

Add Initial Direct Deposit Account Job Aid

The purpose of this job aid is to explain how to add the first Direct Deposit Account.

Adding First Direct Deposit Account

From the **Employee Self Service** page, click the **Payroll and Compensation** tile.



On the **Payroll and Compensation** page click on the **Direct Deposit** link from the navigation menu.

$\leftarrow \mid \odot \heartsuit$	Q Search in Menu					
Payroll and Compensation						
🚎 Pay	Paychecks					
W-4 Tax Information	There are no paychecks available for review.					
W-2/W-2c Consent						
View W-2/W-2c Forms						
👺 Direct Deposit						



To add an initial Direct Deposit account, click the **Add Account** button.

← ⊙ ♡	Q Search in Menu
Payroll and Compensation	
📹 Pay	Direct Deposit
T W-4 Tax Information	Accounts
W-2/W-2c Consent	The first account you add will be defaulted to a deposit type of Full Balance and your entire pay will be deposited to this account.
Tiew W-2/W-2c Forms	When a second account is added and 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. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.
😰 Direct Deposit	Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.
	Add Account

When the **Add Account** button is clicked, the **Add Account** pop-up window will be displayed. Enter the information in the fields provided.

Cancel		Add Account	Save
			* Indicates required field
	Nickname		
*Pa	yment Method	Direct Deposit 🗸	
Bank			
Ro	outing Number		0
Acc	count Number		
Retype Acc	count Number		
Pay Distribution			
*	Account Type	~	

Note: A nickname is not required, this is a unique identifier for the employee to differentiate between accounts.



If needed, click the blue i icon () next to the **Routing Number** field for a detailed view of a check example to locate the **Routing Number** and **Account Number** for entry.

The Routing	Number and A	Account Numbe	er can be obtained fro	om your check.
In the check nine digit rou third is the c	there are three uting number, t heck number.	e groups of nun he second prov	nbers. The first grou vides the account nu	o contains the mber, and the
-			9999	
_	1	2		
	lumbor			
1 - Routing I	umber			

Complete the remaining fields on the **Add Account** pop-up window. Ensure you select whether the account is a Checking or Savings account. Once the fields are entered, click the **Save** button to return to the Direct Deposit page.

Cancel	Add Account	Save
		Indicates required field
When this second account is saved, the Remaining Balance and the account or	e deposit type of the first account will be updated from Ful der will be updated to last in the list.	Balance to
Nickname	My Checking	
*Payment Method	Direct Deposit ~	
Bank		
Routing Number	122345678	
Account Number	9876543210	
Retype Account Number	9876543210	
Pay Distribution		
*Account Type	V	
	Checking Savings	



A green banner appears at the top of the page verifying the account has been successfully added.

← ⊙ ♡		Q Sea	arch in Menu				Û	Ô	:	
Payroll and Compensation										
You have successfully saved your direct deposit changes.							×			
🔚 W-4 Tax Information	Acco	ounts								7
W-2/W-2c Consent	Orde	er Nickname	Payment Method	Routing Number	Account Number	Account Type	Amou	nt/ Per	cent	
Tiew W-2/W-2c Forms	1	My Checking	Direct Deposit	122345678	XXXXXX3210	Checking	Full Ba	alance	>	
😰 Direct Deposit										1
	1									

Note: The Deposit Order is defaulted to "1" when there is only one account. The **Amount/Percent** field will reflect **Full Balance** when only one account is set up for direct deposit.