

## **Corrections for Employee records that exist as Vendors in the CORE system for travel reimbursement**

There is no longer an automated process to update Employee records in the financial system.

Newly added VCC documents for employees are coming through workflow when entered per instructions attached and the EFT information is being obtained from the CPPS system and added to the records manually. This process is usually completed within 48 hours but can take longer depending on volume.

### **For changes to existing employee vendor records:**

Please provide employee updates to the [state\\_centralapproval@state.co.us](mailto:state_centralapproval@state.co.us).

The Central Management Unit will verify EFT changes with Central Payroll -voided check is not required for these changes.

If the employee would like travel reimbursements to be deposited in a different bank/account than their payroll check we WILL need the voided check since that information would not be on file through payroll.

Address changes can be sent by the employee directly or by the department via email. We can use the email as documentation that the address change was requested.

Name changes can be submitted by the employee or by the department. We will also verify these with CPPS and no additional documentation will be required.