How to Add a Direct Deposit Account

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 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.

Submit Confirmation
The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.
Adding Multiple Accounts

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

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**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.**

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**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.