

Direct Deposit Settings

Last Modified on 01/07/2022 1:47 pm EST

If your company uses Direct Deposit (so your paycheck deposits directly into your bank account, you may be able to view, edit, and add your settings. You can see all these settings on one screen.

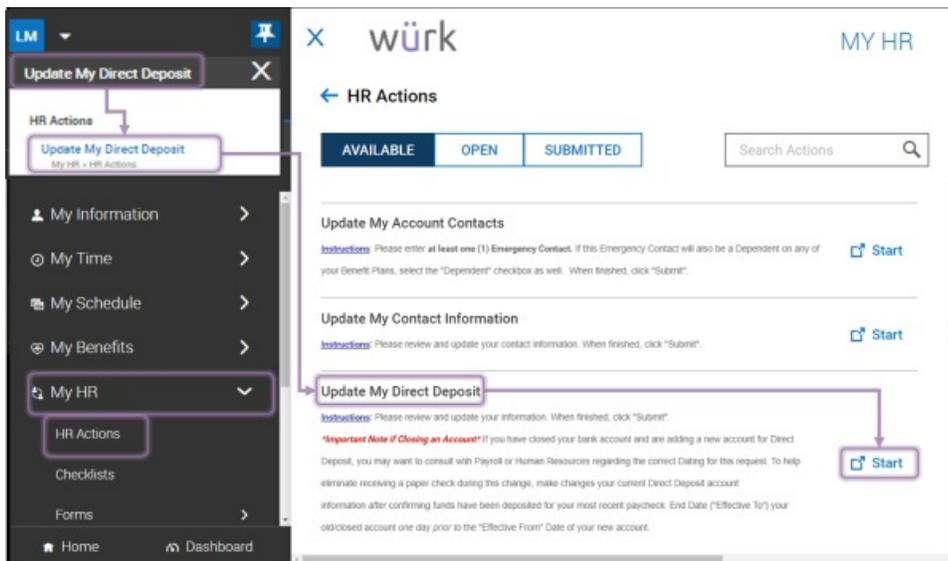
We recommend "paperless paydays" as a best practice: to achieve paperless paydays, you should encourage your employees to opt for Direct Deposit. This provides the following advantages over printed, mailed checks:

START HERE

To work with your direct deposit settings

1. Search for *Update My Direct Deposit* (or navigate to **My Info>My HR>HR Actions**) and select the **Update My Direct Deposit** HR action.

HR Actions provide more of a paper trail and a submittal and approval process. If you are unsure which method to use, please ask your Manager.



Alternatively, you can work with your existing direct deposit settings from Direct Deposit under My Info>My Pay. This lists any direct deposits you already have set up. Click the edit  icon next to the setting you want to change, or click +Add in the upper right corner of the active account area to create a new one.

To edit a direct deposit you already set up

würk MY HR Feedback

← My Direct Deposit Change

Please enter at least one (1) Direct Deposit. Enter Today's Date in the Effective From field.

1. Enter Today's Date in the Effective From Field
2. Add in any and all direct deposit accounts
3. Once all accounts have been added click Submit at the bottom right.

If you do not complete you will receive a paper check.
If you enter account information incorrectly, there may be a delay in receiving funds.
PLEASE NOTE: If you are ending an existing direct deposit and adding a new direct deposit, it is recommended that you put the end date of your current direct deposit as your next pay date and start the new direct deposit the day after your next pay date. This will help prevent any live checks between direct deposit changes.

Effective From +
03/05/2020

SAVE SUBMIT

My Direct Deposit Information

Direct Deposits

Active Accounts ▾

Direct Deposit transactions will process in the order listed below.

1 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	074000010	Account Number	
Calculation Method	Flat \$ Amount	Active From	Dec 31, 1900	Active To	
Amount	\$500.00	Account Status	Active		

2 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	074000010	Account Number	456789
Calculation Method	% Of Net Pay	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Percent	10.00 %	Account Status	Active		

3 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	074000010	Account Number	987654
Calculation Method	Entire/Remainder	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Account Status	Active				

SAVE SUBMIT

Add a new method or Edit an existing one

+ Add

Edit

Upload Document

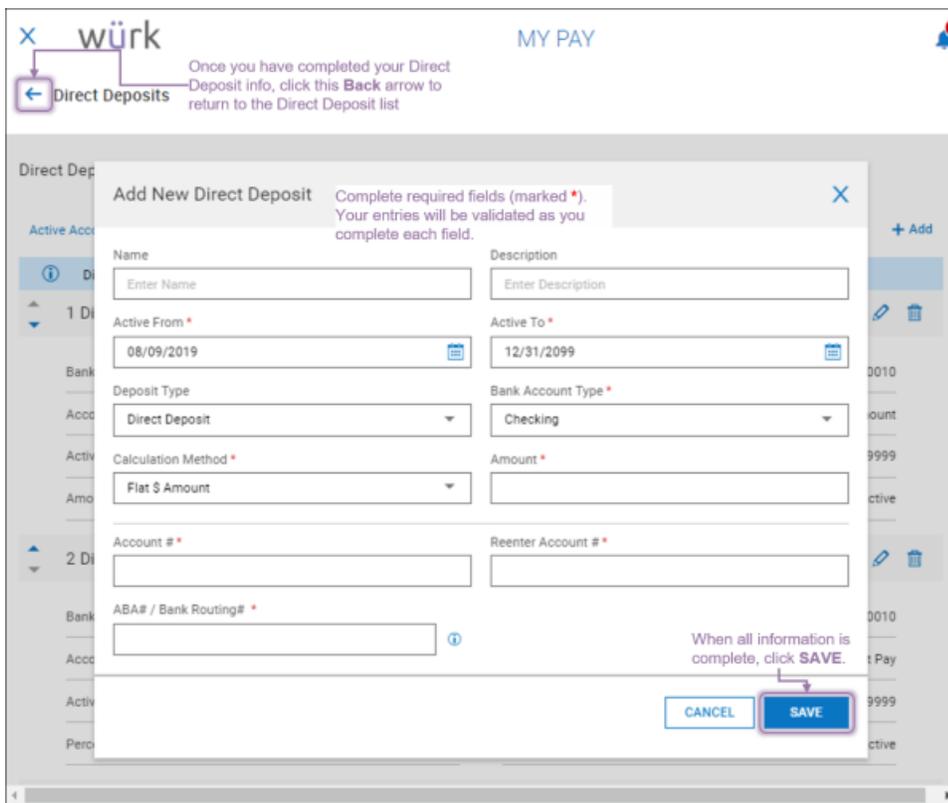
Delete

You may see an option to add a Direct Deposit method called Reserve Live Check, which is sometimes used in conjunction with Direct Deposit. Be sure to check with your HR department before setting this type of payment up to make sure they can support it.

Additionally, if you need to stop using an existing direct deposit method but want to use again in the future, simply edit it and change the Active setting to Inactive (if enabled).

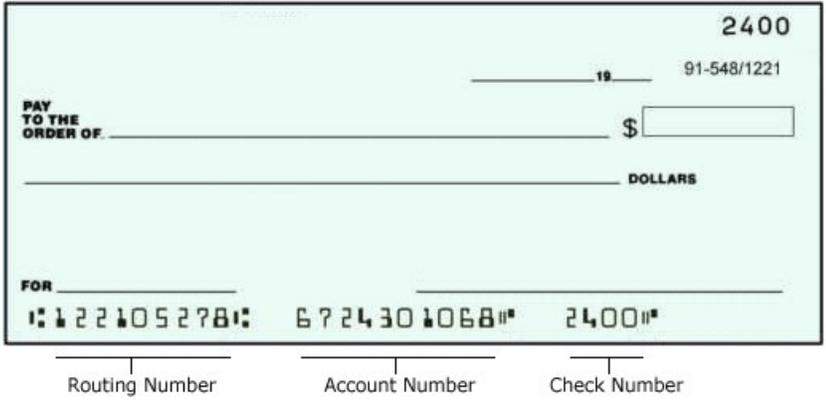
Adding a new direct deposit

2. On the Add New Direct Deposit screen, enter your direct deposit information.



Field Definitions

Field Name	Description
Name	Set a Name you will easily recognize when viewing your list of Direct Deposits.
Active From Active To	Between these dates, the direct deposit method will be Active.
	<p>This is how you can set a percentage of your paycheck to be deposited. Entire/Remainder, Flat \$ Amount and % of Net Pay are the most commonly used. If you have only one Direct Deposit bank account, choose Entire/Remainder. If you have multiple direct deposit accounts, they will trigger in the order they are listed (which you can change). Keep in mind that processing these methods in different orders may calculate different amounts to the separate accounts. All Calculation methods are explained below, although some may not be available for you:</p> <ul style="list-style-type: none"> Entire/Remainder: deposit all or the remaining portion of a check. You can have

Field Name	only one active direct deposit that uses this Calc Method. Description
Calculation Method	<ul style="list-style-type: none"> Flat \$ Amount (Example \$100, \$200, etc.) % of Gross Earnings: deposit the percentage you choose based on your gross earnings. (Example: if your gross is \$2000 and your net pay is \$1500 and you elect 50% of gross, \$1000 would be deposited in your specified account. \$500 would remain to be deposited or go to live check). % of Net Pay: deposit the percentage you choose based on your net pay. % of Remaining Net: deposit a percentage you choose of the remaining pay after other deposits. (Example: after applying the % of Gross Earnings above, \$500 remains and you can deposit X percentage of that \$500 into another account.
Deposit Type	The type of deposit to make, such as Direct Deposit or Reserve Live Check.
Bank Account Type	The type of account, such as Checking or Savings.
ABA#/Bank Routing Number	<p>The 9-digit number found on a check as shown below. The system will automatically validate if the routing number is valid.</p> 

3. Once you have edited or added a direct deposit, click **SAVE**; if using the HR Action, then click **SUBMIT**.

The setting will be listed with your Direct Deposits and in effect for the dates you specify.

If this is the first time you have set up direct deposit, it may take several days for the system to confirm that it can deposit successfully to your account. This is known as prenote processing and varies by state.
