How to

Add Your Direct Deposit Information

Piedmont HEALTHCARE

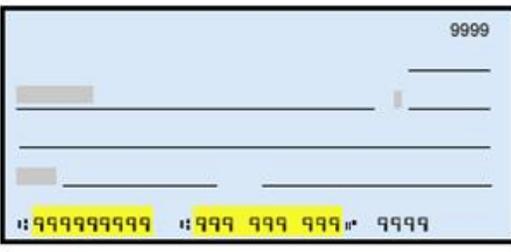Employee Self Service (ESS) | Peoplesoft

Topic Overview

The sections of the direct deposit page within ESS are detailed and organized, yet require further clarification to get a full understanding. This job aid will explain each section in vivd detail. **Lets Begin!**
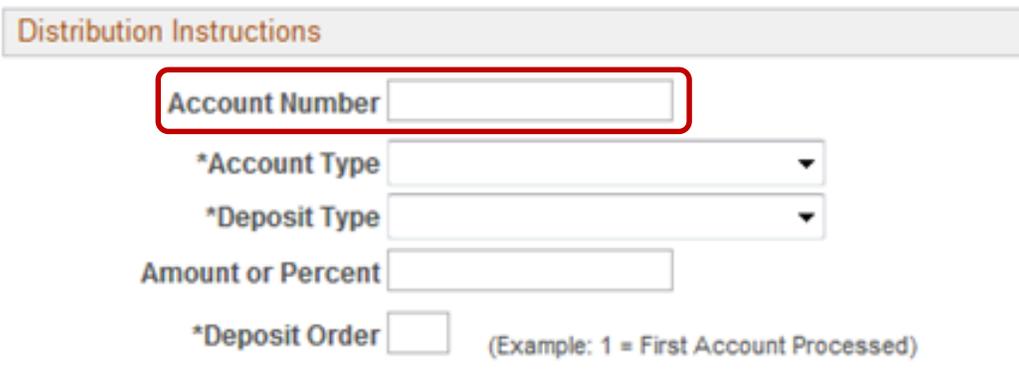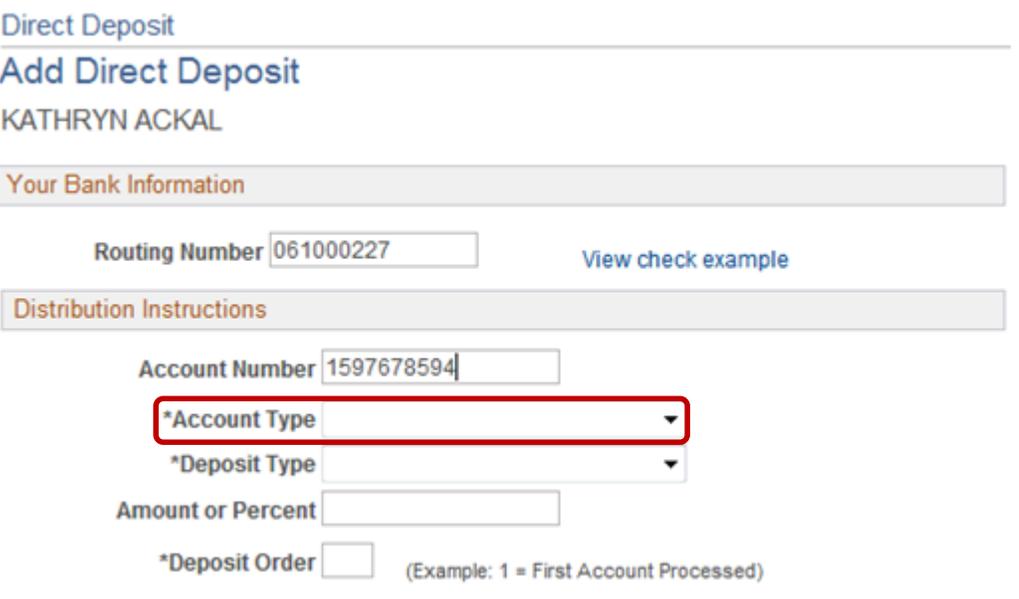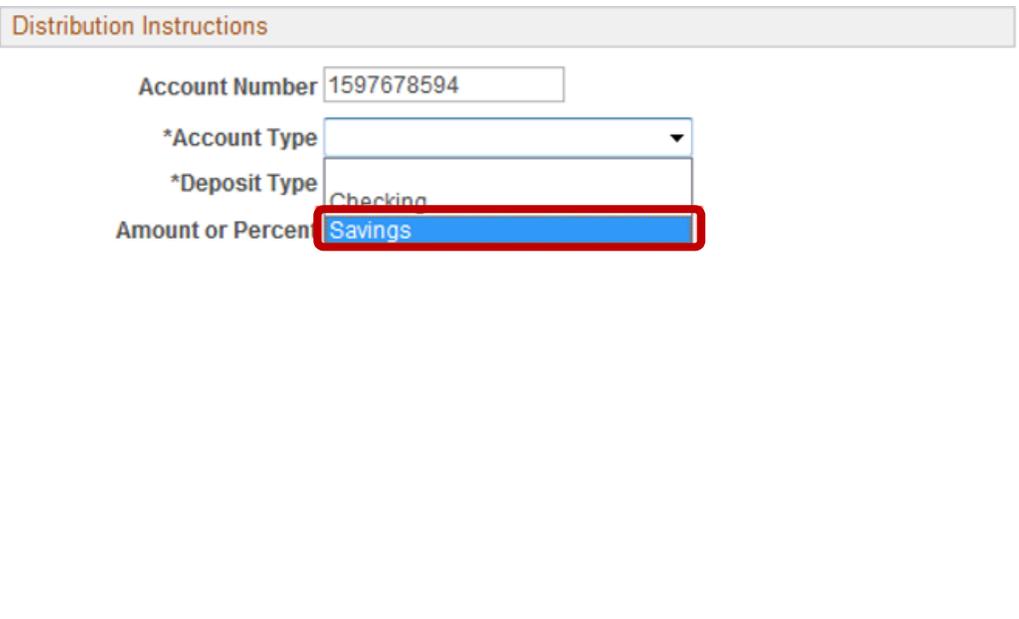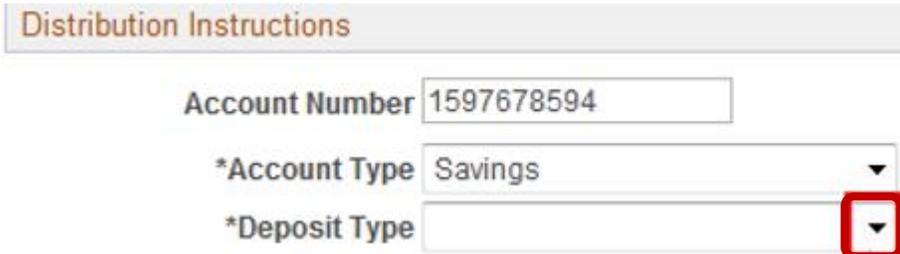
Try it out

Add Your Direct Deposit Information

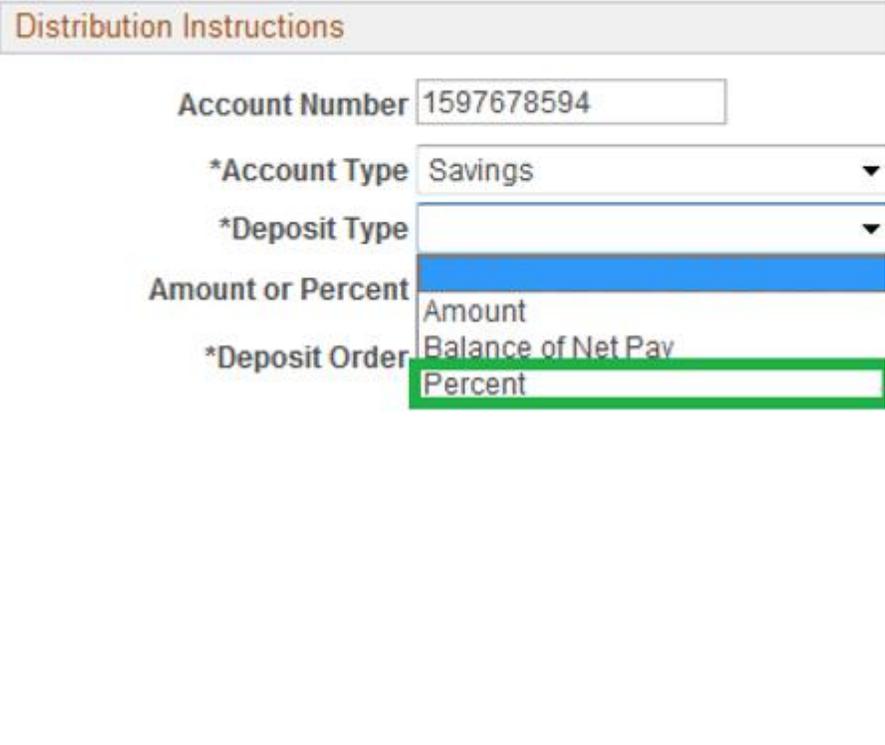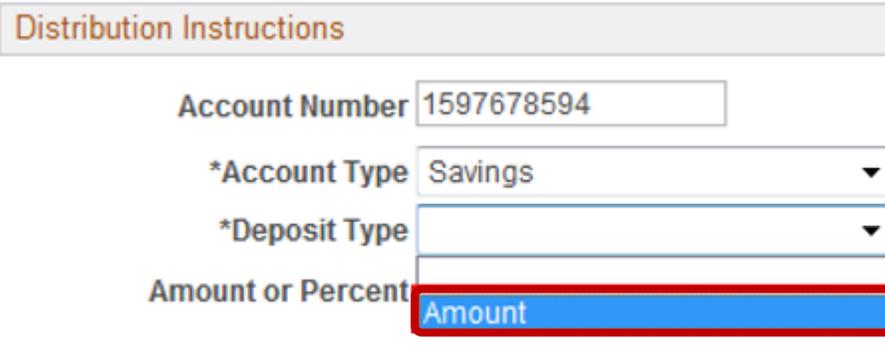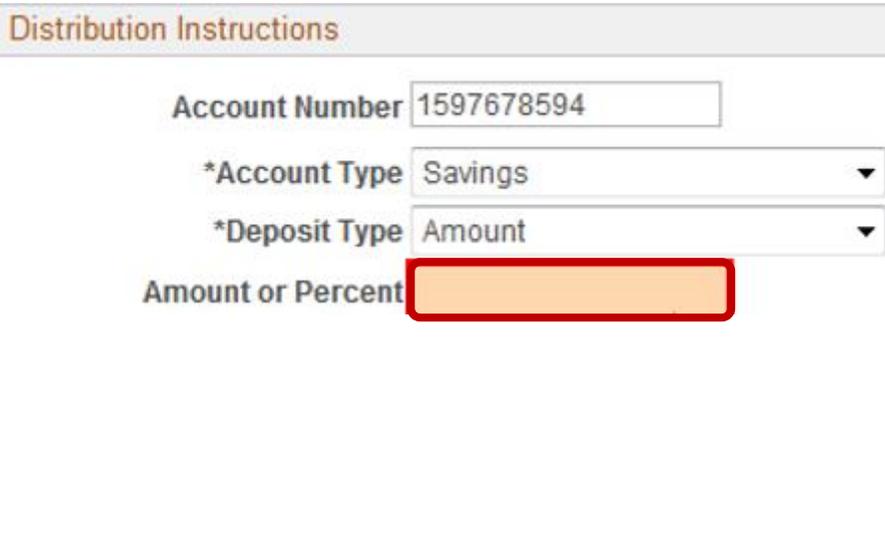|		

1.	The **PeopleSoft Main Menu** displays. Use the navigation path: **Main Menu** > **Employee Self Service** > **Payroll and Compensation** > **Direct Deposit.** Click the **Direct Deposit** menu option.	Main Menu ▾
		
		Search Menu:
		
		Home
		RN
		
		📄 Company Directory
		📁 Employee Self Service 📁 Time Reporting ▸
		📁 Worklist 📁 Personal Information ▸
		📁 Reporting Tools 📁 Payroll and Compensa...
		📄 My Personalizations 📁 Benefits
		📄 My System Profile 📁 Performance Managem...
		📄 My Dictionary 📄 NEW - View PTO Corre...
		📄 My Feeds 📄 Job Information
		   📄 Review Transactions
		   📄 Absence History
		   📄 Manage Delegation
		
		📄 View Paycheck
		📄 Direct Deposit
		📄 Compensation History
		📄 W-4 Tax Information
		📄 State G-4 Tax Information

2.	The **Direct Deposit** page displays. The employee is adding a new savings account to her direct deposit information. Click the **Add Account** button.	**Direct Deposit** KATHRYN ACKAL Review, add or update your direct deposit information. **Direct Deposit Detail**

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Savings	061119985	0262026301	Amount	$300.00	2	Edit	Delete
Savings	124085024	5784	Amount	$475.00	3	Edit	Delete
Checking	061119985	638563350001	Balance of Net Pay		10	Edit	Delete

Pay Statement Print Option

Add Account

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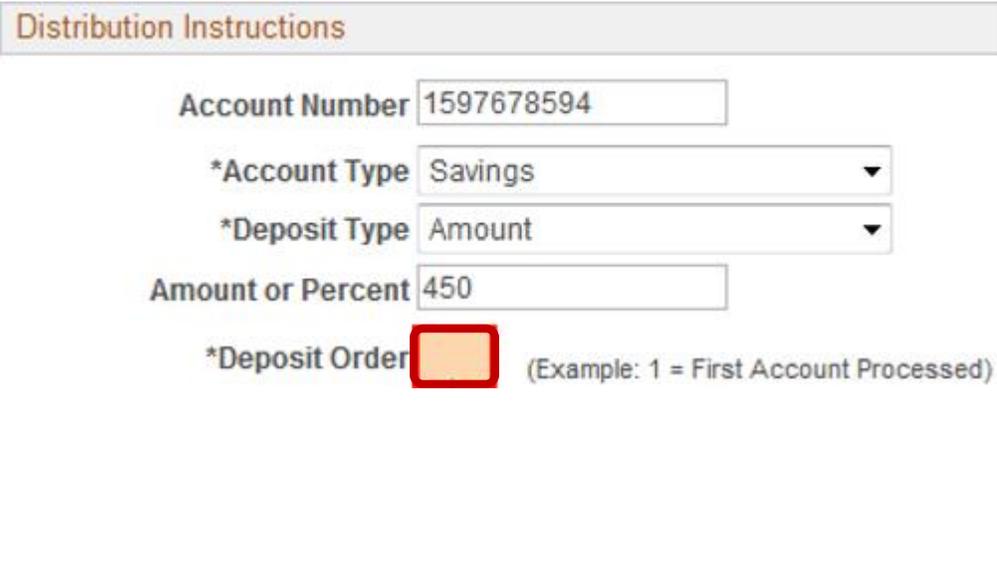|		
3.	The **Add Direct Deposit** page displays. Enter the required information into the **Routing Number** field. In this example, enter "**061000227**".	Direct Deposit **Add Direct Deposit** KATHRYN ACKAL Your Bank Information Routing Number [ ] View check example Distribution Instructions Account Number [ ] *Account Type [▼] *Deposit Type [▼] Amount or Percent [ ] *Deposit Order [ ] (Example: 1 = First Account Processed) Submit
4.	Note: If you are unsure of your routing or account number, click the **View check example** link.	Direct Deposit **Add Direct Deposit** KATHRYN ACKAL Your Bank Information Routing Number [ ] View check example Distribution Instructions Account Number [ ] *Account Type [▼] *Deposit Type [▼] Amount or Percent [ ] *Deposit Order [ ] (Example: 1 = First Account Processed) Submit

5.	The **Check Example** page displays identifying where the routing and the account number are located on your checks or your savings account deposit slip. Click the **Return** button to return to the **Add Direct Deposit** page.	**Check Example** The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number and the third is the check number. 9999 ⑇999999999⑇ ⑈999 999 999⑊ 9999 1 2 1 - Routing Number 2 - Account Number Return
6.	The **Distribution Instructions** section allows you to determine how you would like your paycheck distributed each pay period between your bank accounts. **Note**: You have the option to have all your earnings deposited into one or divided amongst multiple accounts.	**Distribution Instructions** Account Number [ ] *Account Type [▼] *Deposit Type [▼] Amount or Percent [ ] *Deposit Order [ ] (Example: 1 = First Account Processed)

7.	Enter the required information into the **Account Number** field. In this example, enter "**1597678594**" .	**Distribution Instructions** Account Number [ ] *Account Type [▼] *Deposit Type [▼] Amount or Percent [ ] *Deposit Order [ ] (Example: 1 = First Account Processed)
8.	Click the **Account Type** drop-down list button.	Direct Deposit **Add Direct Deposit** KATHRYN ACKAL Your Bank Information Routing Number [061000227] View check example Distribution Instructions Account Number [1597678594] *Account Type [▼] *Deposit Type [▼] Amount or Percent [ ] *Deposit Order [ ] (Example: 1 = First Account Processed)
9.	The types of available accounts display: - **Checking** - Select **Checking** to have all or a portion of your pay deposited into your checking account. - **Savings** - Select **Savings** to have all or a portion of your pay deposited into your savings account.	Distribution Instructions Account Number [1597678594] *Account Type [▼] *Deposit Type [Checking] Amount or Percent [Savings]

	In this example, add the employee's savings account. Click the **Savings** list item.	
10.	Click the **Account Type** drop-down list button.	**Distribution Instructions** Account Number 1597678594 *Account Type Savings ▼ *Deposit Type ▼
11.	Balance is the most common **Deposit Type**: - Select **Balance** if you only have one account on file. - If you want to divide your earnings among multiple bank accounts, you must designate one account as the **Balance** account. - The **Balance** account is where all remaining earnings are deposited after other accounts receive their designated portion of earnings.	**Distribution Instructions** Account Number 1597678594 *Account Type Savings ▼ *Deposit Type ▼ Amount or Percent Amount *Deposit Order Balance of Net Pay

12.	You may select **Percent** to send a percentage of your earnings to one of your accounts. - Use **Percent** only if you have multiple bank accounts on file. - You can have more than one **Percent Deposit Type** if you have multiple bank accounts. - Choose the **Balance Deposit Type** if 100% of your paycheck is to go to one account.	Distribution Instructions Account Number 1597678594 *Account Type Savings *Deposit Type Amount or Percent [ ] Amount / Balance of Net Pay *Deposit Order Percent
13.	In this example, the employee is going to designate a specific amount to be deposited to his savings account each pay period. Click the **Amount** list item.	Distribution Instructions Account Number 1597678594 *Account Type Savings *Deposit Type Amount or Percent Amount
14.	Select **Amount** to specify a portion of your earnings to a designated account. **Note:** Only use **Amount** if you have multiple bank accounts on file. You may have multiple **Amount Deposit Types**. In this example, the employee would like $450 deposited each pay period.	Distribution Instructions Account Number 1597678594 *Account Type Savings *Deposit Type Amount Amount or Percent [ ]
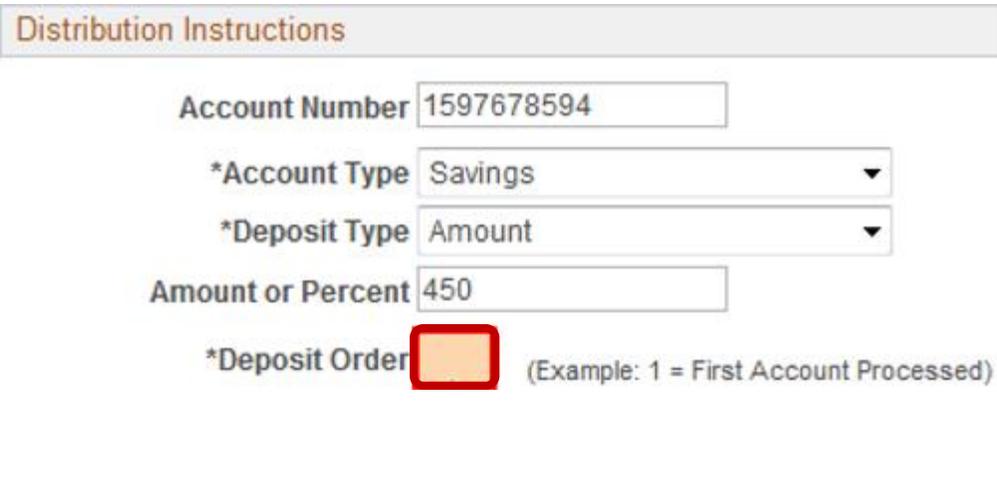
	Enter "**450**" into the **Amount or Percent** field.	
15.	The **Deposit Order** field is used to specify the sequence for depositing funds when you are depositing to more than one account. To ensure that the **Balance** account is the last account that money is deposited into, the PeopleSoft default is **999** and is entered for you if you choose **Balance** in the **Deposit Type** field.	Distribution Instructions Account Number 1597678594 *Account Type Savings *Deposit Type Amount Amount or Percent 450 *Deposit Order [ ] (Example: 1 = First Account Processed)
16.	Enter the required information into the **Deposit Order** field. In this example, enter "**1**". The employee is depositing $450 into his savings account and the remaining balance will go to his checking account.	Distribution Instructions Account Number 1597678594 *Account Type Savings *Deposit Type Amount Amount or Percent 450 *Deposit Order [ ] (Example: 1 = First Account Processed)
17.	Click the **Submit** button.	The **Submit Confirmation** page displays confirming that adding Brian's savings account to his direct deposit file was successful. **Note:** This message states, due to the timing of your entry, the change may not take effect for the upcoming pay period. In addition, any time you make a change to your direct deposit information a prenote is issued first. This means the first pay period after you've made the changes, you will receive a paper check. The second pay period your direct deposit information is activated.