Viewing or Updating Direct Deposit Information in ESS

Purpose: Use this document to view or change/update US direct deposit information in ctcLink Employee Self Service.

Audience: Employees

Viewing or Updating Direct Deposit Information in Employee Self Service

Important: One of the bank accounts needs to be set up as Deposit Type of Remaining Balance. In the case of multiple accounts, the remaining funds will be automatically paid to the Remaining Balance account.

Pre-notification is required when employees add or update direct deposit data via Employee Self Service.

Navigation: HCM Employee Self Service > Payroll (tile) > Direct Deposit (tile)

1. The **Direct Deposit** tile indicates the number of accounts currently entered and the last time it was updated.
2. On the **Direct Deposit Accounts** page, you can view the list of your existing direct deposit accounts with details.
3. To open the **Edit Account** window, either select the chevron (>) at the far right on the line of the account to open, or you can select anywhere on the line.
4. The **Edit Account** pagelet displays, Here you can review the account information and have access to edit the information if needed.
5. You are able to modify the *Nickname*, *Routing Number*, *Account Number* by selecting the pencil icon (Edit Account Number), and any of the *Pay Distribution* values.

NOTE: If you are just reviewing the information and not making changes, select the **Cancel** button to return to the **Direct Deposit** page.

Anytime **Save** is selected, a new notification email is triggered by the system stating your changes have been submitted.

6. Information to know if you select the **Remove** button:

- First, If the employee has only one account, they will be able to remove it via Employee Self Service without restriction.
- Second, a warning message will appear advising you that if you remove the account, you cannot add a new account(s) until the following day.

7. If you select **Yes** to proceed with removing your direct deposit bank account information, you will be routed to the **Direct Deposit** page and the following message will appear: ***"You are not allowed to add any direct deposit entries today. You will be able to add direct deposit data tomorrow."***

> ❗ In the case of a multiple direct deposit accounts, if the employee deletes the "Remaining Balance" account, they will be forced to assign one of their existing accounts as a remaining balance account. If one account is left, it will be defaulted to a deposit type of **Full Balance**.

8. To make changes to your bank account information on the **Edit Account** page:
   - ***Nickname*** - Enter a unique account name for each direct deposit entry.
   - ***Payment Method*** has been set to Direct Deposit.
   - ***Routing Number*** - Enter the routing number. (The system validates the Bank Routing Number). Select the information (**i**) icon to view sample checks with routing number format.

9. If you make a mistake entering the routing number, an error message displays.
10. Select **OK** to close the message, then make any needed corrections.

The **Edit Account** page displays. On the page, continue with the **Account Number** and **Re-type Account Number** (Select the pencil icon to enter the bank account number for the checking or savings account into which you want the money to be deposited).

Pay Distribution: Enter pay distribution information.

11. **Account Type**: Select account type. Valid values are **Checking** or **Savings**. 3
12. **Deposit Type**: Select the deposit type. Valid values are **Amount**, **Percent** or **Remaining Balance**.
    - ***Amount***: Select this option if a *fixed dollar amount* should be deposited in this account.
    - ***Percent***: Select this option if a *specific percentage* of your net pay should be deposited in this account.
    - ***Remaining* Balance**: Select this option if the *balance* of your pay is to be deposited in this account.

NOTE: One of your accounts needs to be set up as **Deposit Type** of **Remaining Balance**. In the case of multiple accounts, the remaining funds will be automatically paid to the Remaining Balance account.

13. When selecting **Save**, your direct deposit account information is updated and you will be routed to the **Direct Deposit** page. You will receive an email notification that your direct deposit request has been successfully submitted. The email will show the date and time, based on the system date and time, when the action took place.

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included in this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to Viewing or Updating Direct Deposit Information. This link will open in a new tab/window.