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”
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.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td></td>
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<tr>
<td>123456789</td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td></td>
</tr>
</tbody>
</table>

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**

**To deposit 100% of your Net Pay in one bank account you must select ‘balance’ as the Deposit Type.***
Multiple Direct Deposit Accounts

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.

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.

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.

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