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

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First Time Direct Deposit Set Up:

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

Distribution Instructions

Account Number:  View BC Direct Deposit Instructions

*Account Type:  View check example

*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](image)

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**

*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

✅ The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Click: OK

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

**Setting Up Multiple Direct Deposit Accounts**

Click ‘Add Account’ button to add additional Direct Deposit Accounts
**Adding an 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

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount/Percent</th>
<th>Deposit Order</th>
<th>Expense Check Direct Deposit</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>011000138</td>
<td>987654331</td>
<td>Percent</td>
<td>15%</td>
<td>1</td>
<td>False</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Savings</td>
<td>011000138</td>
<td>98564251</td>
<td>Amount</td>
<td>$50</td>
<td>2</td>
<td>False</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Savings</td>
<td>011000138</td>
<td>457812</td>
<td>Amount</td>
<td>$50</td>
<td>3</td>
<td>False</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Checking</td>
<td>011000138</td>
<td>123456789</td>
<td>Balance</td>
<td>999</td>
<td>True</td>
<td>True</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

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

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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

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.

You may delete any account except the ‘balance account’.

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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.

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

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