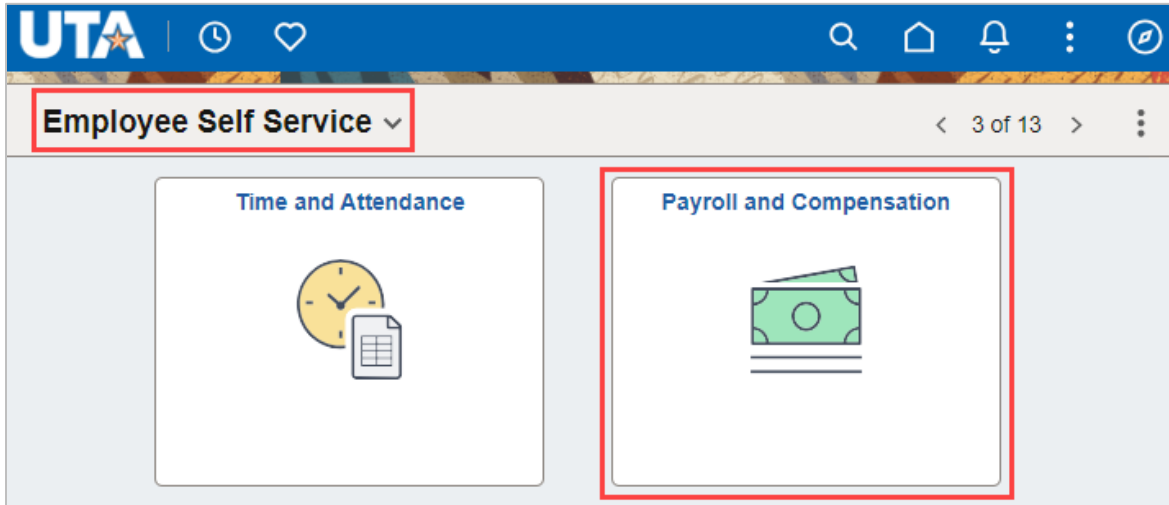


Add Second Direct Deposit Account Job Aid

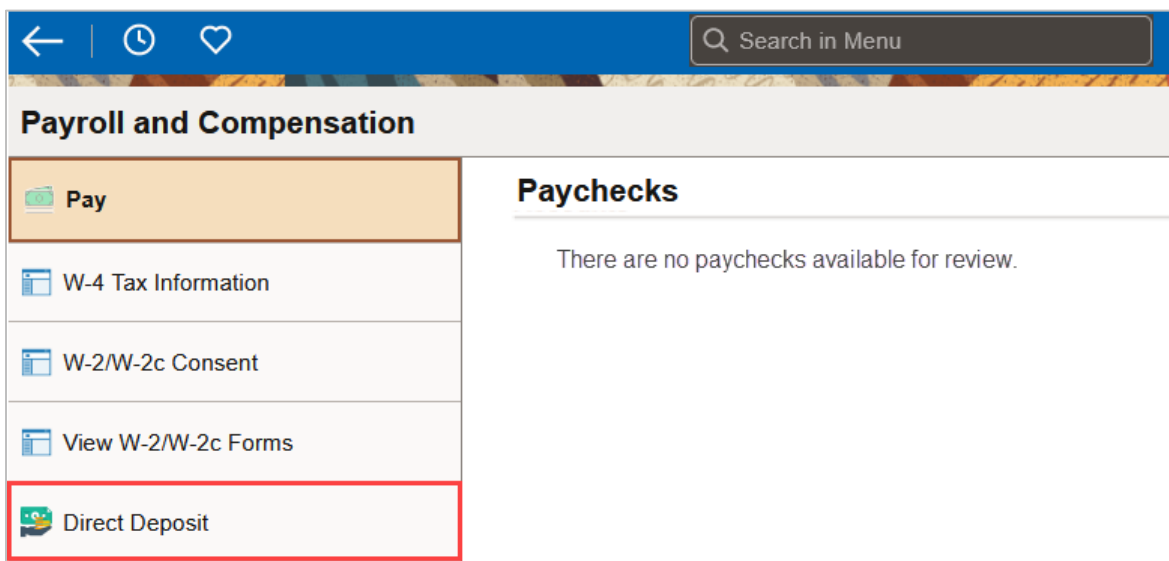
The purpose of this job aid is to explain how to add additional Direct Deposit Accounts.

Navigate to the Direct Deposit

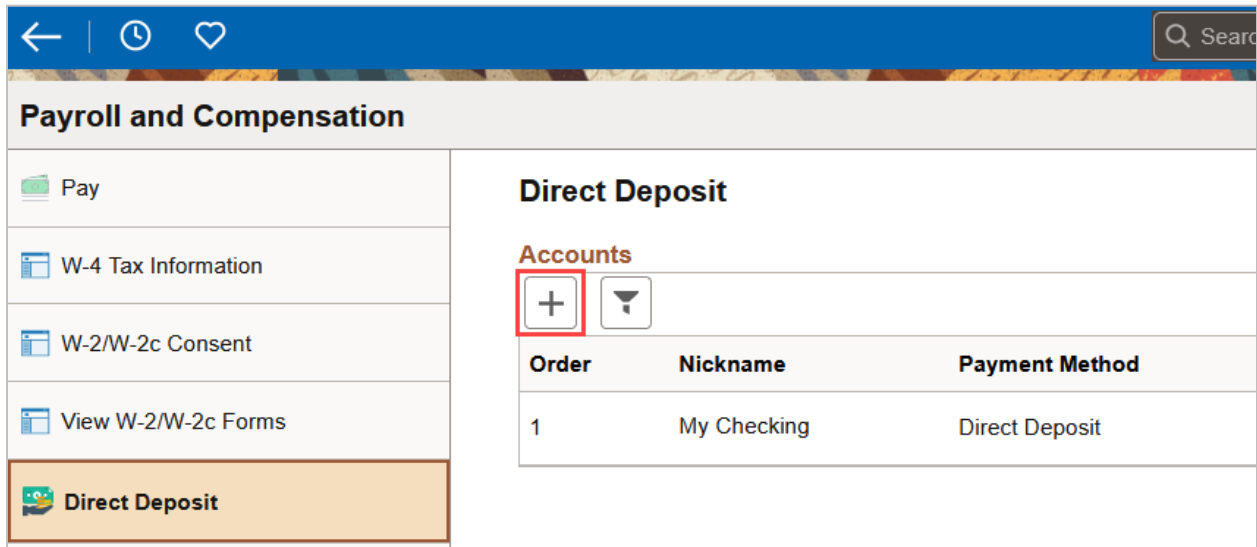
From the **Employee Self Service** page, click the **Payroll and Compensation** tile.



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.

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 or Percent

Amount

Percent

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**.

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

*Deposit Type

Amount

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

*Deposit Type

Percent

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.

Payroll and Compensation

You have successfully saved your direct deposit changes. ×

- W-4 Tax Information
- W-2/W-2c Consent
- View W-2/W-2c Forms
- Direct Deposit**

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Secondary Checking	Direct Deposit	012345678	XXXXXX3211	Checking	30.00%	>
Last	My Checking	Direct Deposit	122345678	XXXXXX3210	Checking	Remaining Balance	>

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.

Direct Deposit

Accounts

+ ▾

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Secondary Checking	Direct Deposit	012345678	XXXXXX3211	Checking	30.00% >
Last	My Checking	Direct Deposit	122345678	XXXXXX3210	Checking	Remaining Balance >