

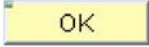



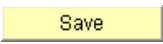







Maintaining Direct Deposit Information

Step	Action
1.	Log in to HR Direct.
2.	Navigate to the Banking - Direct Deposit tile.
3.	If it's not on the home page, click on the Menu navigation button  and then click " Personalize Homepage " to add the tile.
4.	Once you add the tile, click the "Save" button which will return you to the Employee Self Service Home page.
5.	Use the Direct Deposit page to view current direct deposit information or to add a new account.
6.	The text on this page provides important information regarding balance account, accuracy, and authorization to retrieve overpayments.
7.	<p>For this example, you are going to add a savings account.</p> <p>Click the Add Account button.</p> 
8.	<p>Use the Add Direct Deposit page to add or change direct deposit information.</p> <p>The text on this page provides important information regarding the pre-notification process.</p>
9.	<p>You must provide the routing and account information from your bank so that your payroll is deposited into the correct account.</p> <p>You can get this information from your personal checks. If you're not sure how to read this information, click the View check example link.</p> <p>View check example</p>

Step	Action
10.	Use the Check Example page to view where the routing and account numbers appear on your check. The highlighted sections show which part of the numbers are the Routing Number and which are the Account Number .
11.	Click the OK button. 
12.	Enter the desired information into the Routing Number field. Enter a valid value e.g. " 011000138 ".
13.	Enter the desired information into the Account Number field. Enter a valid value e.g. " 8444560212 ".
14.	Use the Account Type field to select the type of account you are adding. Click the Account Type list. 
15.	For this example, you wish to deposit a percentage to your savings account. Click the Savings list item. 
16.	Use the Deposit Type field to specify whether you would like to deposit a flat amount, a percentage, or the balance of your pay. Click the Deposit Type list. 
17.	You can specify a flat amount or a percent. If multiple accounts are used, you can specify to use the balance of the paycheck amount for one of the accounts. For example, you might deposit 10% into a savings account and the balance into a checking account.

Step	Action
18.	<p>For this example, you are going to deposit 10% into a savings account.</p> <p>Click the Percent list item.</p> <p>Percent</p>
19.	<p>Enter the desired information into the Amount or Percent field.</p> <p>Enter a valid value e.g. "10.00".</p>
20.	<p>Use the Deposit Order field when you are depositing to more than one account. For example, if you're depositing 10% in a savings account and the remaining net pay in a checking account (as in this example), the savings account, which is the first account that money is being deposited into, would have a deposit order of 1, and so on for additional accounts.</p> <p>Note: Keep in mind that the account to which your remaining pay, or balance, is deposited into is assigned the Deposit Order of 999.</p>
21.	<p>Enter the desired information into the Deposit Order field.</p> <p>Enter a valid value e.g. "1".</p>
22.	<p>Click the Save button.</p> <p></p>
23.	<p>Notice the text on the page indicating that this may not be reflected with your next paycheck.</p> <p>Click the OK button.</p> <p></p>
24.	<p>The account information is now displayed. If you want to view the details of this account in read-only format, you can click the Account Type link.</p>
25.	<p>Click the Savings link.</p> <p>Savings</p>
26.	<p>Use the Direct Deposit Detail page to view your direct deposit details. This page is displayed in read-only format. Notice that you cannot modify the fields on this page.</p>

Step	Action
27.	<p>Click the Return to Direct Deposit link.</p> <p>Return to Direct Deposit</p>
28.	<p>Use the Edit button if you need to make modifications to an account.</p> <p>Click the Edit button.</p> 
29.	<p>Use the Change Direct Deposit page to modify your direct deposit information. You can modify all fields on this page.</p>
30.	<p>Click the Return to Direct Deposit link.</p> <p>Return to Direct Deposit</p>
31.	<p>It is recommended that you opt out of requesting a printed pay advice. A benefit of the self-service functionality is the capability of viewing this information online.</p> <p>Click the Pay Statement Print Option link.</p> <p>Pay Statement Print Option</p>
32.	<p>Click the Do not print copy of my pay advice option.</p> 
33.	<p>Click the Save button.</p> 
34.	<p>Click the OK button.</p> 
35.	<p>Your savings account information has been added and saved which now displays on the Direct Deposit page.</p>
36.	<p>The Savings account displays the Deposit Order number 1 and the Checking account, the remainder balance, displays the Deposit Order number 999.</p>

Step	Action
37.	Congratulations! You have successfully updated your direct deposit information. End of Procedure.