

Instructions for Prepaid Payroll Debit Card Process

Agency Payroll Office:

- Accesses updated report of **GHRIS Employees Without Direct Deposit** from comptroller website
- Retrieves employee enrollment packet from comptroller website; packet includes:
 - Memo-Employees Not on Direct Deposit
 - Enrollment Form
 - Card Features
 - Frequently Asked Questions
- Assists employee in completion of the **Prepaid Enrollment Form** and advises employee that Direct Deposit to a financial institution of choice (the state's preferred method) is still available
- Reviews enrollment form to ensure the application is complete and accurate
- Verifies form address is the same as in GHRIS (**Note: form address cannot be a PO Box #**)
- If Enrollment Form address is different from GHRIS, payroll clerk updates GHRIS using the enrollment form address and notifies employee of the changes
- Submits completed form to GHRIS immediately for processing via fax to (334)242-3905 or email at Comptroller--GHRIS@Comptroller.alabama.gov
- Assists employee with card activation upon employee receipt of the card when necessary

GHRIS/Prepaid Payroll Card Administrator:

- Receives Completed Enrollment Form from agency payroll personnel and enters enrollment information into Wells Fargo Prepaid Card System within 24-48 hours of receipt
- Runs prepaid card payroll report to retrieve employee payroll card account numbers issued by Bank within 72 hours of receipt of the enrollment application
- Updates employee bank card number in GHRIS
- Electronically Funds employee payroll debit card each pay period via ACH

Employee:

- Receives Wells Fargo Prepaid Debit Card at residence in the mail within 7-10 business days of enrollment (*Note: During initial enrollment period, cards will be delivered to agency for distribution to employees*)
- Employee activates card by calling Wells Fargo automated toll free number at 1-866-307-4737 or by using the online enrollment process at myprepaidsolution.com
- Employee uses card at ATMs, businesses, and everywhere MasterCard debit cards are accepted