MEMORANDUM

Date: December 19, 2019

To: All Human Resource Managers and Chief Financial Officers

From: Mark Melhoff, Deputy Director

Subject: FCD Memo FY20-003 - Direct Deposit Access Changes

In an effort to increase security surrounding employee direct deposit bank accounts and limit risk, the Central Payroll Bureau (CPB) will begin reviewing and approving requests for this user role in HCM immediately.

The employee tasked with these responsibilities will be required to read and sign a confidentiality agreement prior to being granted this access. The confidentiality agreement can be downloaded from the DFA website at the link below.

The process to request this access becomes effective today, December 24, 2019, and is as follows:

1. The employee must read and sign the confidentiality agreement.
2. The authorized HR individual must submit the confidentiality agreement to the CPB in electronic form. These requests should be sent to: DFA-CentralPayrollForms@state.nm.us.
3. The Central Payroll Bureau Chief will review the request and forward it to the Financial Control Director/Deputy Director for final approval.
4. Once fully approved, the CPB will submit the request to the Department of Information Technology for assignment of the role.

In addition, entities should ensure they have internal controls in place to avoid phishing scams.
and fraudulent requests. Every employee who is responsible for adding or updating direct deposit bank accounts in SHARE should physically confirm change requests. A direct deposit change should never be entered into SHARE without first being verified by the account owner.

Please contact the Central Payroll Bureau directly if you have questions or if you need additional guidance. Thank you in advance for your attention to this very important matter.

http://www.nmdfa.state.nm.us/Central_Payroll_Bureau.aspx