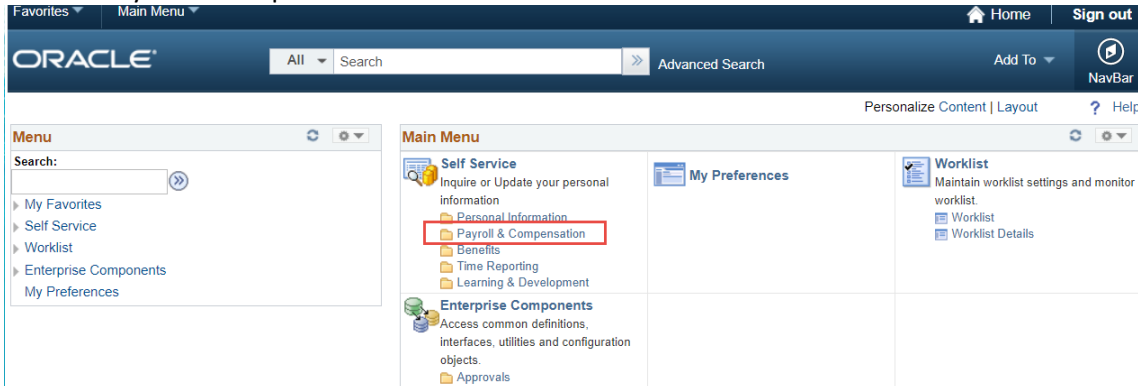


Employee Instructions for Setting up Direct Deposit

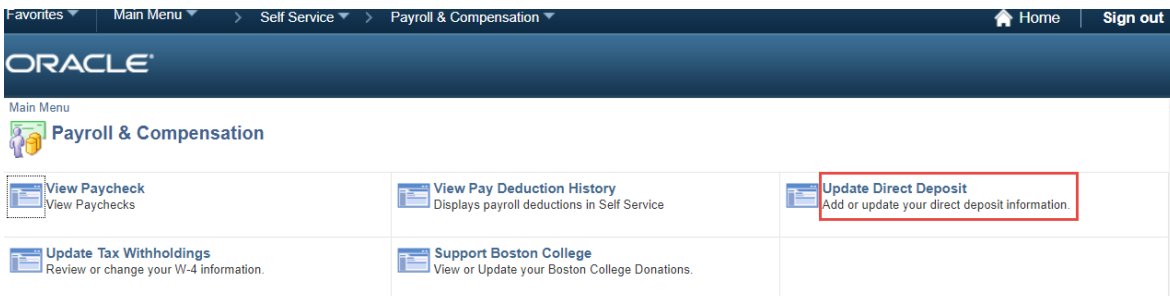
Please call 617-552-4772 for Help at any time with your Direct Deposit set up

Navigation

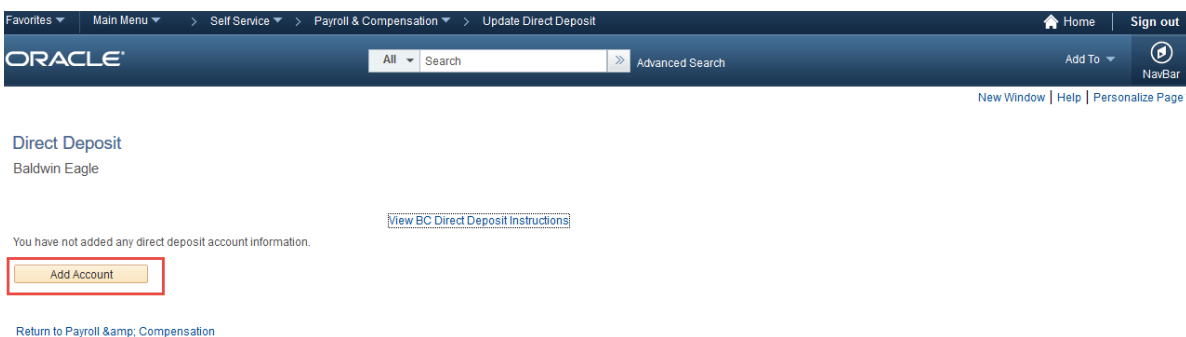
Select "Payroll & Compensation" from the Self-Service Menu



CLICK: "Update Direct Deposit"



First Time Direct Deposit:



Click: "Add Account"

Direct Deposit
 Add Direct Deposit
 Baldwin Eagle
 If you have questions please call HRSC (617) 552-4772.
 Your Bank Information
 Routing Number [View Check Example](#)
 Distribution Instructions
 Account Number [View BC Direct Deposit Instructions](#)
 Retype Account Number
 *Account Type
 *Deposit Type
 Amount or Percent
 *Deposit Order (Example: 1 = First Account Processed)
 Expense Check Direct Deposit?: (It is required that one direct deposit has this checked.)
 Submit
 * Required Field
[Return to Direct Deposit](#)

Supply all requested information

- Routing Number: The first nine digits at the bottom of your check
- Account Number: The second series of digits at the bottom of your check
- Account Type: Select 'Checking or Savings' from drop down
- Deposit Type: Select 'Amount' 'Percent' or 'Balance'
- Amount or Percent: Enter 'Amount or Percent' value (i.e. \$500.00 or 100%)
- Deposit Order: Enter the priority for this account

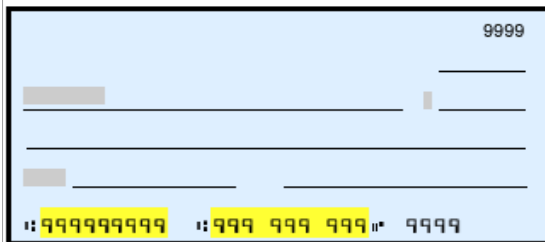
*To Deposit 100% of your Net Pay in one bank account you must use **Balance** as the Deposit Type

Click: "Submit"

Direct Deposit Fields Explanation

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.



1 2

1 - Routing Number

2 - Account Number

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 or Percent

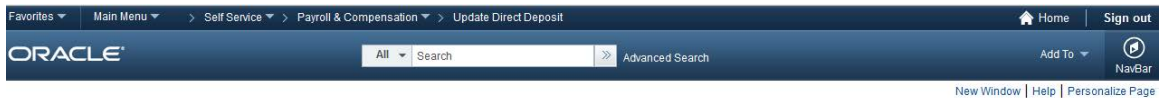
- If you chose Amount for Deposit Type then enter the dollar amount you want deposited.
- If you chose Percent for Deposit Type then enter the percentage of your check (less than 100) that you want deposited.
- This field must be blank for Deposit Type Balance

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 Examples:

A single Direct Deposit Account set up



Direct Deposit
Baldwin Eagle

[View BC Direct Deposit Instructions](#)

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	011000138		Balance of Net Pay	999		

[Add Account](#)

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

Multiple Direct Deposit Accounts

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll & Compensation ▾ > Update Direct Deposit Home Sign out

ORACLE® All ▾ Search >> Advanced Search Add To ▾ NavBar

New Window | Help | Personalize Page

Direct Deposit
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Review, add or update your direct deposit information.

[View BC Direct Deposit Instructions](#)

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	011000138		Amount	\$50.00 1		
Savings	011001234		Percent	15.00% 2		
Checking	011000138		Balance of Net Pay	999		

[Add Account](#)

Click “Add Account” button to add additional Direct Deposit Accounts

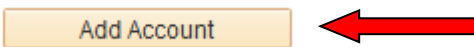
Multiple Direct Deposit Accounts information:

- 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 amounts and/or percentage values have been deposited to the specified bank accounts.

Add, Update or Change Existing Direct Deposit

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 or Percent

Deposit Order

Click: “Submit”

Editing/Updating a Direct Deposit Entry

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

Oracle HR Self Service navigation: Favorites, Main Menu, Self Service, Payroll & Compensation, Update Direct Deposit. Home, Sign out, Add To, NavBar, New Window, Help, Personalize Page.

Direct Deposit
Baldwin Eagle

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

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit	Remove
Checking	011000138	000080695699	Amount	\$50.00	1		
Savings	011001234	701270	Percent	15.00%	2		
Checking	011000138	000080695697	Balance of Net Pay		999		

[Add Account](#)

Edits are allowed for Deposit Types: **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**

Removing a Direct Deposit Entry

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

Direct Deposit
Baldwin Eagle

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

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	011000138	000080695699	Amount	\$50.00 1		
Savings	011001234	701270	Percent	15.00% 2		
Checking	011000138	000080695697	Balance of Net Pay	999		

[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.

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