

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.

Announcements	My Benefits	My Time	My Payroll
			Last Pay Date 10/05/2023

Select Direct Deposit.

Paychecks		Direct Deposit	
	Pay Date Net Pay Taxes Deductions Total Gross	10/05/2023	1 Account
			 Updated 10/04/2018

To add a primary account, click on Add Account.

Accounts	
The first account you add will be defaulted to a deposit type of Full Balance and your er	tire net pay will be deposited to this account.
When a second account is added and saved, the deposit type of the first account will be will be updated to last in the list. After all the other direct deposit payments are process	e updated from Full Balance to Remaining Balance and the account order ed, any remaining net pay is deposited in the remaining balance account.
Note: You can change this default assignment using the Edit Account page and update accounts are added and saved.	another account to be a Remaining Balance account after all your
Add Account	

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

ABC Corporation 123 Main Street Anyplace, NJ 07000)		1234
PAY TO THE ORDER OF	AMPLE		\$
	Sr		DOLLARS
ANYTOWN BANK Anytown, MD 20000 For			
	000123456789	1234	
Routing Number	Account Number	Check Number	

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	Primary	
*Payment Method	Direct Deposit 🗸 🗸	
Bank		
Routing Number	275977489	0
Account Number	123456788	
Retype Account Number	123456788	
Pay Distribution		
*Account Type	Checking 🗸	

Add Additional Accounts

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

Accourt	nts						
+	T						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percer	nt
1	Primary	Direct Deposit	275977489	XXXXX6788	Checking	Full Balance	>
Click on	the "+" to add	d new account or clic	k anywhere on the ac	count row to update i	nformation about	your current accou	unt.



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

ABC Corporation 123 Main Street Anyplace, NJ 07000			1234
PAY TO THE ORDER OF	AMPLE		\$
	St		DOLLARS
ANYTOWN BANK Anytown, MD 20000 For	000123456789	1234	
ANYTOWN BANK Anytown, MD 20000 For 1:123456789 Routing Number	000123456789 Account Number	1234 Check Number	

- 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 Remaining Balance and the account or	edeposit type of the first account will be updated from Full Balance to der will be updated to last in the list.
Nickname	Savings
*Payment Method	Direct Deposit 🗸
Bank	
Routing Number	275977489
Account Number	123456789
Retype Account Number	123456789
Pay Distribution	
*Account Type	Savings 🗸
*Deposit Type	Amount 🗸
Amount	100.00

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

Accounts + T							
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 ad	d new account or clic	k anywhere on the a	ccount row to update	information abou	t your current accour	nt.

Modify Account

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		 Direct Deposit
Pay Date Net Pay Taxes Deductions Total Gross	10/05/2023	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	t
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	Savings	
*Payment Method	Direct Deposit 🗸	
Bank		
Routing Number	275977489	
Account Number	123459876]
Retype Account Number	123459876	
Pay Distribution		
*Account Type	Savings 🗸	
*Deposit Type	Amount 🗸	
Amount	150.00	
	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 Balancø	



Remove Account

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



Select Direct Deposit.

Paychecks			Direct Deposit
	Pay Date Net Pay Taxes Deductions Total Gross	10/05/2023	1 Account
			 Updated 10/04/2018

Click anywhere on the account row to remove an account.

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

Click Remove.

Cancel	Edit Account	Save
		* Indicates required field
Nickname	Savings	
*Payment Method	Direct Deposit 🗸	
Bank		
Routing Number	275977489	0
Account Number	XXXXX9876	
Retype Account Number		
Pay Distribution		
*Account Type	Savings 🗸	
*Deposit Type	Amount 🗸	
Amount	150.00	
	Remove	



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

Are you su	re you want t	to remove the account?
	Yes	No

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

Accourt	nts T					
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	Checking	~		
	Remove)		

Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the <u>ESS Job Aids</u> page.