

Maintaining Employee Banking Data

Purpose: Use this document as a reference for maintaining Travel and Expenses employee banking data in ctLink.

Audience: Finance and Business Office staff

 You must have at least one of these local college managed security roles:

- ZZ Expenses User Admin

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 The ctLink Default Travel and Expenses (EX) Employee Payment method is **System Check**. If you would like to pay your employees by **Automated Clearing House** (ACH), then it will need to be updated here. The **Default** Bank account on this page may or may not match up with the **Default** bank account in HCM and may need to be updated accordingly, as well as the **Payment Method**. If you are using **System Check** as the **Payment Method**, the Check payment will contain the address designated on the **Employee Data** tab. It is recommended to check the **Bank Accounts** tab, **Organizational Data** tab and **Employee Data** (Payments Sent to area) in your Employee's EX profile, as part of your EX onboarding process.

Maintaining Employee Banking Data

Navigation: Travel and Expenses > Manage Employee Information > Update Employee Detail

1. Enter the desired information into the **Employee ID** field.
2. Select **Search**.
3. Select the **Bank Accounts** tab.
4. In the Bank Account Info section, select the **show all columns icon** to expand/collapse and view the Bank Account info lines and view the **Bank Account Prenote** information.

💡 Use the **Bank Accounts** tab page to review, add, delete, review **Default, Hold Payment** or modify **Bank Account Info** for an employee.

⚠️ Ensure that you are looking at or modifying the correct record (the correct record should be marked as the **Default Profile**, if it's not, go to the **Organizational Data** tab to update the **Default Profile**).

Employee Data | Organizational Data | User Defaults | **Bank Accounts** | Corporate Card Information | Transportation Information

Toni White

Organizational Data

GL Unit WA220 TACOMA COMMUNITY COLLEGE
Department 99020 Human Resources
*Payment Method System Check

Default Profile
 Hold Payment

Bank Account Info

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Bank Account #		
<input checked="" type="checkbox"/>		Payroll		322282001		43202	+.	-
<input type="checkbox"/>		Payroll		322282001		43012	+.	-

EFT Options

Save | Return to Search | Notify | Add

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Transportation Information

- The **Bank Account** info with a **Source** of **Payroll** is synced from the HCM pillar. If the employee wants to use a bank account not listed, then you have the option of adding a new Bank Account directly to the EX profile, **Bank Accounts** tab.
- On the **Bank Account Info** tab, select the **plus sign [+]** to add a new row.
- A window opens to add rows. Enter the number of rows to add, then select **OK**.

My WorkCenters

Employee Data | Organizational Data | User Defaults | **Bank Accounts**

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Organizational Data

GL Unit WA220 TACOMA COMMUNITY COLLEGE
 Department 99020 Human Resources
 *Payment Method System Check

Default Profile
 Hold Payment

Bank Account Info

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Bank Account #		
<input checked="" type="checkbox"/>		Payroll		322282001		43202		
<input type="checkbox"/>		Payroll		322282001		43012		

EFT Options

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Transportation Information

8. On the newly added row, select the **Bank Account** icon.
9. The **Pay to Bank Accounts** window displays. Enter the following required information:
 - a. **Bank ID Qualifier** = 001
 - b. **Bank ID** = Employee's Bank Routing Number
 - c. **Bank Account Number** = Employee's Bank Account Number
 - d. **DFI Qualifier** = 01
 - e. **DFI ID** = Employee's Bank Routing Number
10. Select **OK** to return to the **Bank Accounts** tab page.

Employee Data | Organizational Data | User Defaults | **Bank Accounts** | Corporate Card Information | Transportation Information

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Organizational Data

GL Unit WA220 TACO
 Department 99020 Huma
 *Payment Method System Check

Bank Account Info

Bank Account Info | Prenote Info | »

Default	Bank Account	Source
<input checked="" type="checkbox"/>		Payroll
<input type="checkbox"/>		Payroll
<input type="checkbox"/>		Expenses

EFT Options

Save | Return to Search | Notify

Pay to Bank Accounts

White, Toni ID 101000

Country USA United States

Bank Name US Bank

Branch Name

Bank ID Qualifier 001 United States Bank

Bank ID 322282001

Bank Account Number 999999999999

Account Type

DFI Qualifier 01 Transit Number

DFI ID 322282001

IBAN

11. On the **Bank Accounts** tab, Select the **Default** checkbox for the newly added 'Expenses' Bank Account row.
12. The prenote status of the Bank Account will be **New**. EX does not send banking prenotes, so this is the correct status.
13. In the ***Payment Method** field, select the drop down arrow and select **Automated Clearing House**, if not already selected.
14. Select **Save**.

Employee Data | Organizational Data | User Defaults | **Bank Accounts** | Corporate Card Information | Transportation Information

Toni White

Organizational Data Q | ⏪ ⏩ 2 of 2 ⏪ ⏩ | [View All](#)

GL Unit WA220 TACOMA COMMUNITY COLLEGE Default Profile
 Department 99020 Human Resources Hold Payment
 *Payment Method System Check ⌵

Bank Account Info ⏪ ⏩ 1-3 of 3 ⏪ ⏩

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Bank Account #		
<input type="checkbox"/>		Payroll		322282001		43202	+	-
<input type="checkbox"/>		Payroll		322282001		43012	+	-
<input checked="" type="checkbox"/>		Expenses	US Bank	322282001		999999999999	+	-

EFT Options Save Return to Search Notify Add

15. Process complete.

Video Tutorial

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

Video Tutorial Via Panopto

View the external link to [Maintaining Employee Banking Data](#). This link will open in a new tab/window