How to Add a Direct Deposit Account

Payroll and Compensation
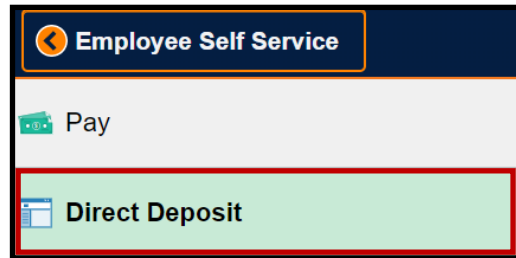
Employee Self Service

💳 Pay

📋 **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			

(1) Add 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
Add Direct Deposit

Arturo Espinoza

Your Bank Information

Routing Number   111000025

Distribution Instructions

(2)

Account Number   654987221

Retype Account Number   654987221

*Account Type   Checking

*Deposit Type   Balance of Net Pay

Amount or Percent

*Deposit Order   999   (Example: 1 = First Account Processed)

(5) Submit

* Required Field

Return to Direct Deposit

Direct Deposit Acknowledgement

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

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

(4) Accept   Decline

(3) Acknowledge the terms of using Direct Deposit

Direct Deposit
Submit Confirmation

✅ The Submit was successful.

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

Adding Multiple Accounts

Your Bank Information

Routing Number: 111000025   View Check Example

Distribution Instructions

Account Number: 654987221

Retype Account Number: 654987221

*Account Type: Checking

*Deposit Type: Percent

Amount or Percent: 50

*Deposit Order: 1   (Example: 1 = First Account P...

(7) **(8)**

Submit   Acknowledge the te...

* 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	✏️	🗑️

(9)

Add Account

**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

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