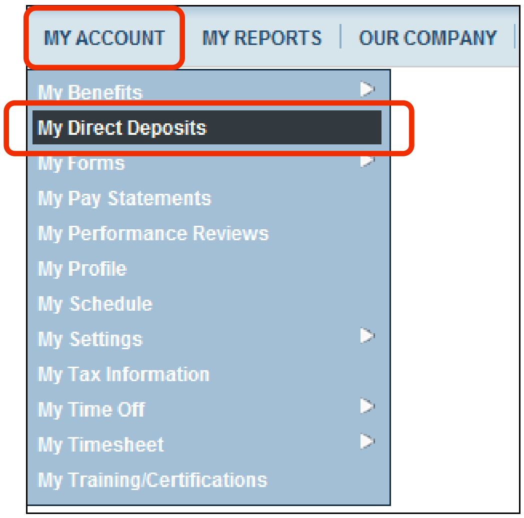
Viewing My Direct Deposits

In order to view the My Direct Deposits page in Employee Self Service, you must have your paychecks set up to be deposited directly into a bank account(s). This job aid helps you to navigate, view, and update the My Direct Deposits section of this application.

Accessing My Direct Deposits

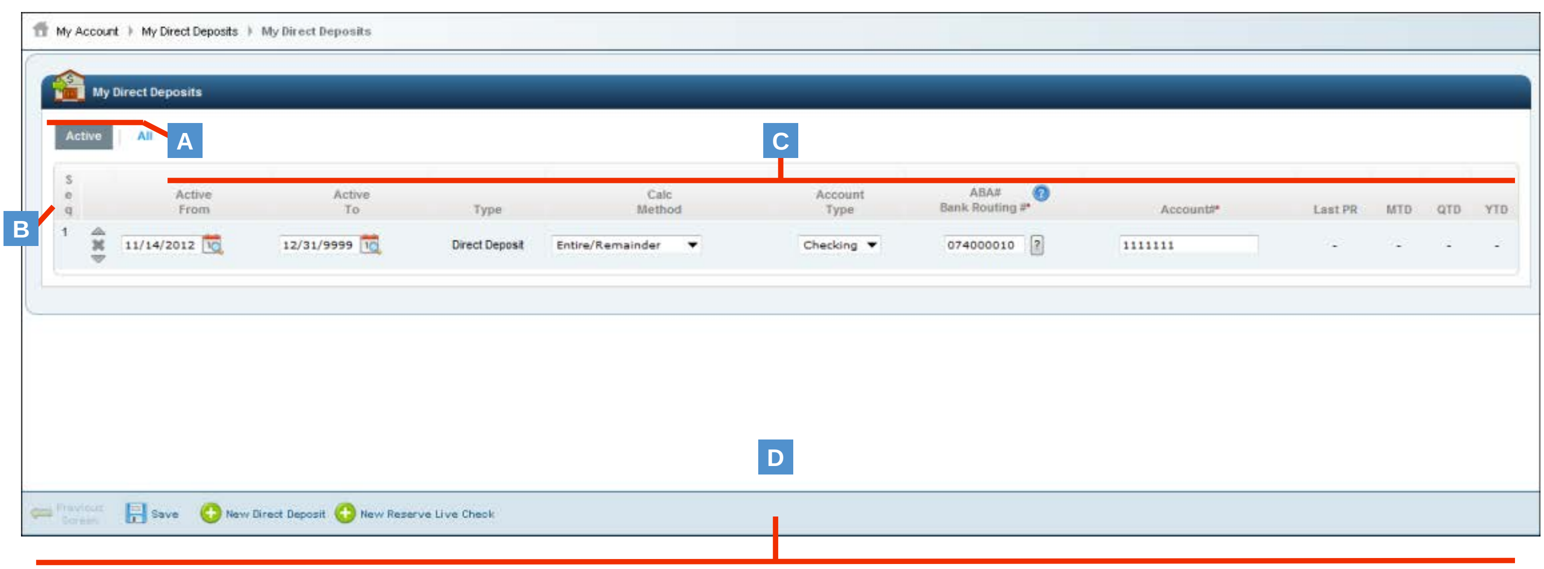
To access My Direct Deposits, select **My Accounts** > **My Direct Deposits**.

Your direct deposit information will be displayed within the main workspace.



Viewing direct deposit information

Within the My Direct Deposits page, there is information you need to interpret as well as various icons and actions that you can take. Understanding the information and available options will help you to navigate and utilize this page. The following illustration shows the main areas My Direct Deposits.



A **Active vs. All:** When the **Active icon** is selected, you are viewing all active direct deposits. If **All** is selected, you are viewing all direct deposit records throughout the history of your employment.

B **Seq:** Active direct deposits are listed in the order in which they will be processed.

C **Fields:** Each field in the report helps to determine when and how the direct deposit will be processed.

- **Active From and To**: Dates when direct deposit is active.
- **Type**: Direct Deposit.
- **Calc Method**: The method by which money should be allocated to the direct deposit.
- **Account Type**: The type of account into which the money will be deposited.

C **Fields:** *(Continued)*

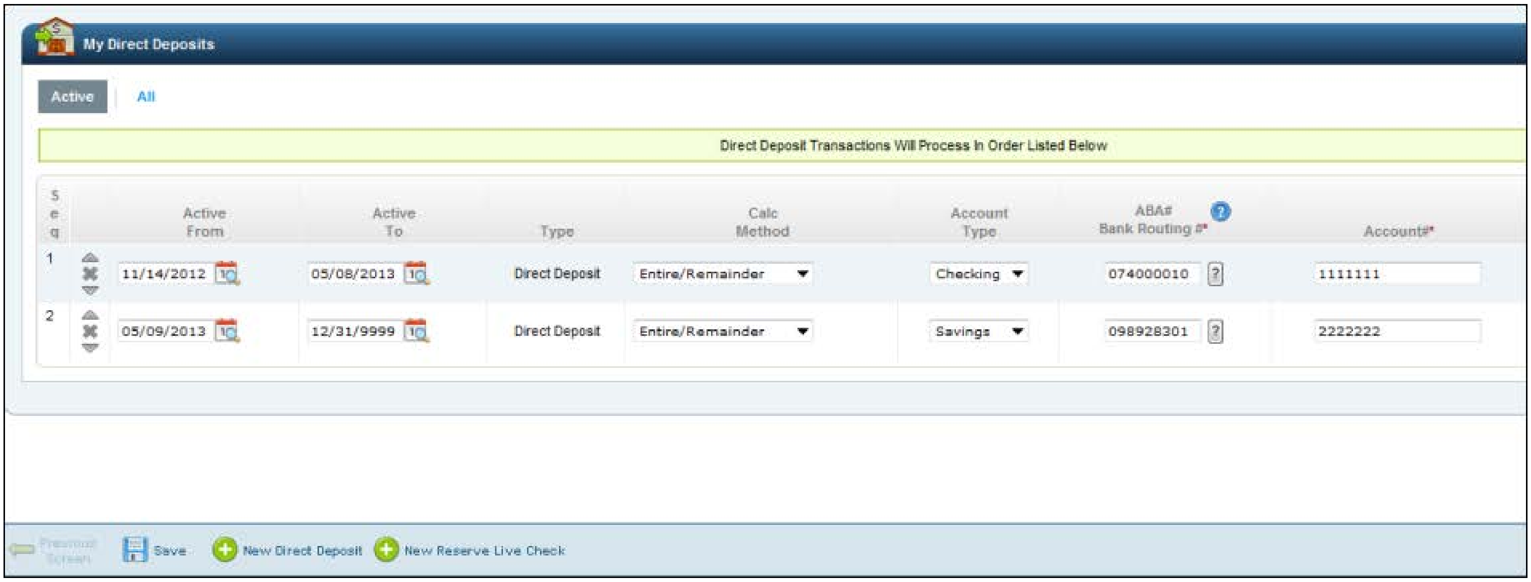
- **ABA # Routing**: Routes payment to correct bank.
- **Account #**: Routes payment to correct account number.
- **Last PR, MTD, QTD, YTD**: Sums of direct deposit amounts by Last payroll, month to date, quarter to date and year to date.

D **Bottom toolbar:** Task items include:

- **Save**: Saves data.
- **New Direct Deposit**: Creates a new direct deposit.
- **New Reserve Live Check**: Allocates funds to a paper check that will be sent or given to you vs. all funds being deposited directly into a bank account.

Updating My Direct Deposits

Within the My Direct Deposits section of Employee Self Service, you can update your direct deposit information as needed: bank account number and ABA routing number changes, allocation amounts, or account types. The following image is an example of the My Direct Deposits page.



Modifying direct deposit information

Updating information is easy. Make any required changes within the My Direct Deposit page and click save. Use the following steps to stop a direct deposit into a checking account and add a direct deposit into a savings account.

1. In the row of the account you want to deactivate, either enter the stop date from the direct deposit account or click the **calendar icon** to manually choose a date under the **Active To** column.

2. Click the **New Direct Deposit icon**.

3. Fill in the **Active From date** by either entering a date in the blank field or by clicking **the calendar icon** to manually choose a date.

4. Under the **Calc method column**, use the drop-down list to select the calculation method. The Calc Method you choose determines the way your check will be divided among your direct deposit accounts.

5. Enter **ABA Routing #** in blank field.

6. Enter **Account number** in blank field.

   You will be prompted to re-enter the number in a pop-up window. Click **OK** once re-entered.

7. Click **Save** in bottom toolbar.

Notes

- Click the question mark icon icon to view a sample check that identifies the Routing Number, Account Number, and Check Number.
- Follow your organization's direct deposit guidelines. You may have access within Employee Self Service to make updates, or you may need to contact the payroll department to request a change.