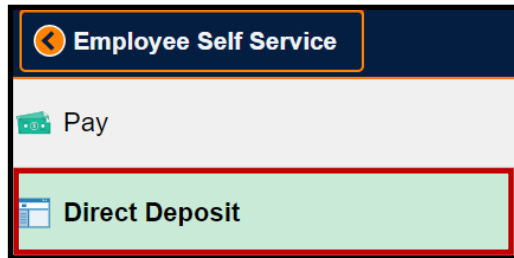


How to Add a Direct Deposit Account

 (Homepage) **Employee Self Service** > (Tile) **Payroll and Compensation** > (Link) **Direct Deposit**



Direct Deposit
Arturo Espinoza

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type
Checking			

Add Account 1

Adding an Account

1. Click on **Add Account**
2. Enter information:
 - **Routing Number**
 - **Account Number**
 - **Deposit Type:** Select Balance
 - **Amount or Percent:** Leave Blank
 - **Deposit Order:** 999
3. Select **Acknowledge the terms of using Direct Deposit.**
4. Read the **Direct Deposit Acknowledgement** and select **Accept.**
5. Click **Submit:** Button will activate after acknowledgement.
6. To confirm submission, select **OK.**

Direct Deposit
Add Direct Deposit
Arturo Espinoza

Your Bank Information

Routing Number

Distribution Instructions

Account Number 2

Retype Account Number

***Account Type**

***Deposit Type**

Amount or Percent

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

Submit 5

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

Direct Deposit Acknowledgement

By clicking the **Submit** button, I hereby authorize, understand, and agree to all of the following:

I am solely responsible for the accuracy of the submitted data.

...

Accept 4 **Decline**

Direct Deposit

Submit Confirmation

6 The Submit was successful.

OK However, due to timing, your change may not be reflected on the next paycheck.

Adding Multiple Accounts

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number 7

Retype Account Number

*Account Type ▼

*Deposit Type ▼

Amount or Percent

*Deposit Order 8 (Example: 1 = First Account P)

* Required Field

Note: One of your accounts must REMAIN set to Balance for "Deposit Type" with "Deposit Order" equal to 999.

7. **Deposit Type:** Select Percent or Amount from the drop down menu.
 - **Amount:** Enter dollar amount (EX: \$250).
 - **Percent:** Enter percentage (EX: 50).
8. **Deposit Order:** Enter the number sequence that direct deposit should process. Deposits will process in numerical order.
9. **Example:** 50% of the pay will go first to the account that was selected as the first deposit order. The remaining amount will go to the deposit order that was selected as the second or as Deposit Order 999.

Note: You can have up to three accounts listed under your direct deposit accounts.

Direct Deposit

Arturo Espinoza

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	111000025	XXXXX7221	Percent	50.00%	1		
Checking	111000028	XXXXX0001	Balance of Net Pay		999		

****If you are expecting a Reimbursement or a Cash Advance contact the Helpdesk and provide the deposit number where the Reimbursement or Cash Amount should go.**



PeopleSoft Tip

- PeopleSoft will only allow you to make changes in one session every 24 hours