

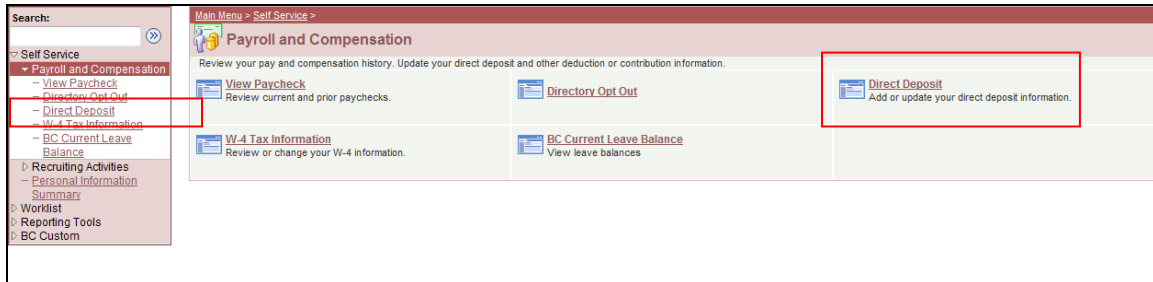
# Employee Instructions for Setting up Direct Deposit

## General Instructions:

(Please call 617-552-4772 for Help at any time with your Direct Deposit set up)

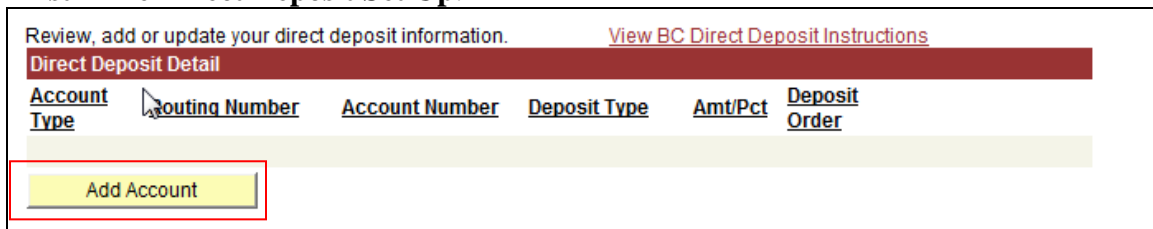
Log in to PeopleSoft HR Employee Self Service to create or update your Direct Deposit Information

On the Self Service Menu  
Select: Payroll and Compensation



CLICK: Direct Deposit link

## First Time Direct Deposit Set Up:



Click: Add Account

**Your Bank Information**

Routing Number:  [View BC Direct Deposit Instructions](#)  
[View check example](#)

---

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount/Percent:

Deposit Order:  (example: 1 = first account processed)

Supply all requested information

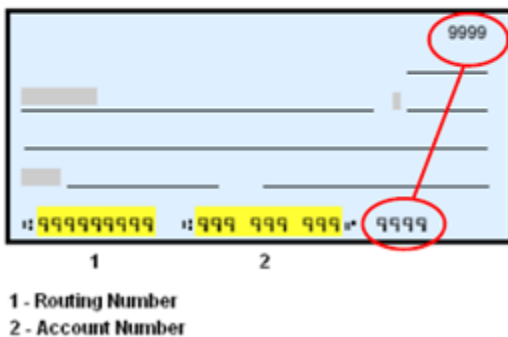
Routing Number: Click on '[View Check Example](#)' link (below)  
 Account Number: Click on '[View Check Example](#)' link (below)  
 Account Type: Select 'Checking or Savings' from drop down  
 Deposit Type: \*Select 'Amount' 'Percent' or 'Balance'  
 Amount/Percent: Enter 'Amount or Percent' value (i.e. \$500.00 or 100%)  
 Deposit Order:

\*To Deposit 100% of your Net Pay in one bank account you must use **Balance** as the Deposit Type

Click: SAVE

Please click on View check example for information about the standard location of Routing Number and Account Number

**Check Example**



(Insert '[View Check Example](#)' link and instructions here to see definitions of the direct deposit set up fields) Can this be done??

**NOTE: Do not enter the check number as part of the Account Number**

**Routing Number**

- This is always the first nine digits at the bottom of the check provided from your bank.
- May also be referred to as Transit Number.
- If you are unsure about the number, please check with your bank. An incorrect Routing Number will delay your Direct Deposit enrollment.
- Never use the number on your debit card as the Routing OR Account number.

**Account Number**

- This number is typically the second series of numbers at the bottom of the check provided from your bank.
- Do not include the series of numbers that represent the check number. The check number is not part of your account number. See check example.

**Account Type**

- Choose Checking or Savings

**Deposit Type**

- Choose Amount, Percent or Balance
- If you are entering Direct Deposit information for the first time, you must select Balance for Deposit Type.

**Amount/Percent**

- If you chose Amount for Deposit Type then enter the dollar amount you want deposited.
- If you chose Percent for Deposit Type then enter the percentage of your check (less than 100) that you want deposited.
- This field must be blank for Deposit Type Balance

**Deposit Order**

- Use this field to determine what order you would like deposits made. When using the Balance Deposit Type, the system will automatically assign priority 999 to ensure it is the last deposit processed.
- For Percent and Amount Deposit Types, the lowest deposit order will be the one that is deposited first and so on in the order of priority with any remaining going into the Balance account.

## Direct Deposit Set up Examples:

### A single Direct Deposit Account set up

Review, add or update your direct deposit information. [View BC Direct Deposit Instructions](#)

**Direct Deposit Detail**

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
<a href="#">Checking</a>	011000138	000080695697	Balance		999	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Account](#)

\*\*To deposit 100% of your Net Pay in one bank account you must select '**balance**' as the Deposit Type.

Direct Deposit Page Display for:

### Multiple Direct Deposit Accounts set up

Review, add or update your direct deposit information. [View BC Direct Deposit Instructions](#)

**Direct Deposit Detail**

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
<a href="#">Savings</a>	011000138	000080695697	Amount	\$50	1	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Savings</a>	011000138	000080695699	Amount	\$50	2	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Checking</a>	011000138	9439625550	Percent	15%	3	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Checking</a>	011000138	000080695698	Balance		999	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Account](#)

Click 'Add Account' button to add additional Direct Deposit Accounts

Multiple Direct Deposit Accounts information:

- You may enter up to 9 direct deposit accounts
- You must choose one account with the Deposit Type of **Balance**

**Balance** is the remainder of net pay deposited to an account after the designated amounts and/or percentage values have been deposited to the specified bank accounts

## Add, Update or Change Existing Direct Deposit Set up

### ***Adding an Account***

Add Account



To add an account, click on the Add Account button located at the bottom of your current account list. This will open the Add Direct Deposit Page

Supply all requested Direct Deposit information:

- Routing Number
- Account Number
- Account Type
- Deposit Type
- Amount/Percent
- Deposit Order

Click:            Save

### **Deleting a Direct Deposit Entry**

To 'Delete' a Direct Deposit entry, click on the Delete button located to the right of the account line you wish to delete. This will remove the direct deposit information for that account.

Review, add or update your direct deposit information. <a href="#">View BC Direct Deposit Instructions</a>					
Direct Deposit Detail					
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>
<a href="#">Checking</a>	011000138	004614781960	Amount	\$3450	1
<a href="#">Checking</a>	211381990	701270	Amount	\$225	2
<a href="#">Checking</a>	011000138	0007681720	Balance		3

You may delete any account **except** the 'balance account'.

Once you 'Delete' an account line you may have to 'Edit' the remaining direct deposit lines to adjust your deposit values.

## Editing/Updating a Direct Deposit entry

To Edit or Update an existing Direct Deposit entry, click on the Edit button located to the right of the account line you wish to edit or update.

Review, add or update your direct deposit information. <a href="#">View BC Direct Deposit Instructions</a>							
Direct Deposit Detail							
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Checking	011000138	004614781960	Amount	\$3450	1	Edit	Delete
Checking	211381990	701270	Amount	\$225	2	Edit	Delete
Checking	011000138	0007681720	Balance		3	Edit	Delete

### Edits allowed for Deposit Type **Amount** or **Percent**

You can:

- Change the amount or percentage you contribute
  - Change the Routing Number
  - Change the Account Number
  - Change the Account Type
- NOTE: You cannot change the Deposit Type to Balance if you have another account entry with Deposit Type Balance**
- Change the Deposit Priority
- NOTE: Priority of 999 cannot be used for Deposit Type Account or Percent**

### Edits allowed for Deposit Type **Balance**

- Change the Routing Number
  - Change the Account Number
  - Change the Account Type
- Note: Deposit Type and Priority cannot be changed for the Direct Deposit Balance row**

**‘Remember’** there must always be one line with the Deposit Type of **Balance**