Add Second Direct Deposit Account Job Aid

The purpose of this job aid is to explain how to add additional Direct Deposit Accounts.

Navigate to the Direct Deposit

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.
On the Direct Deposit page, click the “+” plus button under the Accounts section.

The Add Account pop-up window will be displayed, fill out the fields.

For multiple accounts, the Deposit Type field must be selected from the drop-down list. Select Amount or Percent depending on how the distribution of funds is being set up. Based on the selection the next field Amount or Percent changes to the selected Deposit Type.
Add Additional Direct Deposit Account

If **Amount** is selected for the **Deposit Type**, the field below will change to **Amount**. Enter the dollar amount desired to deposit into that designated account.

```
Pay Distribution

*Account Type: Checking
*Deposit Type: Amount
Amount: 300.00
```

If **Percent** is selected for the **Deposit Type**, the field below will change to **Percent**. Enter the **percent** desired to deposit into that designated account.

```
Pay Distribution

*Account Type: Checking
*Deposit Type: Percent
Percent: 30.00
```

The **Identity Verification** pop-up window will be displayed, enter a **Prior Account number** associated with the Direct Deposit for the employee and click **Done**.

```
Identity Verification

Enter a CURRENT ACTIVE account below to verify your identity
Prior Account #
```

**Note:** The Prior Account # can be an existing account number associated with the account or an account number that has been changed in the past.

Entering a correct prior account number will return you to the Direct Deposit page where the green banner appears verifying the account has been successfully added.
The **Order** of direct deposit accounts is automatically updated and orders the new account as “1” and changes the first account to “Last.” The **Amount/Percent** field displays the Amount/Percent for the added account, and Full Balance is updated to Remaining Balance.