



Employee Self Service Job Aid:

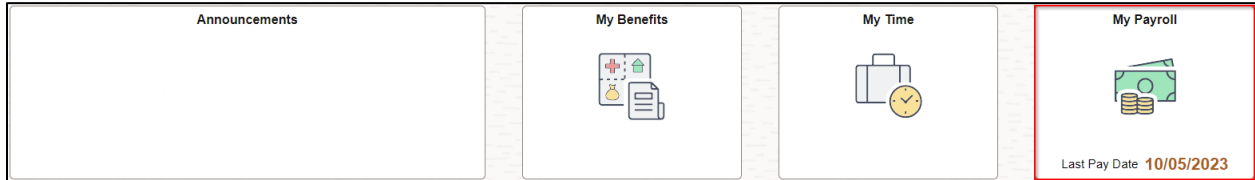
Direct Deposit



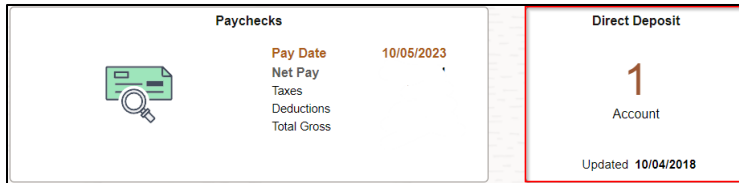
Add First Account

All new direct deposit accounts go through a prenote verification to ensure account information is valid. You may receive a paper paycheck during this process depending on when the entry is made.

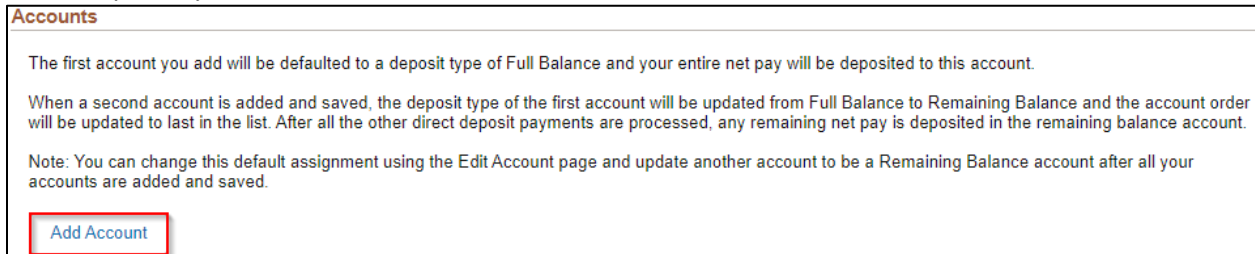
From the **Employee Self Service Homepage**, select *My Payroll*.



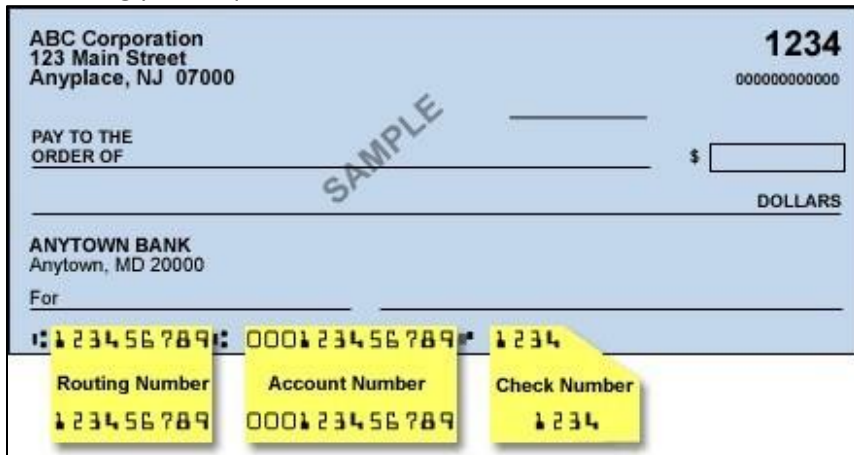
Select *Direct Deposit*.



To add a primary account, click on **Add Account**.



Verify your routing and account number with your bank or with a paper check for that account before submitting your request.





Your first account will default to a **Deposit Type** of **Full Balance**.

1. Enter a **Nickname** if desired.
2. Enter your routing number in the **Routing Number** field (always nine digits).
3. Enter your account number in the **Account Number** and **Retype Account Number** fields (include leading and trailing zeroes).
4. Click **Account Type** dropdown and select your account type.
5. Click **Save**.

Cancel
Add Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number i

Account Number

Retype Account Number

Pay Distribution

*Account Type

Add Additional Accounts

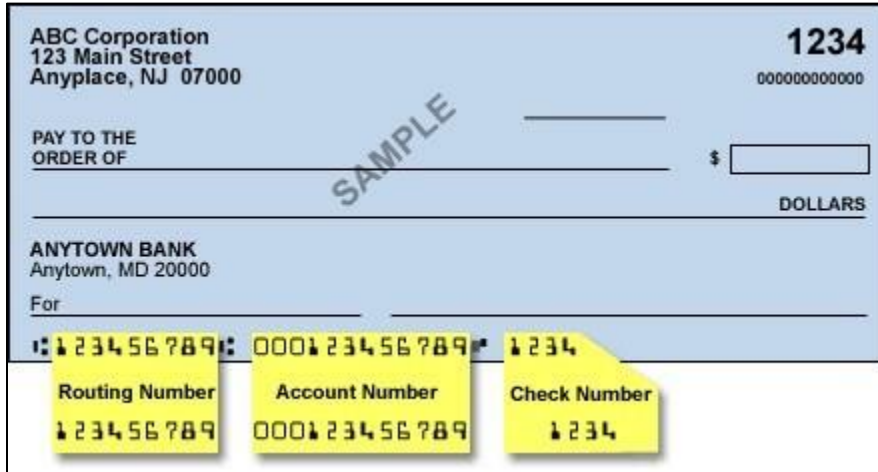
To add additional accounts, click on the **Plus** box in the upper left.

Accounts						
<div style="display: flex; align-items: center; gap: 10px;"> + ▼ </div>						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent >
1	Primary	Direct Deposit	275977489	XXXXX6788	Checking	Full Balance >

Click on the "+" to add new account or click anywhere on the account row to update information about your current account.



Verify your routing and account number with your bank or with a paper check for that account before submitting your request.



1. Enter a **Nickname** if desired.
2. Enter your routing number in the **Routing Number** field (always nine digits).
3. Enter your account number in the **Account Number** and **Retype Account Number** fields (include leading and trailing zeroes).
4. Click **Account Type** dropdown and select your account type.
5. Click **Deposit Type** dropdown and select **Amount** or **Percent**.
6. Enter amount or percentage to be deposited into your account in the **Amount** or **Percent** field.
7. Click **Save**.

Cancel
Add Account
Save

* Indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount



Both direct deposit accounts are now displayed based on the deposit order listed.

Accounts

+ [Dropdown Arrow]

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	275977489	XXXXX6789	Savings	\$100.00 >
Last	Primary	Direct Deposit	275977489	XXXXX6788	Checking	Remaining Balance

Click on the "+" to add new account or click anywhere on the account row to update information about your current account.

Modify/Replace Account

Use these instructions to change any fields in an existing account and/or to replace a single direct deposit for "Account A" with "Account B".

From the **Employee Self Service Homepage**, select *My Payroll*.

Announcements

My Benefits

My Time

My Payroll

 Last Pay Date 10/05/2023

Select *Direct Deposit*.

Paychecks

Pay Date 10/05/2023

Net Pay

Taxes

Deductions

Total Gross

Direct Deposit

1

Account

Updated 10/04/2018

Click anywhere on the account row to modify an account.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	275977489	XXXXX6789	Savings	\$100.00 >



Change any fields that need to be updated and click **Save**.

Cancel
Edit Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number i

Account Number ✎

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

Remove

Updates to the direct deposit account are now reflected on the *Direct Deposit* page.

Accounts						
+ ▼						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	275977489	XXXXX9876	Savings	\$150.00 >
Last	Primary	Direct Deposit	275977489	XXXXX6788	Checking	Remaining Balance



Remove Account

From the **Employee Self Service Homepage**, select *My Payroll*.

Select *Direct Deposit*.

Click anywhere on the account row to remove an account.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	275977489	XXXXX6789	Savings	\$100.00 >

Click **Remove**.

Cancel
Edit Account
Save

* Indicates required field

Nickname

*Payment Method ▼

Bank

Routing Number ⓘ

Account Number ✎

Retype Account Number

Pay Distribution

*Account Type ▼

*Deposit Type ▼

Amount

Remove



Click **Yes** to confirm deletion of account.

Are you sure you want to remove the account?

The account is now removed from the *Direct Deposit* page.

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Primary	Direct Deposit	275977489	XXXXX6788	Checking	Full Balance >

NOTE: A **Full/Remaining Balance** account is required. If you attempt to remove this account, the **Remove** box will be greyed out.

Pay Distribution

*Account Type

ⓘ

Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.