

Employee Instructions for Setting up Direct Deposit

General Instructions:

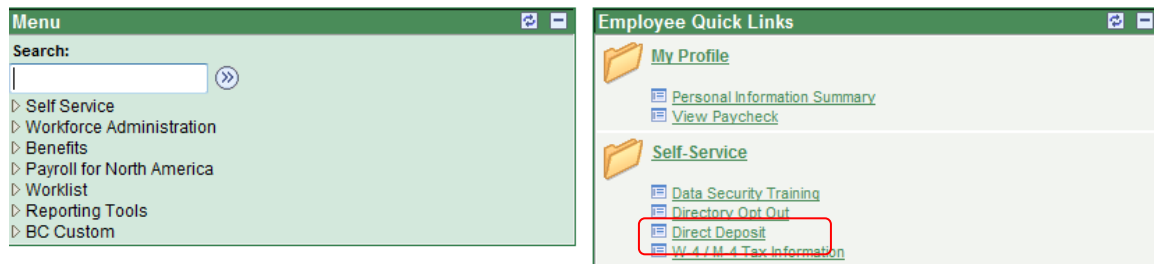
(Please call 617-552-4772 for Help at any time with your Direct Deposit set up)

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

Each Active Direct Deposit Account record created will be used for Payroll Earnings distributions.

On the Employee Quick Links

Select: Direct Deposit



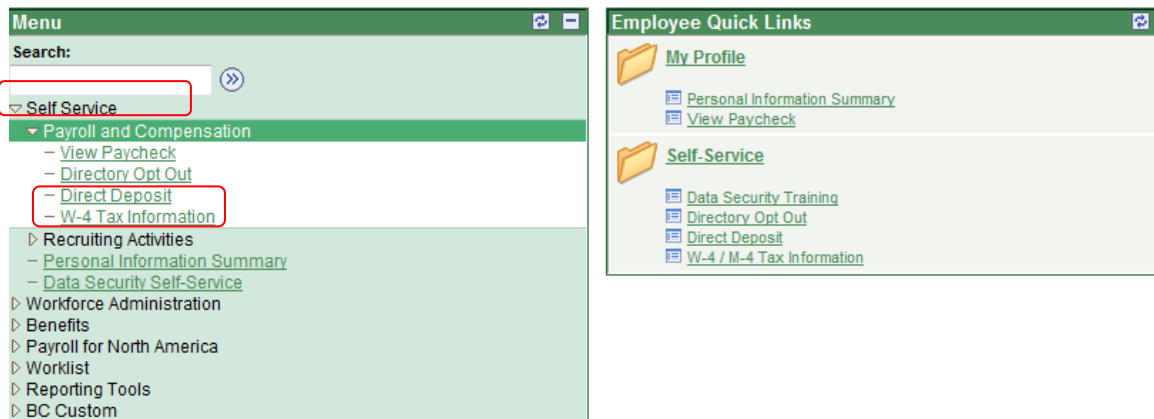
Or

On the Main Menu

Select: Self Service

Select: Payroll and Compensation

Select: Direct Deposit



First Time Direct Deposit 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>	<u>Expense Check Direct Deposit</u>
						<input type="checkbox"/>
Add Account						

Click: [Add Account](#)

The following page will display
Supply all the requested information
Fields preceded by an * are required

If you have questions please call HRSC (617) 552-4772.

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)

Expense Check Direct Deposit? (It is required that one direct deposit has this checked.)

[Save](#)

[Return to Direct Deposit](#)

* Required Field

'Expense Check Direct Deposit' is a new data field.
(The 'Expense Check Direct Deposit' box **must be checked** on one Payroll Direct Deposit Account)

Supply all requested information

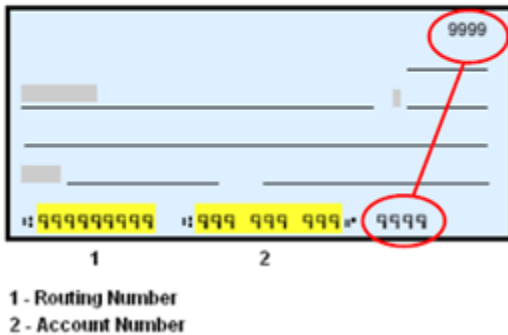
Routing Number: Click on '[View Check Example](#)' link (below)
Account Number: Click on '[View Check Example](#)' link (below)
Account Type: Select 'Checking or Savings' from drop down
Deposit Type: *Select 'Amount' 'Percent' or 'Balance'
Amount/Percent: Enter 'Amount or Percent' value (i.e. \$500.00 or 100%)
Deposit Order:
Expense Check Direct Deposit? Check this box to indicate that Expense Reimbursement funds will be deposited to this Account in addition to regular Pay Check Earnings

*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



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.

Expense Check Direct Deposit

- Check this box to indicate which Direct Deposit Account you want your Employee Expense Reimbursement Checks deposited.
- **Checking this box does not make the Direct Deposit Account and exclusive Direct Deposit record for Expense Reimbursements only.** Each Direct Deposit Account is used for Payroll Earnings. This box indicates that in addition to regular payroll earnings, this is where you want your Employee Expense checks to be deposited.

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

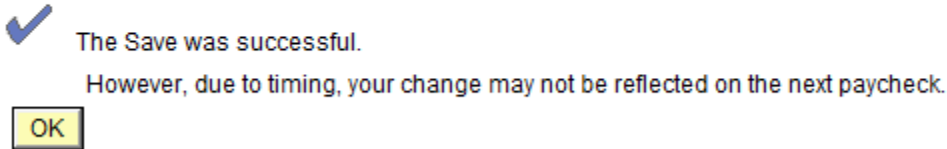
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit		
Checking	011000138	123456789	Balance		999	<input checked="" type="checkbox"/>	Edit	Delete

[Add Account](#)

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

** Expense Check Direct Deposit must be checked on this Account if it is your only Direct Deposit record.

Direct Deposit Save Confirmation



A Direct Deposit Save Confirmation message will display once you add your account information.

Click: OK

Setting Up Multiple Direct Deposit Accounts

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

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit		
Checking	011000138	123456789	Balance		999	<input checked="" type="checkbox"/>	Edit	Delete

[Add Account](#)

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

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

Expense Check Direct Deposit

Click: Save

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>	<u>Expense Check Direct Deposit</u>		
Savings	011000138	987654331	Percent	15%	1	<input type="checkbox"/>	Edit	Delete
Savings	011000138	98564251	Amount	\$50	2	<input type="checkbox"/>	Edit	Delete
Savings	011000138	457812	Amount	\$50	3	<input type="checkbox"/>	Edit	Delete
Checking	011000138	123456789	Balance		999	<input checked="" type="checkbox"/>	Edit	Delete

Add Account

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
- You must check 'Expense Check Direct Deposit' on one account

Expense Check Direct Deposit Set Up Information

- A Payroll Direct Deposit Account cannot be used exclusively for Expense Check Direct Deposits
- An Amount of at least \$1.00 of every Pay Check must be directed to the Payroll Direct Deposit Account checked as the 'Expense Check Direct Deposit' account
- Checking this box on one Payroll Direct Deposit Account says that in addition to your Payroll Deposit amount, this is where your 'Employee Expense Checks' will be deposited.

Example:

- Add a new Direct Deposit Account or Update and existing Account
- Select Deposit Type = Amount and Amount/Percent = \$1.00
- Check 'Expense Check Direct Deposit' check box

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

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit	
Checking	011000138	98752134444	Amount	\$1	1	<input checked="" type="checkbox"/>	Edit Delete
Checking	011000138	123456789	Balance		999	<input type="checkbox"/>	Edit Delete

(One dollar of every pay check will be deposited into this account)

Add, Update or Change Existing Direct Deposit Set up

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. [View BC Direct Deposit Instructions](#)

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit	
Savings	011000138	987654331	Percent	15%	1	<input type="checkbox"/>	Edit Delete
Savings	011000138	98564251	Amount	\$50	2	<input type="checkbox"/>	Edit Delete
Savings	011000138	457812	Amount	\$50	3	<input type="checkbox"/>	Edit Delete
Checking	011000138	123456789	Balance		999	<input checked="" type="checkbox"/>	Edit Delete

Add Account

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. [View BC Direct Deposit Instructions](#)

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit	
Savings	011000138	987654331	Percent	15%	1	<input type="checkbox"/>	Edit Delete
Savings	011000138	98564251	Amount	\$50	2	<input type="checkbox"/>	Edit Delete
Savings	011000138	457812	Amount	\$50	3	<input type="checkbox"/>	Edit Delete
Checking	011000138	123456789	Balance		999	<input checked="" type="checkbox"/>	Edit Delete

[Add Account](#)

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

Edits allowed for change to Expense Check Direct Deposit designation

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**
- Change Expense Check Direct Deposit account
- **NOTE: one account must have this box checked**

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**
- Change the Expense Check Direct Deposit designation

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

pz: 2/16/2012