

Maintaining Direct Deposit Information

Use the **Direct Deposit** page to **view** current direct deposit information, **edit** an existing direct deposit, **add** a new account or **reorder** the processing order of your accounts.

1.	Begin by navigating to the Dire	ect Deposit tile	within Employee	Self Service.	
	<mark>22</mark> ⊙ ♡	Menu 🗸	Search in Menu		Q
	Employee Self Service ~				
		Direct Deposit	W-2/W-2c Consent	W-4 Tax Information FED TAXES	M-4 (MA State) Tax Information
	Vie	w W-2W-2c Forms	Time	Payroll	Personal Details
2.	In the Direct Deposit page, you	u can <mark>view</mark> the li	ist of your existin	g direct deposit a	ccounts with details.
	Order Nickname Payment Method 1 Savings1 Direct Deposit Last Fidelity Checking Direct Deposit	Routing Number	Account Number	Account Type Savings Checking	Amount/ Percent \$250.00 > Remaining Balance >
3.	All employees must have a Re accounts for set Amounts or p You cannot remove your existi other changes, you must edit If you set up additional direct of process first and any remainin Balance account.	maining Baland percentage of p ing Remaining B the existing Ren deposit account ng paycheck fun	ce account, even bay. Balance account naining Balance ts (either Amoun ds will be automa	if you have other . If you have a new account. ts or percentage atically paid to the	direct deposit w bank account or of pay) these will e Remaining

4.	To EDIT an existing Direct Deposit. From the Direct Deposit Page, click the > button corresponding to a specific direct deposit account that you would like to edit. Direct Deposit Accounts
5.	To reduce your security risk, you must enter one existing Direct Deposit account number to make additions or changes to your direct deposit. Click OK. Cancel Security Question OK To reduce your security risk, you must enter one existing Direct Deposit account number to make additions or changes to your direct deposit. OK Account Number
6.	 Use the Edit Account page to modify your direct deposit information. Click the <i>icon</i> to update an existing direct deposit account number. Click Save. If you would like to remove an existing amount or percentage direct deposit use the remove button. Click Save. You may only change the bank routing and/or account number for your Remaining Balance account, you may not remove it.

Cancel	Edit Account	Save
		* Indicates required field
Nicknam	e Savings1	
*Payment Metho	d Direct Deposit 🗸	
Bank		
Routing Numb	er	0
Account Numb	er XXX	
Retype Account Numb	er	
Pay Distribution		
*Account Typ	Savings v	
*Deposit Typ	Amount 🗸	
Amou	nt 250.00	
	Remove	
	Remove	
Example screen to edit Ac	Remove	emaining Balance
Example screen to edit Ac	Remove	emaining Balance.
Example screen to edit Ac	Remove count with Deposit Type of R e Edit Account	emaining Balance.
Example screen to edit Ac	Remove count with Deposit Type of R e Edit Account	emaining Balance. Sav
Example screen to edit Ac Cancel	Remove	emaining Balance. Sav * Indicates required field
Example screen to edit Ac Cancel Nicknam *Payment Metho	Remove count with Deposit Type of Re Edit Account e Fidelity Checking d Direct Deposit	emaining Balance. Sav * Indicates required field
Example screen to edit Ac Cancel Nicknam *Payment Metho Bank Routing Numb	Remove count with Deposit Type of Remove Edit Account e Fidelity Checking d Direct Deposit	emaining Balance.
Example screen to edit Ac Cancel Nicknam *Payment Metho Bank Routing Numb Account Numb	Remove count with Deposit Type of Re Edit Account e Fidelity Checking d Direct Deposit	emaining Balance.
Example screen to edit Acc Cancel Nicknam *Payment Method Bank Routing Numb Account Numb Retype Account Numb	Remove Count with Deposit Type of Re Edit Account Fidelity Checking Direct Deposit	emaining Balance.
Example screen to edit Ac Cancel Nicknam *Payment Metho Bank Routing Numb Account Numb Retype Account Numb	Remove count with Deposit Type of Remove Edit Account e Fidelity Checking d Direct Deposit er xxxxxxx er	emaining Balance.
Example screen to edit Acc Cancel Nicknam *Payment Metho Bank Routing Numb Account Numb Retype Account Numb Retype Account Numb	Remove count with Deposit Type of Remove Edit Account e Fidelity Checking d Direct Deposit er er xxxxxxx er Checking	emaining Balance.
Example screen to edit Acc Cancel Nicknam *Payment Metho Bank Routing Numb Account Numb Retype Account Numb Pay Distribution *Account Typ *Deposit Typ	Remove count with Deposit Type of Remove Edit Account e Fidelity Checking d Direct Deposit e e e checking e Checking e Remaining Balance	emaining Balance.
Example screen to edit Ac Cancel Nicknam "Payment Metho Bank Routing Numb Account Numb Retype Account Numb Pay Distribution "Account Typ "Deposit Typ	Remove Count with Deposit Type of Relation and the second s	emaining Balance.

	AEDICAL SCHOOL	<i></i>	
9.	To Add a Direct Deposit.		
	Click the + button on the Dire	ect Deposit Page.	
	Direct Deposit		
	Accounts		
	Order Nickname	Payment Method	
	1 Savings1	Direct Deposit	
	Last Fidelity Checking	Direct Deposit	
10.	To reduce your security risk, y additions or changes to your	you must enter one existing direct deposit. Click OK.	g Direct Deposit account number to make
	Cancel Security To reduce your security risk, you must e existing Direct Deposit account number additions or changes to your direct depo Account Number	Question OK Inter one to make sit.	
11.	Complete the following Scree	en following the guidance b	pelow. When complete click Save.
	Cancel	Add Account	Save
		,	t Indicates required field
	Niekname		
	*Deument Method	Direct Denesit	
	Payment Method		
	Dank	<u></u>	
	Routing Number		
	Account Number		
	Retype Account Number		
	Pay Distribution		
	*Deposit Type	· · · · · · · · · · · · · · · · · · ·	
	Amount or Boroont	*	
	Amount of Percent		
12.	Nickname		
	You can enter a unique acco system will assign a name.	unt name for each direct de	eposit entry. If you leave this field blank the

13.	Bank
	You must provide the routing and account information from your bank so that your payroll is deposited into the correct account.
	You can get this information from your personal checks or from your Bank. Example Check:
	Check Example ×
	The Routing Number and Account Number can be obtained from your check. In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.
	1 2 1 - Routing Number 2 - Account Number
14	Pay Distribution
	Use the Account Type field to select the type of account you are adding. Options are Checking or Savings
15.	Pay Distribution
	Use the Deposit Type field to specify whether you would like to deposit a flat amount , or a percentage .
	Amount : Select this option if you want a fixed dollar amount to be deposited in this account type. Percent : Select this option if you want a specific percentage of net pay to be deposited in this account type.
	Any net pay remaining after processing your amount and/or percentage direct deposit accounts will be automatically paid to the Remaining Balance account. The Remaining Balance account will be the last account processed to pay out all remaining funds.
	All employees must have a Remaining Balance account, even if you have other direct deposit accounts for set Amounts or percentage of pay.
16.	When you have completed the Add Account Screen, click Save . A new direct deposit account is created and you will be routed to the Direct Deposit Page.

	Reorder Ad	ccounts			
	Use the Reorder button to change the priority in which the accounts are processed. You will only see the reorder button if you have 2 or more accounts <i>in addition</i> to your balance account.				
	This examp	ole illustrates the Re	order Accounts page.		
	Accounts				
	+ =				
	Order	Nickname	Payment Method		
	1	Checking1	Direct Deposit		
	2	Savings	Direct Deposit		
	Last	Checking999	Direct Deposit		
	Reorder				
8.	Click Reord	ler			
	•				
	Follow inst	ructions on page to	make changes and click	Save.	
	Follow inst	ructions on page to	make changes and click Reorder Accounts	Save.	
	Cancel Update the the desired When a Rer cannot be re details.	ructions on page to processing order of your acc position. The account on row maining Balance account exi eordered. To reassign the rer	make changes and click Reorder Accounts ounts by dragging and dropping the ounts by dragging and dropping the ounts by dragging and dropping the sts, it will be the last account process naining balance account, use the Education output the state of the sta	Save. Save row with the = icon on the Reorder column to ssed to pay out any remaining funds and dit Account page to update the distribution	
	Follow inst Cancel Update the the desired When a Rer cannot be re details. Accounts Reorder	ructions on page to processing order of your acc position. The account on row maining Balance account exi eordered. To reassign the rer	make changes and click Reorder Accounts ounts by dragging and dropping the (1 will be processed first. sts, it will be the last account process maining balance account, use the Ed Account Number	Save. Save row with the = icon on the Reorder column to ssed to pay out any remaining funds and dit Account page to update the distribution Amount or Percent	
	Follow inst	ructions on page to processing order of your acc position. The account on row maining Balance account exi eordered. To reassign the rer Nick Name Checking1	make changes and click Reorder Accounts Ounts by dragging and dropping the ounts by dr	Save. Save	
	Follow inst	ructions on page to processing order of your acc position. The account on row maining Balance account exi eordered. To reassign the rer Nick Name Checking1 GFA Savings	make changes and click Reorder Accounts Ounts by dragging and dropping the ounts by dr	Save. Save row with the = icon on the Reorder column to seed to pay out any remaining funds and dit Account page to update the distribution Amount or Percent \$1850.00 \$200.00	