View and Update My Direct Deposits

Direct Deposits

Setting up direct deposit allows a company to deposit your pay electronically. If security permissions allow, you can view and modify your direct deposit account information.

You can include both checking accounts and savings accounts.

Add Your Direct Deposit Information

You can add/update your direct deposit information from a few different locations.

Navigation:

Menu > My Info > My HR > HR Actions > Direct Deposits

Note: Your bank account number and routing number are required to complete this step

Add a Direct Deposit

1.   From the **Direct Deposits** page, select **+ Add**. The **Add New Direct Deposit** window appears.
2.   (Optional) At the **Name** and **Descriptions** fields, enter the applicable information.
3.   At the **Active From** field, enter the date for the direct deposit to begin.
4.   (Optional) At the **Active To** field, enter a date if you want to inactivate the direct deposit after that date.
5.   At the **Deposit Type** drop-down list, select Direct **Deposit**.

Note: If the company allows reserve live checks, you can select that option from the drop-down list to have a paper check issued for a portion of your pay. A reserve live check record indicates a partial amount that is put into a live check before any accounts set to Entire/Remainder are processed.

6.   At the **Bank Account Type** drop-down list, select Checking or Savings.
7.   At the **Calculation Method** drop-down list, select from the following options. If you selected any of the percentages, enter the number in the Percent field.

a. **Entire/Remainder:** Select if the remainder of the net pay after all taxes, deductions and other direct deposit types should be deposited into this account.
b. **Flat $ Amount:** Select to specify the exact amount of the deposit. If selected, enter the amount in the **Amount** field.
c. **% Of Gross Earnings**: Select to set a percentage of your gross earnings to be deposited.
d. **% Of Net Pay**: Select to set a percentage of your net pay to be deposited.
e. **% Of Remaining Net**: Select if a percentage of net pay after all other direct deposits except **Entire/Remainder** should be used as the amount for the direct deposit account.

8. At the **Account #** field, enter your bank account number, then reenter it in the Reenter Account # field.
9. At the **ABA #/Bank Routing #** field, enter your bank's nine-digit direct deposit routing number.

Note: To verify the number, select the Information icon. A window appears stating if the number is valid or invalid. Select **Close**.

10. Select **Save**.
    a. The Completed message appears.
11. Select **OK**.

Note: To edit direct deposit settings, select the **Edit** icon beside the account.

Edit or Inactivate a Direct Deposit Account

You can edit or inactivate a direct deposit account to discontinue using it, but keep for future use.

1. From the **Direct Deposits** page, select All Accounts or Active Accounts from the drop-down list.
2. Select the **Edit** icon for the account you want to modify. The Edit Direct Deposit window appears.
3. At the **Active To** field, enter the date you want to stop using this account.
4. Select **Save**. The Completed message appears.
5. Select **OK** on the confirmation message. The account is inactive after the **Active To** date.

Note: To make the account active again, change the **Active To** field to a future date.

Delete a Direct Deposit Account

If the Delete icon appears beside the account, you can delete a direct deposit account. Once an account has been used in a payroll, it cannot be deleted.

Navigation:

Menu > My Info > My Pay > Direct Deposits

1. From the **Direct Deposits** page, select All Accounts from the drop-down list.
2. Select the **Delete Account** icon for the applicable account. A system message appears.
3. Select **Delete** to confirm the action. The Completion message appears.
4. Select **OK**.

The account is removed.