Date:	07/15/2005	
EE Account:	01332463	
Deposit Amount:	\$ 100.00	
EE Acount Type:	Checking	
Are you sure you want to procee	d with the FSDD deletion request?	
		×
https://tpidev.adp.com/public/tpinet/htmls/fsdd	deletes_popup.htm 🤯 Internet	

FSDD Deletes

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



FSDD Disclosure Agreement

- 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 **Submit**. The "FSDD Deletes W-2 Warning" screen will appear.

FSDD Delete W-2 Warning

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æ		Home Exit
Stop Payments Che	ck Copy Request FSDD Deletes Reports Enrollment	TotalPay iNET
FSDD Deletes	FSDD Delete	? Help
FSDD Delete		
	W-2 warning: This is a Delete/Reverse only. To Adjust Wages, corresponding entries must be made on your payroll. Transaction Results Transaction Number: 00006595 2 Your request was successfully accepted Back	
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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 **Submit**.

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

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 <u>https://tpinet.adp.com/tpinet/logon.do</u>

Welcome to TotalPay iNET

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AD?		Home Exit		
StopPayments Check Copy Request FSDD Deletes Repe	orts Enrollment	TotalPay iNET		
Welcome to TotalPay INET				
Welcome to ADP TotalPay INET AOP's TotalPay INET makes it easy for you to manage your ADPChecks and Full Service Direct • Request a stop payment on an ADPCheck(s) • Request a reversal or deletion of an FSDD item • Order copies of ADPChecks that have already been paid • Request the Uncashed items or Refunded items Report • Request the Uncashed items or Refunded items Report • To access these services, please click on the options below.	ct Deposits (FSDD). From your computer you can:			
Stop Payments	ADP Check Copy Request			
Please choose a function below:	Please choose a function below:			
 <u>Single Stop Payment</u> Stop Payment on an ADPCheck that has not yet been presented for payment 	 <u>Check Copy</u> Request copy(s) of paid ADPChecks 			
 Range of Stop Payment Stop Payment for a range of ADPChecks that have not been presented for payments 	<u>View Check Copy</u> View ADPCheck Copy requests			
<u>View Stop Payment</u> View the status of Stop Payment requests				
Employee Full Service Direct Deposit (FSDD) Reversal/Deletion	Reports			
Please choose a function below:	Please choose a function below:			
 FSDD Detete Reverse/Detete a processed employee Full Service Direct Deposit 	 Reports Uncashed Items Report, Refunded Reports, Both 			
View Item Status				
View the status of reversaudeletion request				
User Enrollment				
Please choose a function below:				
<u>Maintain User</u>				
 Activate a Branch/Company for a User Deactivate a Branch/Company for a User 				
Update a Branch/Company for a User				
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2. Click View Item Status to view the status of a reversal/deletion request. The "View Item Status" screen will appear.

View Item Status

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Æ							Home	Exit
Stop Payments Check	Copy Request	FSDD Deletes	Reports	Enrollment			TotalPa	y iNET
FSDD Deletes	View Item Sta	itus					?	Help
= 1 Sou tom Statue	FSDD Dele	tes Details						
	Welcome M View Employ you previous Status Open Status Close Indicate Re Single View FS Reque	APatterson (@TSTEMD wee Full Service Direct be by requested. — Request submitted pen d — Request has been pr sequired Fields. Date Rang DD FE DeleteReversal st Date:	posit Reversal/ iding processing ocessed. ie of Date Requests Sta 08 / 29	Branch Code: Deletion Request will allow or g. Transaction Nu tus / 2005 IIII (MM/ DD/	k v vou to see the statu mber	Company Code: AA3 us of the EE direct deposit rev	ersal/deletion reques	t
Last Updated 11 March 2009	Subm	nit 🦲 Reset 🤇				♦ ADP.CC	M & PRIVACY (⊳ LEGAL

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code
Company Code	Select your desired company code
Seach 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.
lick the Submit button	Submit The "ESDD EE Deletes Request Report" screen will

4. Click the Submit button **Submit**. 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

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Stop Payments	Check Copy Request	FSDD Deletes	Report	s Enrollment					TotalPay	∕ iNET
FSDD Deletes = FSDD Delete	View Item S	itatus							?	Help
 View Item Status 	 FSDD D Welcom 	eletes Details e MPatterson1@TST	EMD	F	Branch Cor	ie: 04	Company (Code: A	A3	-
	Status Op Status Clo FSD	en – Request submitt ised – Request has b D EE Delete R	ed pending pro een processed equests R	ocessing. d. leport]
	Trans Num	action Request ber 🗢 Date 🍮	Pay Date	EE Account Number	EE Account Type	Amount	EE File Number	Status	Disclaimer	
	0000	6594 08/29/2005	07/15/2005	01332471	Checking	100.00	603136	Closed	Accepted	
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	Ba	ck								
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🕘 Done								8	Internet	

5. Review the request status:

If Status is	Then
Open	Request submitted pending processing
Closed	Request has been processed
Blank	lindicates 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.