

# Employee Self Service

## Direct Deposit

**Description:** Use the Direct Deposit page to record the information required to enable the direct deposit of employee pay to checking and/or savings bank accounts.

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**PEOPLE Soft**

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### Direct Deposit

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Information

Direct Deposit Detail							
Account Type	Transit Number	Account Number	Deposit Type	Amt/Pct	Priority		
<a href="#">Checking</a>	3212	582431	Amount	\$50	1	Edit	Delete
<a href="#">Savings</a>	12574	52214	Amount	\$50	2	Edit	Delete
<a href="#">Issue Chk</a>			Balance		999	Edit	Delete

Add Account

Directions

**To add an account -**

1. Click on the Add Account button.
2. Select Direct Deposit Account Type of **Checking** or **Savings**.
3. Enter the bank Transit Number.
4. Enter your Account Number.
5. Select amount, percent or balance.

6. Enter a **specific dollar amount** in the Amount in Dollars field if you selected **Amount** in the Deposit Type field. When amount has been selected, one account must be designated as balance. Payroll will direct deposit the amounts selected (if there are sufficient funds) and deposit the balance of the paycheck in the designated account.

Example –

Checking 1	Amount	\$25.00
Savings	Amount	\$50.00
Checking 2	Balance	

7. Enter a **percent** in the Amount in Dollars field if you selected **Percent** in the Deposit Type field. The total of the percent must equal 100%.

Example –

Checking 1	Percent	100%
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OR

Checking 1	Percent	60%
Savings	Percent	40%

8. Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number - the lower the priority number, the higher the priority. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits - in this case, only the higher priority deposits will be made. The priority for Balance should always be 999.
9. Click Save. You will get a Save Confirmation message. Click OK.

**To edit a direct  
deposit  
account -**

1. Click on the Edit button by the account.
2. Enter or change data in the appropriate fields.
3. Click Save. You will get a Save Confirmation message. Click OK.

**To delete a  
direct deposit  
account -**

1. Click on the Delete button by the account.
2. Click on the Yes – Delete button.