

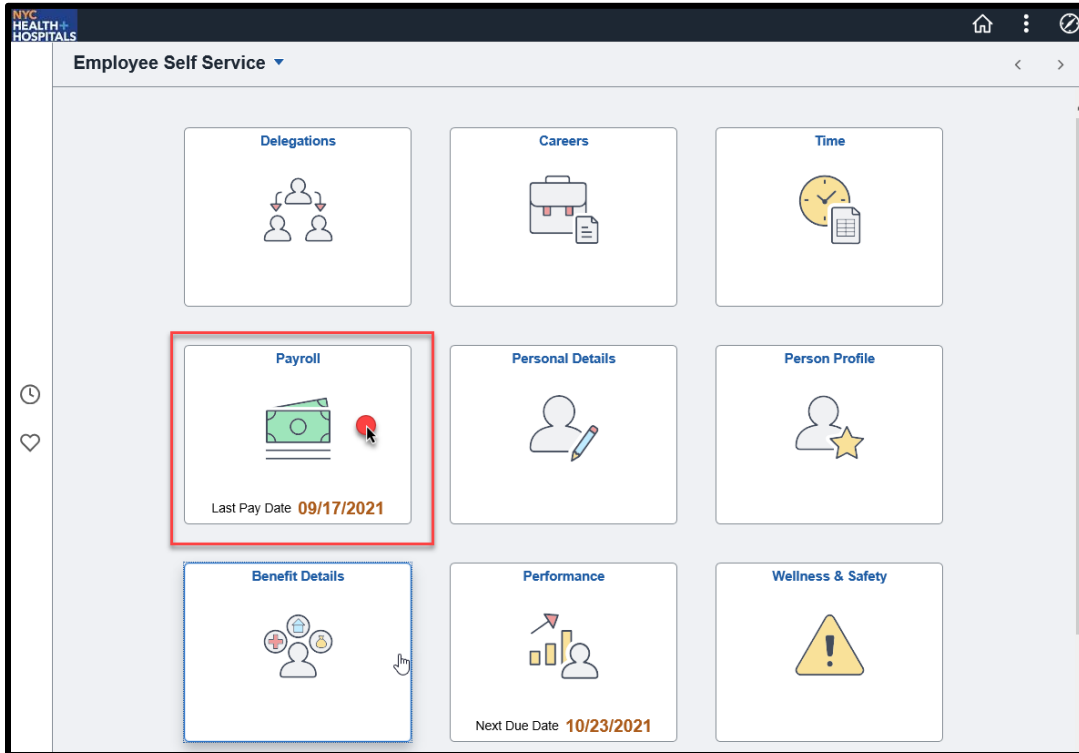
How to Add, Edit, or Delete a Direct Deposit Account

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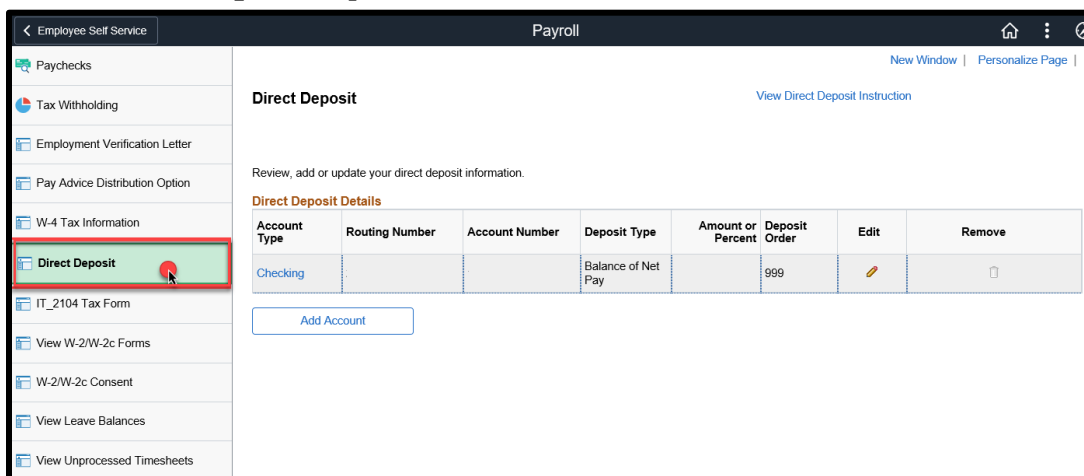
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How to Add a Direct Deposit Account

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.

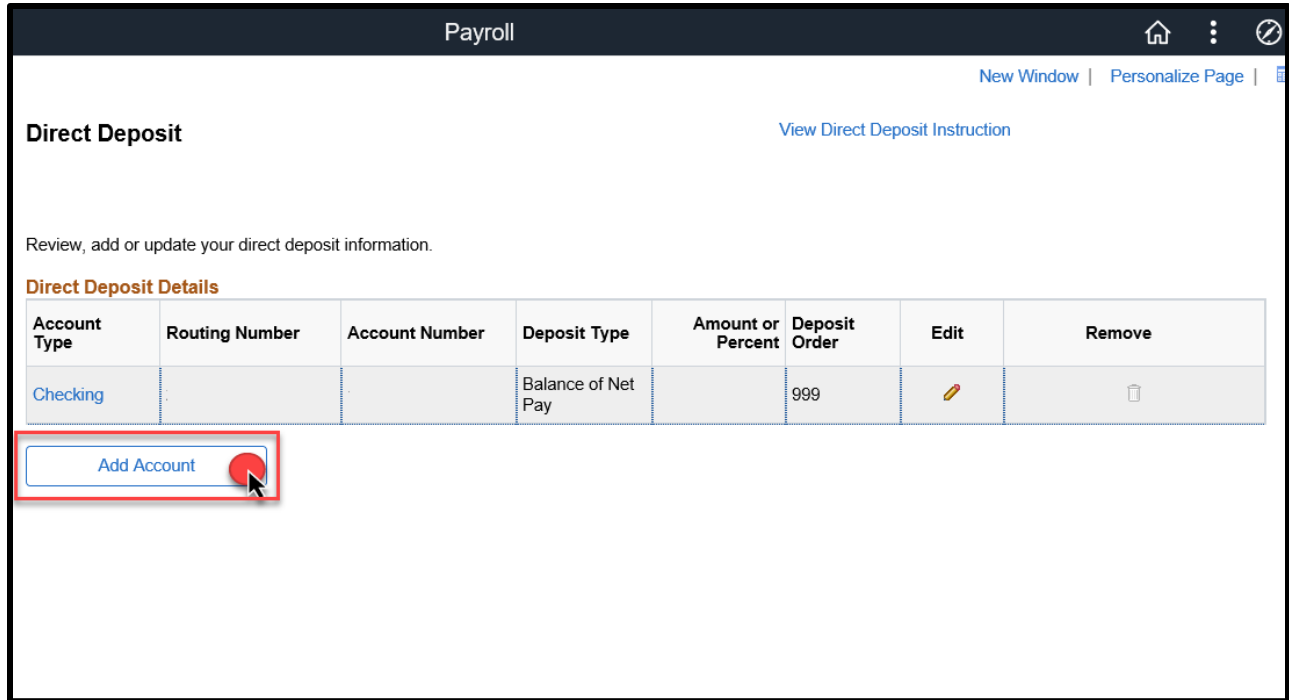


2. Select the **Direct Deposit** option from the menu on the left.



3. Click **Add Account** to enter your Direct Deposit information.

Note: If you are entering Direct Deposit information for the first time, the system will default to 'Balance of Net Pay' for the Deposit Type.



4. Click **View Check Example** if you need instructions on how to identify your bank account's Routing Number and Account Number, and then click Return to close the check image.

- The **Routing Number** and **Account Number** can be obtained from your printed check.
- At the bottom of your check, there are three groups of numbers. The first group of numbers is the nine-digit **Routing Number**, the second provides the **Account Number**, and the third is the **Check Number**.
- Do NOT enter the **Check Number** as part of the **Account Number**. Enter your Direct Deposit information, and then click **Submit**.

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type



*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field
[Return to Direct Deposit](#)

5. The system displays a confirmation message. Please be aware that your online changes may not take effect until the next paycheck. Click **OK**.

Payroll  

Saving Page

Submit Confirmation

You have successfully submitted your online changes.
However, due to timing, your change may not be reflected on the next paycheck.

How to Add Multiple Direct Deposit Accounts

Note: Multiple Direct Deposit changes are not allowed on the same day. If you wish to add an additional account, edit an existing account or delete an existing account, you must wait until the following day.

1. Click the **Add Account** button to add an additional Direct Deposit Account.

The screenshot shows the 'Payroll' interface with a 'Direct Deposit' section. Below the 'Direct Deposit Details' table, the 'Add Account' button is highlighted with a red box and a mouse cursor pointing to it.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Balance of Net Pay		999		

2. **Add** additional Direct Deposit Account information. Then click **Submit**.

The screenshot shows the 'Your Bank Information' form. The following fields are highlighted with red boxes: Routing Number (021000021), Account Number (12266365363), Retype Account Number (12266365363), *Account Type (Savings), *Deposit Type (Amount), Amount or Percent (10), and *Deposit Order (2). A 'Submit' button is also highlighted with a red box and a mouse cursor.

Your Bank Information

Routing Number: 021000021 [View Check Example](#)

Distribution Instructions

Account Number: 12266365363

Retype Account Number: 12266365363

*Account Type: Savings

*Deposit Type: Amount

Amount or Percent: 10

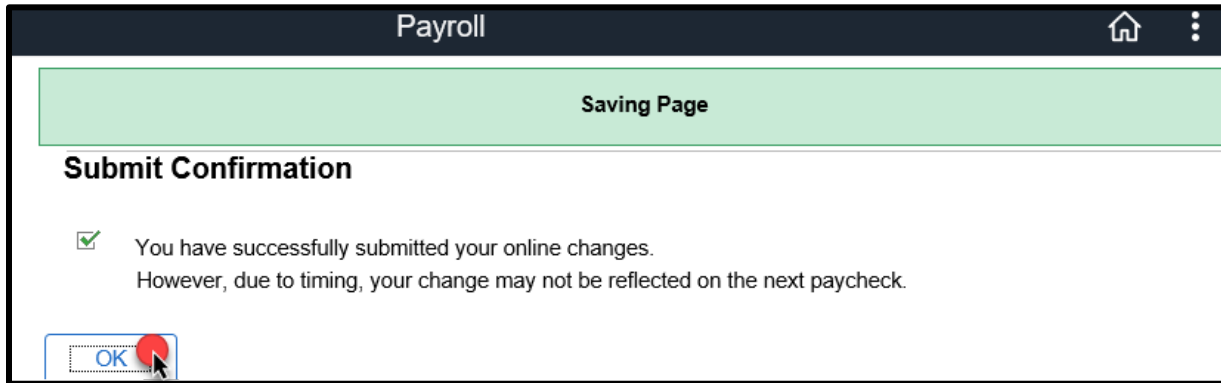
*Deposit Order: 2 (Example: 1 = First Account Processed)

Submit

* Required Field

[Return to Direct Deposit](#)

3. The system displays a confirmation message. Please be aware that your online changes may not take effect until the next paycheck. Click **OK**.



Notes:

- You may only enter up to 9 Direct Deposit accounts.
- You must choose one account with a Deposit Type of 'Balance of Net Pay'.
- Balance of Net Pay is the remainder of net pay deposited to an account after the designated amounts and/or percentage values have been deposited to the specified bank accounts.

How to Edit a Direct Deposit Account

1. Click the **Edit** (pencil) icon for the account you wish to update.

The screenshot shows the 'Payroll' interface with a 'Direct Deposit' section. Below the section title is a table with the following columns: Account Type, Routing Number, Account Number, Deposit Type, Amount or Percent, Deposit Order, Edit, and Remove. The first row contains the following data: Checking, (blank), (blank), Balance of Net Pay, (blank), 999. The 'Edit' icon (a pencil) in the first row is highlighted with a red circle and a mouse cursor.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Balance of Net Pay		999		

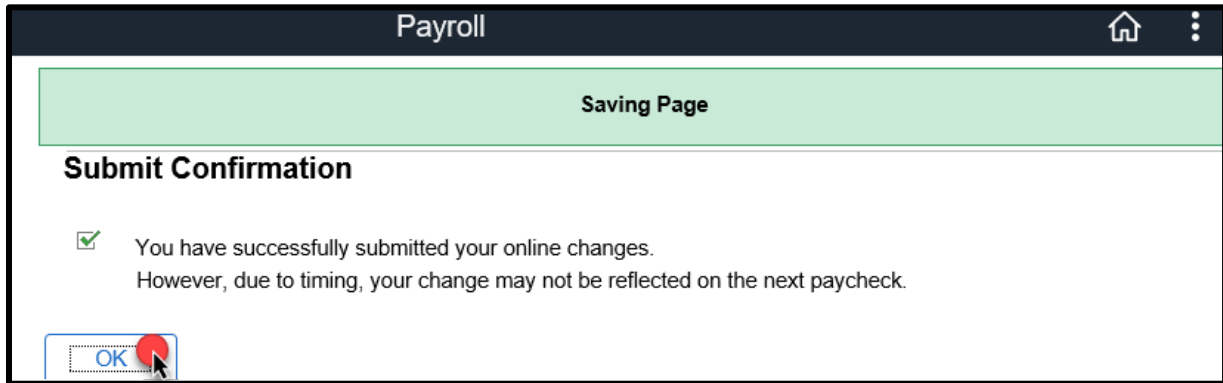
2. Update the Direct Deposit information on the selected account and click **Submit**.

The screenshot shows the 'Your Bank Information' form. It includes the following fields and options:

- Routing Number:** 021000021
- Account Number:** 1234567899
- Retype Account Number:** (empty field)
- *Account Type:** Checking (dropdown menu)
- *Deposit Type:** Balance of Net Pay (dropdown menu)
- Amount or Percent:** 20 (input field with a clear 'x' button)
- *Deposit Order:** 999 (Example: 1 = First Account Processed)

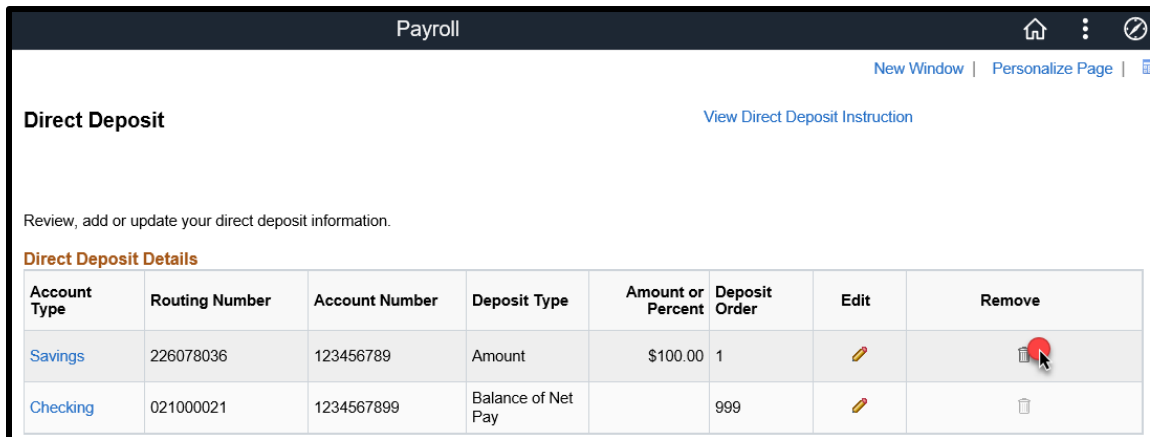
The 'Submit' button at the bottom left is highlighted with a red circle and a mouse cursor.

3. The system displays a confirmation message. Please be aware that your online changes may not take effect until the next paycheck. Click **OK**.

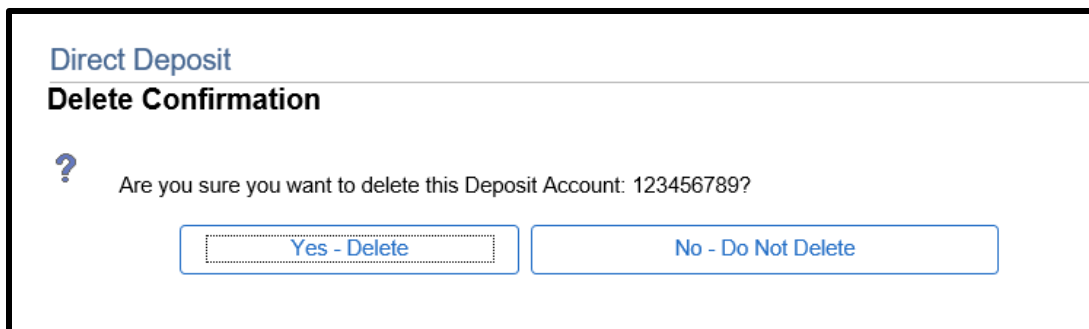


How to Delete a Direct Deposit Account

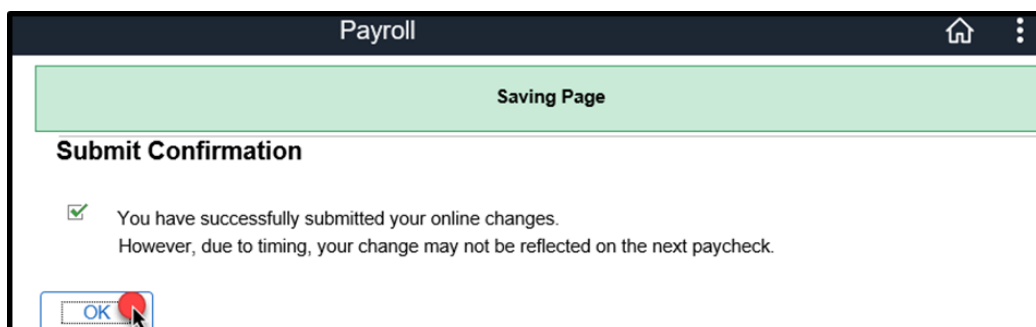
1. Click the **Remove** (trash can) icon for the account you wish to delete.



2. The system displays a message for you to confirm the deletion.
 - Click **Yes - Delete** to delete the Direct Deposit Account.
 - Click **No - Do Not Delete** to cancel



3. The system displays a confirmation message. Click **OK**.



<p>Routing Number</p>	<ul style="list-style-type: none"> ▪ This is always the first nine digits at the bottom of the check provided by your bank. ▪ May also be referred to as Transit Number. ▪ If you are unsure about the number, please check with your bank. An incorrect Routing Number will delay your Direct Deposit enrollment. ▪ Never use the number on your debit card as the Routing Number or Account number.
<p>Account Number</p>	<ul style="list-style-type: none"> ▪ This number is typically the second series of numbers at the bottom of the check provided by your bank. ▪ Do not include the series of numbers that represent the check number. The check number is not part of your account number. See check example.
<p>Account Type</p>	<ul style="list-style-type: none"> ▪ Choose 'Checking' or 'Savings' from the drop-down.
<p>Deposit Type</p>	<ul style="list-style-type: none"> ▪ Choose Amount, Percent or Balance of Net Pay ▪ If this is your first time entering Direct Deposit information, the Deposit Type automatically defaults to 'Balance of Net Pay'. You may choose a different Deposit Type for any additional accounts you add.
<p>Amount or Percent</p>	<ul style="list-style-type: none"> ▪ If you chose 'Amount' for the Deposit Type, enter the dollar amount you want to deposit. ▪ If you chose 'Percent' for the Deposit Type, enter the percentage of your check (less than 100) that you want to deposit. ▪ This field must be blank for a Deposit Type of 'Balance of Net Pay'.
<p>Deposit Order</p>	<ul style="list-style-type: none"> ▪ Use this field to determine the order in which you would like deposits to be made. When using the Balance of Net Pay Deposit Type, the system will automatically assign priority 999 to ensure it is the last deposit processed. ▪ For Percent and Amount Deposit Types, the lowest deposit order will be the one that is deposited first and so on in the order of priority with any remaining going into the Balance account.