



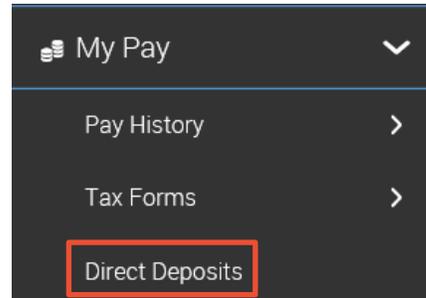
Viewing and Updating My Direct Deposits

This job aid describes how to access the My Direct Deposits screen to view or modify your account information.

Note: Your security profile must be set to allow access.

Accessing my Direct Deposits

- 1 Click **Show Menu**,  and select the **My Info** tab.
- 2 Navigate to **My Pay > Direct Deposits**.
The Direct Deposits screen displays your direct deposit and reserve live accounts.



Viewing direct deposit information

The Direct Deposits screen displays your account information. You can edit, delete, and add new accounts. The following image shows the key areas and options.

Direct Deposits

Active Accounts   + Add

1 Direct Deposit (Active)  

Bank Account Type	Checking	ABA# / Bank Routing#	071921891
Account Number	567432	Calculation Method	Entire/Remainder
Active From	Jan 1, 2014	Active To	Dec 31, 9999
Account Status	Active	Pre-Note Status	Ready To Send

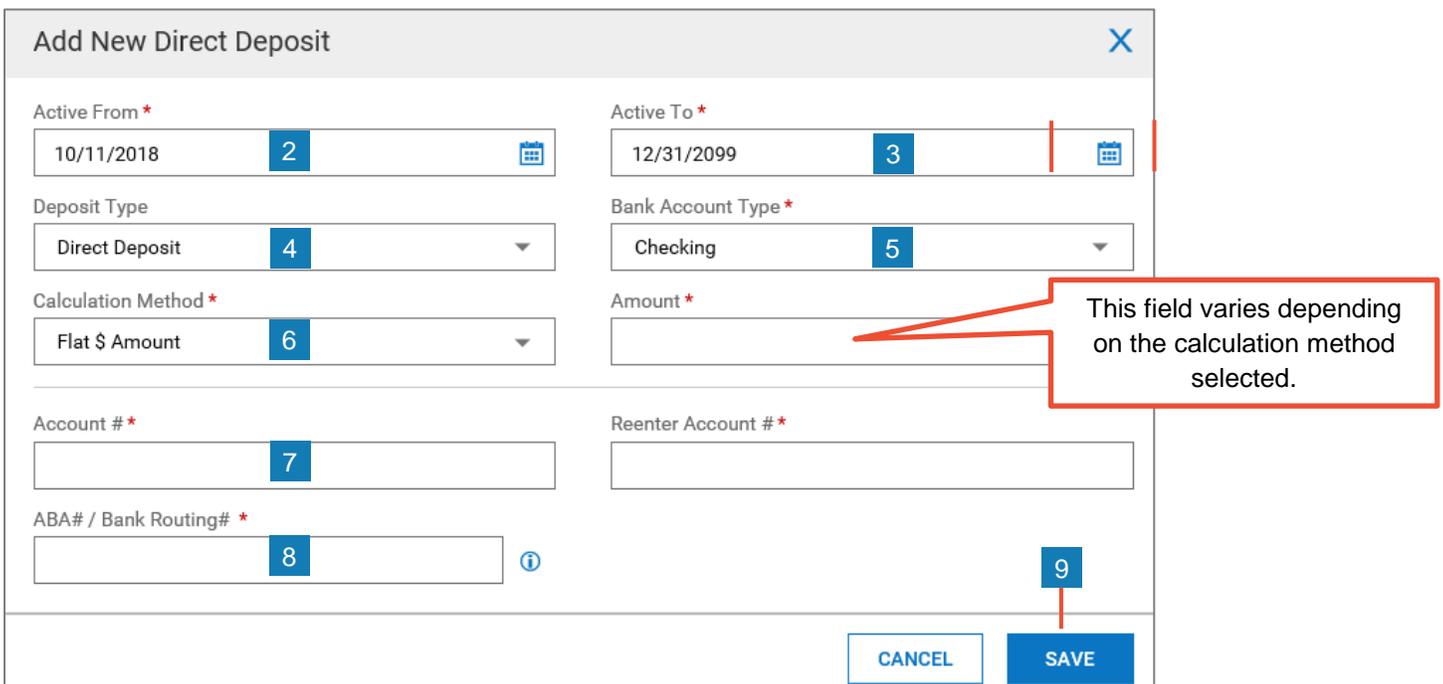
- A Direct Deposits Type menu:** Use this drop-down menu to select the type of accounts to display. Choose from All Accounts, Active Accounts, and Inactive Accounts. Select **All** to view all direct deposit records throughout the history of your employment.
- B Edit:** Click to open the Edit Direct Deposit window where you can modify information.
- C Delete Account:** Use to delete the account completely.
- D + Add:** Use to add new direct deposit accounts.
- E Account Information:** Displays account details and active dates.
- F Arrows:** If you have multiple accounts, use the arrows to change the order they are processed.

Adding direct deposit information

If your security profile allows, you can add your direct deposit information to the system.

Before you begin: You need your bank account number and bank routing number.

- 1 Click **+ Add** to open the Add New Direct Deposit window.
- 2 In the **Active From** field, enter the date you want the direct deposit to begin.
- 3 In the **Active To** field, enter a date if you want the direct deposit to be inactive after that date, or leave the default.
- 4 **Deposit Type:** Select **Direct Deposit**.
Note: Select Reserve Live Check to have part of your pay issued as a check.
- 5 **Bank Account Type:** Select **Checking** or **Savings**.
- 6 **Calculation Method:** Select how you want the direct deposit amount to be calculated. **Note:** If you selected any of the percentages, enter the number in the **Percent** field.
 - **Entire/Remainder:** Select if the remainder of the net pay after all taxes, deductions and other direct deposit types should be deposited into this account.
 - **Flat \$ Amount:** Use to specify the exact amount of the deposit. If selected, enter the amount in the **Amount** field.
 - **% Of Gross Earnings:** Use to set a percentage of your gross earnings to be deposited.
 - **% Of Net Pay:** Use to set a percentage of your net pay to be deposited.
 - **% Of Remaining Net:** Select if a percentage of net pay after all other direct deposits except Entire/Remainder should be used as the amount for the direct deposit account.
- 7 **Account#:** Enter your bank account number.
- 8 **ABA#/Bank Routing#:** Enter your bank's nine-digit direct deposit routing number. To verify the number, click the  icon. A window displays stating if the number is valid or invalid. Click **Close**.
- 9 When finished, click **Save**.



The screenshot shows the 'Add New Direct Deposit' form with the following fields and callouts:

- Active From ***: 10/11/2018 (Callout 2)
- Active To ***: 12/31/2099 (Callout 3)
- Deposit Type**: Direct Deposit (Callout 4)
- Bank Account Type ***: Checking (Callout 5)
- Calculation Method ***: Flat \$ Amount (Callout 6)
- Amount ***: (Callout 6 points to this field; a callout box states: "This field varies depending on the calculation method selected.")
- Account # ***: (Callout 7)
- Reenter Account # ***: (Callout 7)
- ABA# / Bank Routing# ***: (Callout 8)
- Buttons**: CANCEL and SAVE (Callout 9 points to the SAVE button)

Modifying direct deposit information

If your security profile allows, you can modify your direct deposit settings.

- 1 Click the **Edit** icon  for the account you want to modify. The **Edit Direct Deposit** window opens.
- 2 Modify any of the following fields as needed.
 - **Active From** and **Active To**: Enter the beginning and end dates you want the direct deposit to be active. **Note**: The account will be inactive after the **Active To** date.
 - **Deposit Type**: This field cannot be changed.
 - **Bank Account Type**: Select Checking or Savings.
 - **Calculation Method**: Select how you want the direct deposit amount to be calculated.
 - **Account#**: Enter your bank account number.
 - **ABA#/Bank Routing#**: Enter your bank's nine-digit direct deposit routing number. To verify the number, click the  icon. A window displays stating if the number is valid or invalid. Click **Close**.
- 3 When finished editing, click **Save**.

Reserve Live Check

A reserve live check record indicates a partial amount that is put into a live check before any accounts set to Entire/Remainder are processed.

Deleting a direct deposit account

- 1 Click the **Delete Account** icon  for the account you want to delete.
- 2 Click **OK** to confirm the action or **Cancel** to keep the account.
- 3 Click **OK** on the confirmation message.

Result: The account is removed.

Note: If you prefer to make the account inactive, but keep it in the system, change the Active To date to the date you want to stop using the account for direct deposits.