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

This Job Aid provides guidance on the following:

- How to Add a Direct Deposit Account
- How to View a Direct Deposit Account
- How to Update a Direct Deposit Account
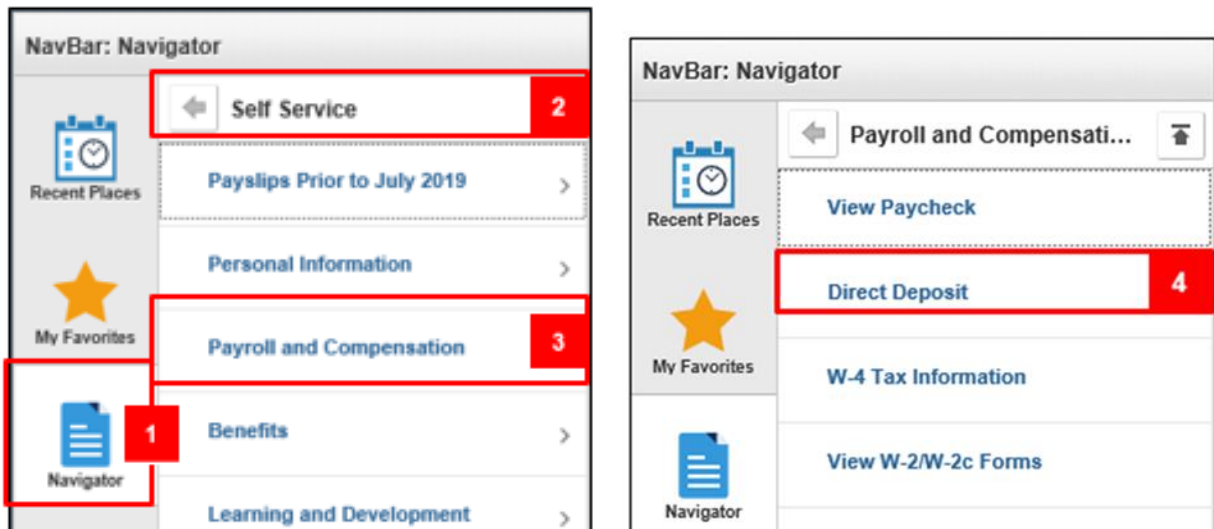- How to Delete a Direct Deposit Account

Navigation: **Self Service** > **Payroll and Compensation** > **Direct Deposit**

How to Add a Direct Deposit Account

1. After successfully logging into PeopleSoft, click the **NavBar** icon on the top right corner of your homepage.
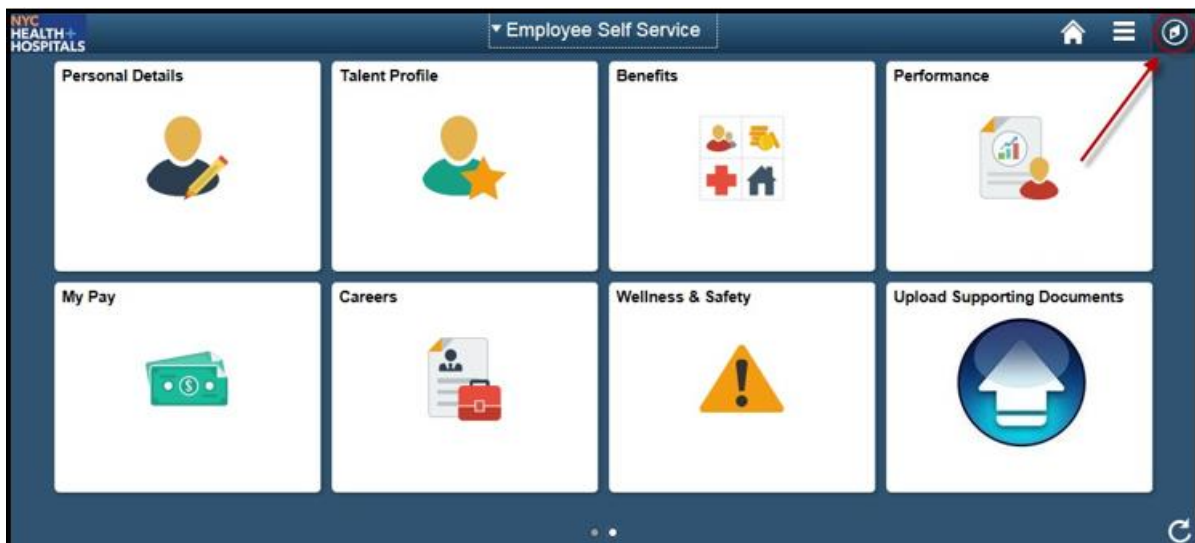
2. Click **Navigator** > **Self Service** > **Payroll and Compensation** > **Direct Deposit**

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

   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**.

5. Enter your Direct Deposit information, and then click **Submit**.

Routing Number	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.
Account Number	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.
Account Type	Choose 'Checking' or 'Savings' from the drop-down.
Deposit Type	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.
Amount or Percent	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'.
Deposit Order	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.

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

6. Click **OK**.

You have successfully added a Direct Deposit account!

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.

- Click the **Add Account** button to add additional Direct Deposit Accounts.

- You may 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 View a Direct Deposit Account

1. Once you are enrolled in the Direct Deposit program, repeat steps 1 through 3 under **'How to Add a Direct Deposit Account'** and your Direct Deposit information displays.

How to Update a Direct Deposit Account

1. Once you are enrolled in the NYC Health + Hospitals Direct Deposit program, repeat steps 1 through 3 under **'How to Add a Direct Deposit Account'**.

   Your Direct Deposit Account information displays.

2. Click the **Edit** icon for the account you wish to update.

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

The system displays a confirmation message. If you submit your changes close to the end of your pay cycle, they may not be reflected on your next paycheck.

4. Click **OK**.

How to Delete a Direct Deposit Account

1. Once you are enrolled in the NYC Health + Hospitals Direct Deposit program, repeat steps 1 through 3 under **'How to Add a Direct Deposit Account'**.

   Your Direct Deposit Account information displays.

2. Click the **Remove** icon for the account you wish to update.

   The system displays a message for you to confirm the deletion.

3. Click **Y** to delete the Direct Deposit Account.

   The system displays a confirmation message.

   NOTE: If you submitted your changes close to the end of your pay cycle, the changes may not be reflected on your next paycheck.

4. Click **OK**.