



# Employee Self Service Job Aid:

## Direct Deposit



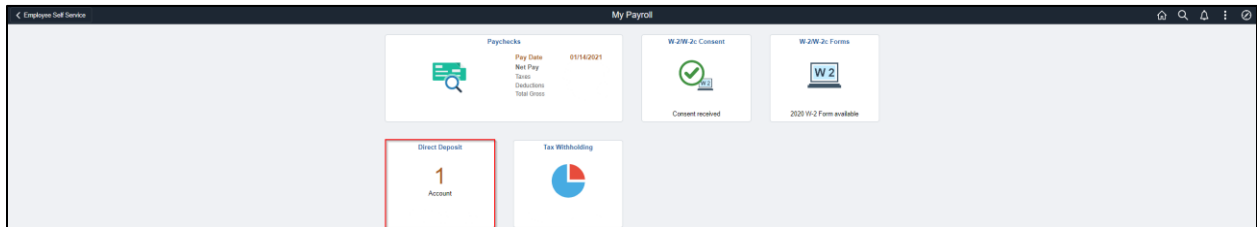
### Add Account

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.

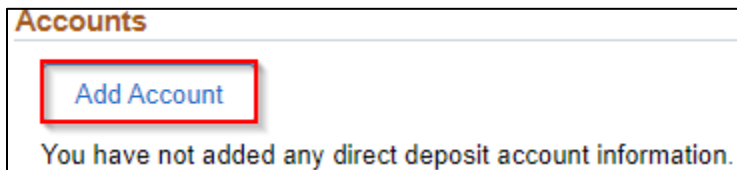
From the **Employee Self Service Homepage**, select *My Payroll*.



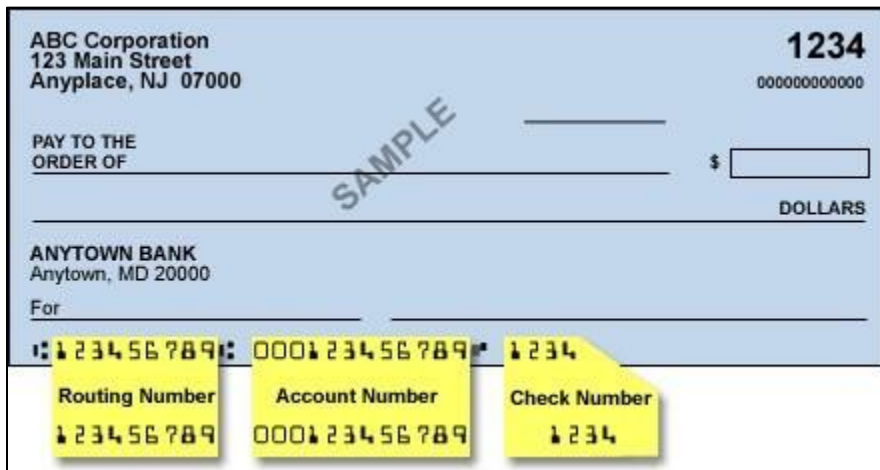
Select *Direct Deposit*.



To add a primary account, click on Add Account.



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





**NOTE:** Your primary account should always be set up with a **Deposit Type** of **Remaining Balance**.

1. Enter your routing number in the **Routing Number** field (always nine digits).
2. Enter your account number in the **Account Number** field (include leading and trailing zeroes).
3. Click **Account Type** dropdown and select your account type.
4. Click **Deposit Type** dropdown and select **Remaining Balance**.
5. Click **Save**.

Cancel
**Add Account**
Save

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\*Nickname

\*Payment Method

**Bank**

---

Routing Number  i

Account Number

Retype Account Number

**Pay Distribution**

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\*Account Type

\*Deposit Type

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

**Direct Deposit**

**Accounts**

+
▼

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking	Direct Deposit	275977489	XXXXX6789	Checking	Remaining Balance >

Click on the "+" to add new account or click anywhere on the account row to update information about your current account.



1. Enter your routing number in the **Routing Number** field.
2. Enter your account number in the **Account Number** field.
3. Click **Account Type** dropdown and select your account type.
4. Click **Deposit Type** dropdown and select **Amount** or **Percent**.
5. Enter amount or percentage to be deposited into your account in the **Amount** or **Percent** field.
6. Click **Save**.

Cancel

### Add Account

Save

\*Nickname

\*Payment Method

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**Bank**

Routing Number

Account Number

Retype Account Number

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**Pay Distribution**

\*Account Type

\*Deposit Type

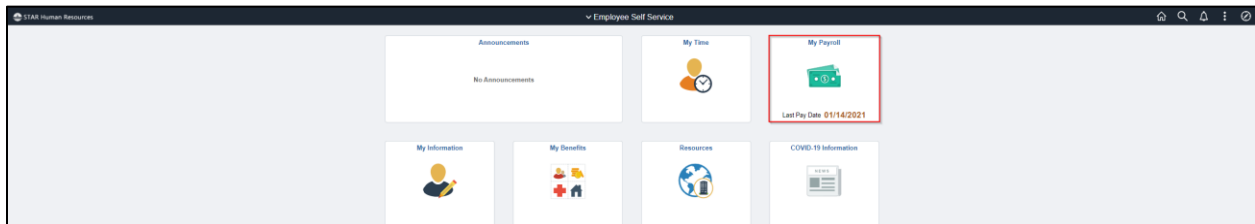
Amount

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

Direct Deposit							
Accounts							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Savings	Direct Deposit	275977489	XXXXX6789	Savings	\$100.00	>
Last	Checking	Direct Deposit	275977489	XXXXX6788	Checking	Remaining Balance	>

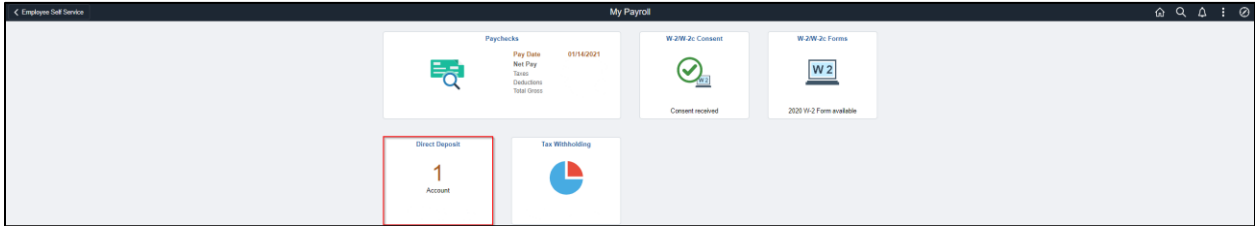
### Modify Account

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





Select *Direct Deposit*.



Click anywhere on the account row to modify an account.

**Direct Deposit**

**Accounts**

+ ▼

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking	Direct Deposit	275977489	XXXXX6789	Checking	Remaining Balance >

Click on the "+" to add new account or click anywhere on the account row to update information about your current account.

Change any fields that need to be updated and click **Save**.

**Edit Account**

Cancel Save

\*Nickname

\*Payment Method

**Bank**

Routing Number  ⓘ

Account Number  ✎

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Remove

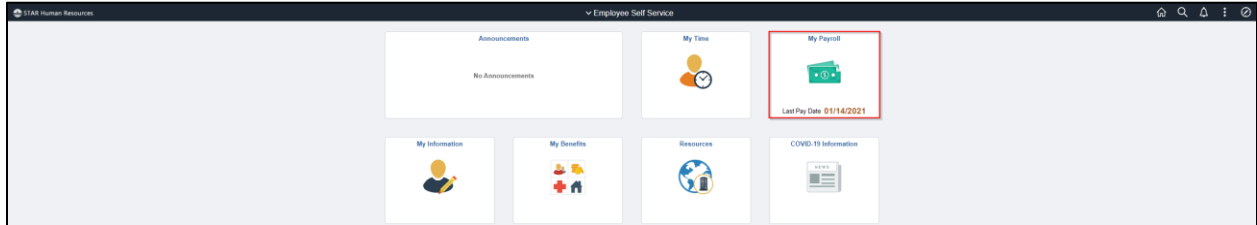


Updates to the direct deposit account are now reflected on the Direct Deposit page.

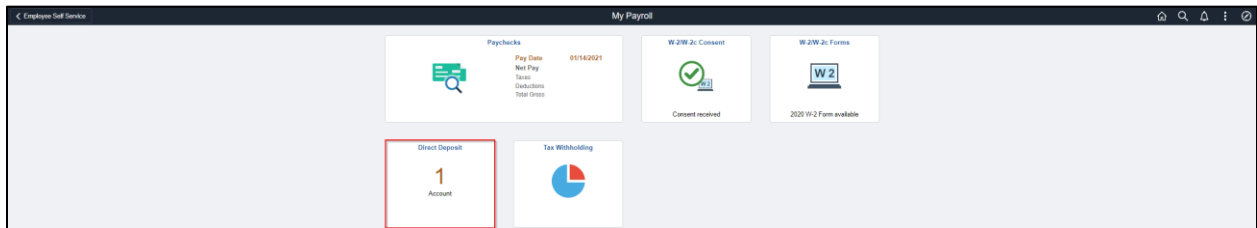
Direct Deposit						
Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	275977489	XXXXX6789	Savings	\$100.00
Last	Checking	Direct Deposit	275977489	XXXXX6788	Checking	Remaining Balance

**Remove Account**

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



Select *Direct Deposit*.



Click anywhere on the account row to remove an account.

Direct Deposit						
Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking	Direct Deposit	275977489	XXXXX6789	Checking	Remaining Balance >

Click on the "+" to add new account or click anywhere on the account row to update information about your current account.



Click **Remove**.

Cancel

### Edit Account

Save

\*Nickname

\*Payment Method  ▼

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**Bank**

Routing Number  i

Account Number  ✎

Retype Account Number

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**Pay Distribution**

\*Account Type  ▼

\*Deposit Type  ▼

Remove

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

If you remove this account, you can't add a new account(s) until tomorrow.

Are you sure you want to remove this account?

Yes
No

The account is now removed from the Direct Deposit page.

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

**Additional Resources**

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.