

Change Payment Elections (Direct Deposit)

Overview

Set up direct deposit for your Regular biweekly payments and Bonus payments.

Who Does This: Employees

Things to Know:

- Direct deposit provides the convenience of payments deposited to your bank account(s) on each pay date.
- To set up direct deposit you will need your Bank Name, Bank Routing Number, and Account Number.
- Once you set up direct deposit, your next check will be a live check while your direct deposit account is prenoted (tested). The following check will be direct deposited.
- You may set up direct deposit for your Regular payments and Bonus payments.
- You are encouraged to set up direct deposit for Bonus payments which will apply to Incentive Plan (IP) checks.
- You may elect multiple Payment Elections for your Regular (biweekly) payment to split payment across multiple accounts. You may only make one Payment Election for your Bonus payments.



Pay

Step 1

Choose the **Pay** worklet.

Actions

Withholding Elections

Payment Elections

Step 2

Choose **Payment Elections**.

Payment Elections

Emily Employee Actions

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Worker Emily Employee

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

Add Elections

Step 3

Click **Add Elections**.

Note: If you already have Payment Elections, choose from **Add Account** or **Change Elections**.

Preferred Payment Method

Regular *

Bonus *

Step 4

Review the default elections for your Regular bi-weekly payments and Bonus payments.

Preferred Payment Method

Regular *

Bonus * Check

Direct Deposit

Step 5

To set up direct deposit for your Regular payments and/or Bonus payments, use the list icon to select Direct Deposit.

Preferred Payment Method

Regular *

Bonus *

Account Setup

Worker Emily Employee

Sample Check

Jonathon Doe
4321 Main St
Anywhere, CA 94000

DATE _____

\$ _____ Dollars

YOUR BANK NAME
9876 1st St
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ 00123

9 Digit Routing #
Between the @ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)

Account Type * Checking 6 Savings

Bank Name * 7

Routing Transit Number *

Account Number *

8

Complete Steps 6 and 8 to add your bank account information.

Step 6

Select your Account Type (Checking or Savings).

Step 7

Enter your Bank Name, Routing Transit Number, and Account Number. Refer to the sample check image to see where to find this information.

Step 8

Click **OK**.

Worker Emily Employee
 Default Country United States of America
 Default Currency USD

Status Successfully Completed **9**

Accounts 1 item **10**

Account Nickname	Country	Bank Name	Account Type	Account Number	
Your Bank Name *****7890	United States of America	Your Bank Name	Checking	*****7890	Change Account Delete Account

Add Account **11**

Payment Elections 2 items **10**

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Your Bank Name *****7890	*****7890	Balance Yes	Change Election
Bonus	Direct Deposit	Your Bank Name *****7890	*****7890	Balance Yes	Change Election

Step 9

Review the Status to confirm your transaction has Successfully Completed.

Step 10

Review your Accounts and Payment Elections for each Pay Type.

Step 11

If you would like to add an additional account, select **Add Account**. Repeat Steps 6 – 9 and proceed to Step 12.

Worker Emily Employee
 Default Country United States of America
 Default Currency USD

Status Successfully Completed **12**

Accounts 2 items **13**

Account Nickname	Country	Bank Name	Account Type	Account Number	
Your Bank Name *****7890	United States of America	Your Bank Name	Checking	*****7890	Change Account Delete Account
My Savings	United States of America	Your Credit Union Name	Savings	*****3210	Change Account Delete Account

Add Account **13**

Payment Elections 2 items **14**

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Your Bank Name *****7890	*****7890	Balance Yes	Change Election
Bonus	Direct Deposit	Your Bank Name *****7890	*****7890	Balance Yes	Change Election

Step 12

Review the Status to confirm your transaction has Successfully Completed.

Step 13


Review your Accounts and Payment Elections for each Pay Type.

Step 14


If you would like to update Payment Elections, including the option to make multiple Payment Elections for your Regular payment, select **Change Election**.


Pay Type Regular
 Worker Eric Employee
 Default Country United States of America
 Default Currency USD
 Number of Elections Allowed 5





Payment Elections 1 item

Order	*Country	*Currency
	United States of America	USD


Step 15

Use the plus icon  to add a row for an additional account.


Use the minus icon  to remove an account.

Use the arrows (  /  ) to designate the order that you want funds deposited in. Note: Balance is always deposited last.

*Country

X United States of America 

*Currency


X USD 

Step 16

When adding a new account, use the list icon  United States of America as the Country.

Then, USD will automatically populate as the Currency.

*Payment Type

search 


Check

Direct Deposit

Step 17

Use the list icon  to select Payment Type.


Account

search 

My Savings

Your Bank Name *****7890

Step 18

If you selected Direct Deposit as the Payment Type, the Account field will be editable. Use the list icon  to select the Account you want to use.

If you selected Check as the Payment Type, skip to Step 19.

*Balance / Amount / Percent

Balance

Amount

Percent

Balance

Amount

Percent

Step 19

If you are making multiple Payment Elections for one Pay Type (i.e. Regular payments split across two accounts) , allocate your pay using a dollar amount or percentage.

If using multiple Payment Elections for one Pay Type, you must choose Balance for one of these elections.

Account	*Balance / Amount / Percent
<input type="text" value="My Savings"/>	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
<input type="text" value="Your Bank Name *****7890"/>	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

Step 20

Once you complete your election, click **OK**.

Status Successfully Completed **21**

Accounts 2 items

Account Nickname	Country	Bank Name
My Savings	United States of America	Your Credit Union Name
Your Bank Name *****7890	United States of America	Your Bank Name

Payment Elections 3 items **22**

Pay Type	Payment Type	Account	Account Number	Distribution
Regular	Direct Deposit	My Savings	*****3210	Amount 100.00
	Direct Deposit	Your Bank Name *****7890	*****7890	Balance Yes
Bonus	Direct Deposit	Your Bank Name *****7890	*****7890	Balance Yes

Step 21

Review the Status to confirm your transaction has Successfully Completed.

Step 22

Review your Payment Elections to see your change.

You can make additional changes at any time by choosing the Pay worklet and selecting Payment Elections.

FAQ's

What happens next? Adding a new bank account for your Payment Elections will cause a prenote (one live check) on the next payroll process. After a successful prenote, the following payment will be direct deposit.

Can I have my payment split across multiple accounts? Yes, you can elect to have your Regular (bi-weekly) payments split across multiple bank accounts. You may elect to have part of your payment processed as a check and part as direct deposit.

What if my bank account is closed? Prior to closing your account, you need to follow the steps above to update your Payment Elections. Not taking action to update your Payment Elections when your account is closed will cause a delay in pay.