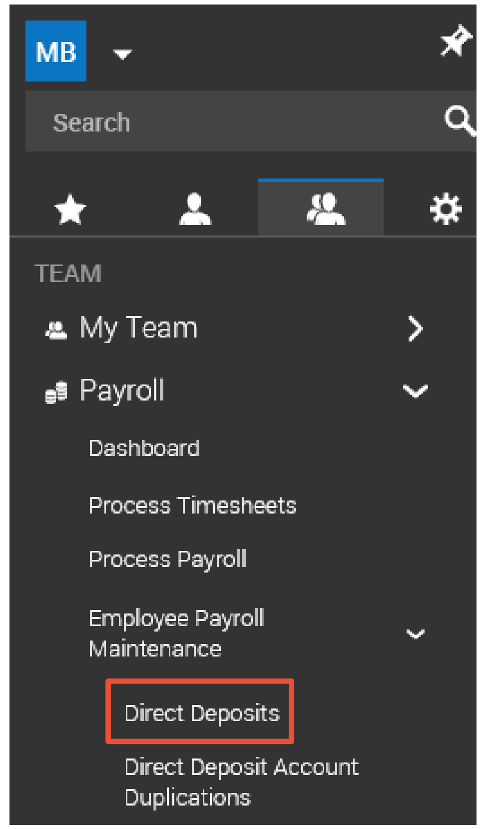
Maintaining Employee Direct Deposit Records

Guide

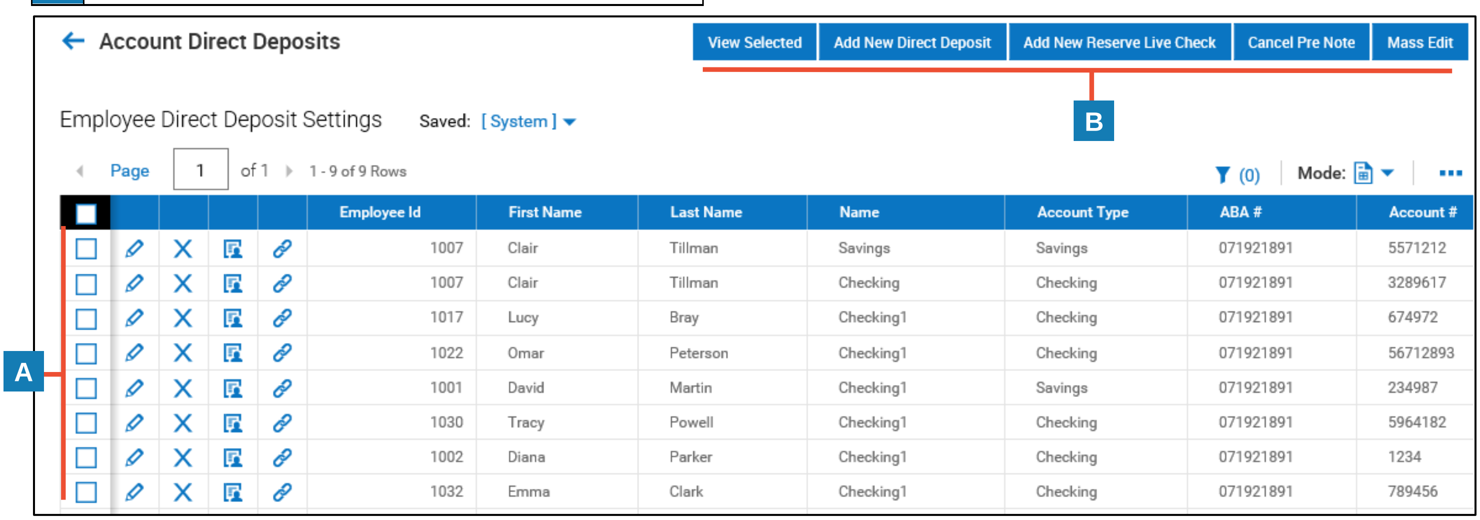
Although you can maintain direct deposit and reserve live check information from an individual employee's information screen, the Account Direct Deposits screen is more efficient when working with multiple employee's records.

Accessing the Account Direct Deposits screen

1. Click Show Menu, then navigate to **Team tab** > **Payroll > Employee Payroll Maintenance > Direct Deposits**.
2. The Account Direct Deposits screen opens.



A	**Workspace**: Displays the list of direct deposit and reserve live records with icons for various tasks. • **Direct deposit records** contain checking or savings account information for creating ACH net payments to the employee. • **Reserve live** check records contain information for reserving a set amount of the employee's net pay for generating a live check.
B	**Function buttons**: Use the buttons to perform various tasks related to the current screen. The buttons change depending on the screen.

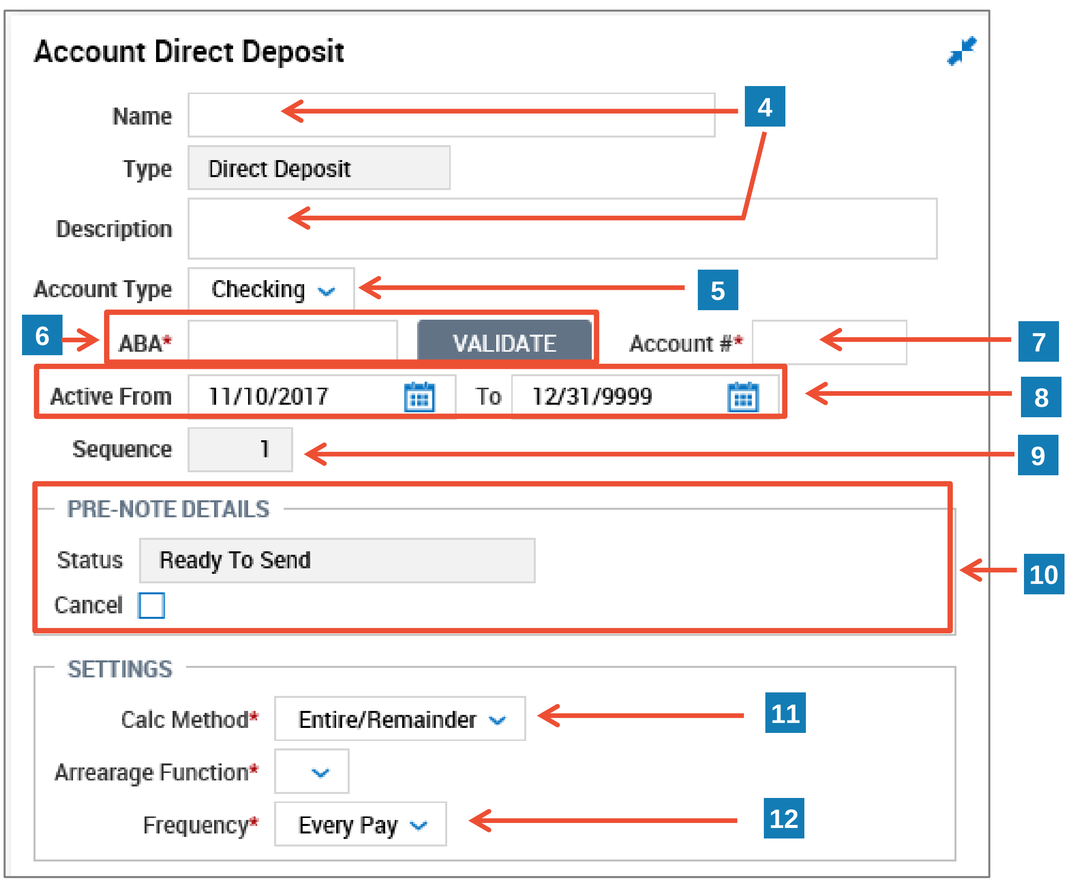


Employee Id	First Name	Last Name	Name	Account Type	ABA #	Account #
1007	Clair	Tillman	Savings	Savings	071921891	5571212
1007	Clair	Tillman	Checking	Checking	071921891	3289617
1017	Lucy	Bray	Checking1	Checking	071921891	674972
1022	Omar	Peterson	Checking1	Checking	071921891	56712893
1001	David	Martin	Checking1	Savings	071921891	234987
1030	Tracy	Powell	Checking1	Checking	071921891	5964182
1002	Diana	Parker	Checking1	Checking	071921891	1234
1032	Emma	Clark	Checking1	Checking	071921891	789456

Adding a new direct deposit

Note that the system automatically generates a live check if no direct deposit or reserve live check records exist for an employee.

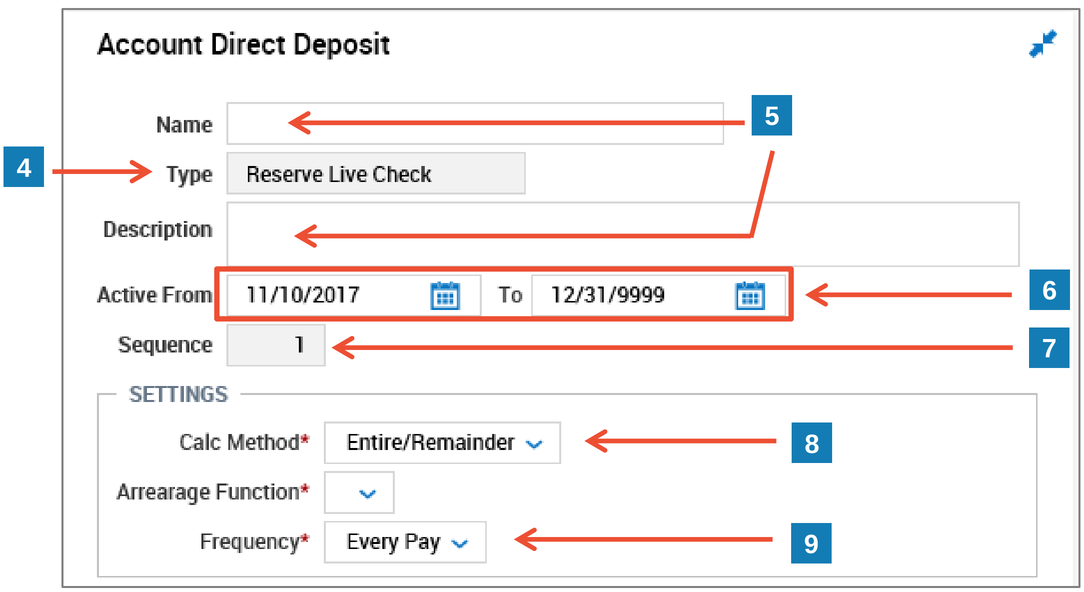
1 Click **Add New Direct Deposit**.
2 In the New Direct Deposit dialog box, click the **Employee** drop-down menu and select a name or use the search function.
3 Click **OK**. The **Account Direct Deposit** screen opens.
4 Optional: **Complete** the **Name** and **Description** fields.
5 Click the **Account Type** drop-down menu and choose **Checking** or **Savings**.
6 Enter the 9-digit ABA routing number in the **ABA** field, then click **Validate** to verify the number.
7 Enter the account number in the **Account** field.
8 Enter the **Active From** and **To dates**.
9 The **Sequence** field, if editable, can be used to set the order in which records are used when distributing the net pay across multiple accounts.
10 The **Pre-Note Details** section only applies if your company is set up for pre-noting.
11 Click the **Calc Method** drop-down menu, then select a calculation method. Note that other fields may appear, depending on the calculation method you select.
12 Click the **Frequency** drop-down menu and select when to apply the direct deposit.
13 Click **Save**.



Adding a new reserve live check

Reserve live check records are only used if employees want part of their net pay to be direct deposited, and part in a live check.

1 Click **Add New Reserve Live Check**.
2 In the New Reserve Live Check dialog box, click the **Employee** drop-down menu and select a name or use the search function.
3 Click **OK**.
4 The Account Direct Deposit screen opens with Reserve Live Check selected in the **Type** field.
5 Optional: **Complete** the Name and **Description** fields.
6 Enter the **Active From** and **To dates**.
7 The **Sequence** field, if editable, can be used to set the order in which records are used when distributing the net pay across multiple accounts.
8 Click the **Calc Method** drop-down menu, then select a calculation method. Note that other fields may appear, depending on the calculation method you select. Only one record per employee can use the Entire/Remainder calculation method.
9 Click the **Frequency** drop-down menu and choose when to apply the reserve live check.
10 Click **Save**.



Editing account direct deposit/reserve live check

1 Access the Account Direct Deposits screen.
2 Do one of the following:
- To view a single record, click the **View Account Direct Deposit** icon.
- To view multiple records, select the check boxes for each record you want to view, then click the **View Selected** button. Use the Next and Previous arrows as needed.

3 Edit the records as needed.
4 Click **Save**.

Cancelling Pre-Note

1. On the Account Direct Deposits screen, select the check boxes for the rows you want to change.
2. Click **Cancel Pre Note**.
3. On the confirmation message, click **Cancel Pre-Note**.
4. The system displays a success message.