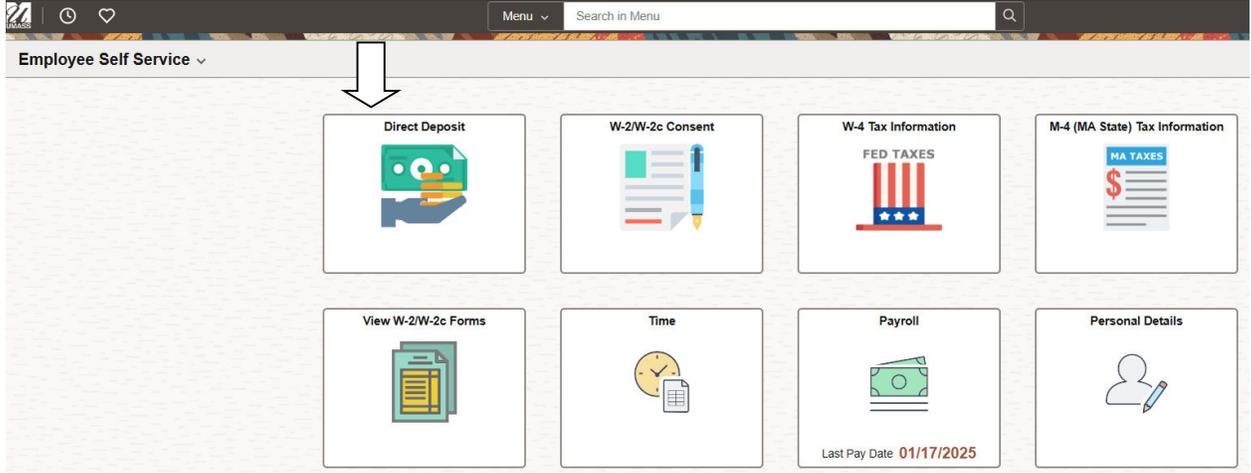
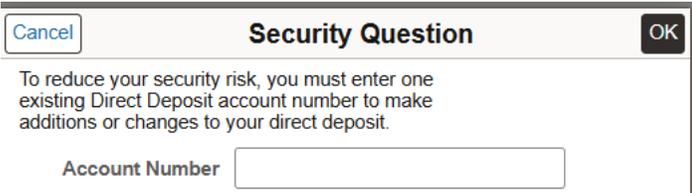


Maintaining Direct Deposit Information

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.

<p>1.</p>	<p>Begin by navigating to the Direct Deposit tile within Employee Self Service.</p> 																					
<p>2.</p>	<p>In the Direct Deposit page, you can view the list of your existing direct deposit accounts with details.</p>  <table border="1" data-bbox="284 1092 1502 1207"> <thead> <tr> <th>Order</th> <th>Nickname</th> <th>Payment Method</th> <th>Routing Number</th> <th>Account Number</th> <th>Account Type</th> <th>Amount/ Percent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Savings1</td> <td>Direct Deposit</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>Savings</td> <td>\$250.00 ></td> </tr> <tr> <td>Last</td> <td>Fidelity Checking</td> <td>Direct Deposit</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>Checking</td> <td>Remaining Balance ></td> </tr> </tbody> </table>	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	1	Savings1	Direct Deposit	[REDACTED]	[REDACTED]	Savings	\$250.00 >	Last	Fidelity Checking	Direct Deposit	[REDACTED]	[REDACTED]	Checking	Remaining Balance >
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent																
1	Savings1	Direct Deposit	[REDACTED]	[REDACTED]	Savings	\$250.00 >																
Last	Fidelity Checking	Direct Deposit	[REDACTED]	[REDACTED]	Checking	Remaining Balance >																
<p>3.</p>	<p>All employees must have a Remaining Balance account, even if you have other direct deposit accounts for set Amounts or percentage of pay.</p> <p>You cannot remove your existing Remaining Balance account. If you have a new bank account or other changes, you must edit the existing Remaining Balance account.</p> <p>If you set up additional direct deposit accounts (either Amounts or percentage of pay) these will process first and any remaining paycheck funds will be automatically paid to the Remaining Balance account.</p>																					

<p>4.</p>	<p>To EDIT an existing Direct Deposit.</p> <p>From the Direct Deposit Page, click the > button corresponding to a specific direct deposit account that you would like to edit.</p> 
<p>5.</p>	<p>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.</p> 
<p>6.</p>	<p>Use the Edit Account page to modify your direct deposit information.</p> <p>Click the  icon to update an existing direct deposit account number. Click Save.</p> <p>If you would like to remove an existing amount or percentage direct deposit use the remove button. Click Save.</p> <p>You may only change the bank routing and/or account number for your Remaining Balance account, you may not remove it.</p>

7.

Example screen to edit Account with Deposit Type of set **amount** or **percentage**.

Cancel
Edit Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number XXX

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

[Remove](#)

8.

Example screen to edit Account with Deposit Type of **Remaining Balance**.

Cancel
Edit Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number XXXXXX

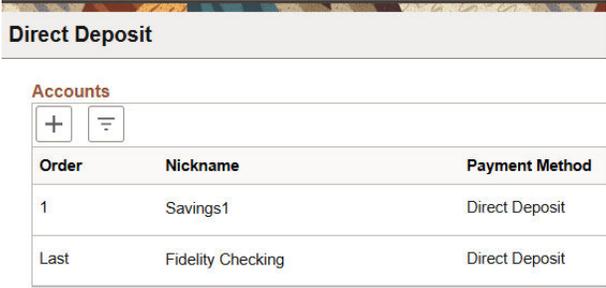
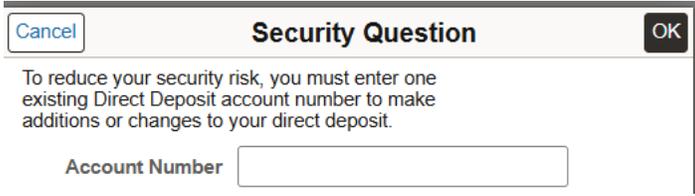
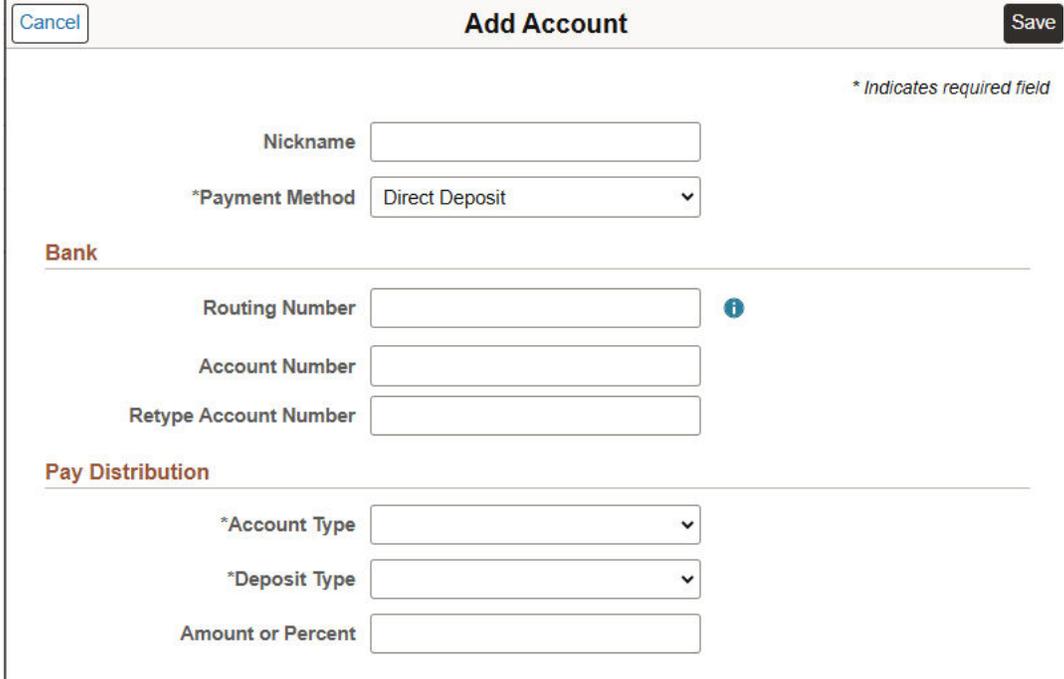
Retype Account Number

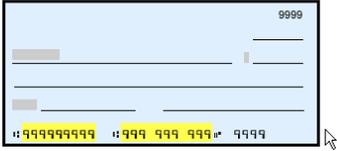
Pay Distribution

*Account Type

*Deposit Type

You may only change the bank routing and/or account number for your Remaining Balance account.

<p>9.</p>	<p>To Add a Direct Deposit.</p> <p>Click the + button on the Direct Deposit Page.</p>  <p>Direct Deposit</p> <p>Accounts</p> <p>+ ≡</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Nickname</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Savings1</td> <td>Direct Deposit</td> </tr> <tr> <td>Last</td> <td>Fidelity Checking</td> <td>Direct Deposit</td> </tr> </tbody> </table>	Order	Nickname	Payment Method	1	Savings1	Direct Deposit	Last	Fidelity Checking	Direct Deposit
Order	Nickname	Payment Method								
1	Savings1	Direct Deposit								
Last	Fidelity Checking	Direct Deposit								
<p>10.</p>	<p>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.</p>  <p>Security Question</p> <p>To reduce your security risk, you must enter one existing Direct Deposit account number to make additions or changes to your direct deposit.</p> <p>Account Number <input type="text"/></p>									
<p>11.</p>	<p>Complete the following Screen following the guidance below. When complete click Save.</p>  <p>Add Account</p> <p>* Indicates required field</p> <p>Nickname <input type="text"/></p> <p>*Payment Method <input type="text" value="Direct Deposit"/></p> <p>Bank</p> <p>Routing Number <input type="text"/> ⓘ</p> <p>Account Number <input type="text"/></p> <p>Retype Account Number <input type="text"/></p> <p>Pay Distribution</p> <p>*Account Type <input type="text"/></p> <p>*Deposit Type <input type="text"/></p> <p>Amount or Percent <input type="text"/></p>									
<p>12.</p>	<p>Nickname</p> <p>You can enter a unique account name for each direct deposit entry. If you leave this field blank the system will assign a name.</p>									

13.	<p>Bank</p> <p>You must provide the routing and account information from your bank so that your payroll is deposited into the correct account.</p> <p>You can get this information from your personal checks or from your Bank.</p> <p>Example Check:</p> <div data-bbox="272 468 815 869" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Check Example ×</p> <p style="font-size: small; margin: 5px 0;">The Routing Number and Account Number can be obtained from your check.</p> <p style="font-size: x-small; margin: 5px 0;">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.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="font-size: x-small; margin: 5px 0;">1 - Routing Number 2 - Account Number</p> </div>
14.	<p>Pay Distribution</p> <p>Use the Account Type field to select the type of account you are adding.</p> <p>Options are Checking or Savings</p>
15.	<p>Pay Distribution</p> <p>Use the Deposit Type field to specify whether you would like to deposit a flat amount, or a percentage.</p> <p>Amount: Select this option if you want a fixed dollar amount to be deposited in this account type.</p> <p>Percent: Select this option if you want a specific percentage of net pay to be deposited in this account type.</p> <p>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.</p> <p>All employees must have a Remaining Balance account, even if you have other direct deposit accounts for set Amounts or percentage of pay.</p>
16.	<p>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.</p>

17.

Reorder Accounts

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 *in addition* to your balance account.

This example illustrates the Reorder Accounts page.

Accounts

+
=

Order	Nickname	Payment Method
1	Checking1	Direct Deposit
2	████████ Savings	Direct Deposit
Last	Checking999	Direct Deposit

Reorder

18.

Click Reorder

Follow instructions on page to make changes and click Save.

Cancel
Reorder Accounts
Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Checking1	XXX ██████████	\$1850.00
=	GFA Savings	XXX ██████████	\$200.00
	Checking999	XXXX ██████████	Remaining Balance