**ESS – Personal Information– Direct Deposit/Bank Information**

1. ***Direct Deposit/Bank Information –*** Allows employees to view and maintain their *Main Bank Account,* which primarily controls direct deposit of pay. Employees may also add up to five *Secondary Bank* accounts to allow for additional customized distribution of direct deposit pay.

**Setting up/Maintaining Main Bank Account**

* 1. Select the *Direct Deposit/Bank Information* link from the *Payroll* menu in ESS.
	2. In the example used here, the employee has not yet setup direct deposit with PASSHE as indicated by the saved *Payment Method – Check.*
	3. Click *Update Main bank Account* to enter bank routing and account number information.



* 1. Enter the *Routing Number, Account Number*, choose whether the bank account type is *Checking* or *Savings*, and then to confirm the *Account Number*, complete *Re-enter Account Num*: When finished, click *Save Changes*.

**NOTE:** For help determining where to locate your bank ABA and bank account numbers, refer to the link at the bottom of the Direct Deposit/Bank Information screen *Help Locating Routing/Account Numbers*.



* 1. *Main Bank Account* information has been saved and the process of adding direct deposit information is complete. If adding one or more *Secondary Bank* accounts is not desired, 100% of the employee’s paycheck will be deposited to the *Main bank.* Continue with step 2 below if adding *Secondary Bank* accounts is desired.

	
	2. To modify details entered for *Main Bank* or to change the *Main Bank* on record to a completely new account, highlight the row for *Main Bank*, and then click *Update Main bank Account.*
		1. The *Confirm Previous Account number* pop-up window will appear. Enter the current associated *Main Bank* account number and select *OK.*

**Adding a new Main Bank when there is a pre-existing Main Bank on record**

* + 1. If the intended change is to add a completely new *Main Bank* to be used for direct deposits, simply enter the new account *Routing Number, Account Number*, choose whether the bank account type is *Checking* or *Savings*, and then to confirm the *Account Number*, complete *Re-enter Account Num*: When finished, click *Save Changes*.

**Modifying the pre-existing Main Bank on record**

* + 1. The process described here is to address situations where the employee only wants to change the type of account from checking to savings or vice versa on the pre-existing *Main Bank* account.

			1. The *Routing Number* field should be left unmodified in order to ensure the same bank institution is being utilized for the deposits.
			2. The *Account Number* must be entered *exactly* in order to match the account number that is currently on record.
			3. The *Re-enter Account Num.* field must also match what was entered on the *Account Number* field in order to proceed with the update.

**CAUTION!** If maintaining the same bank account number is intended, it is **extremely important** to enter the *Account Number* exactly to match what is currently on record. If an incorrect/different *Account Number* is entered by mistake, a new *Main Bank* account will be created.

* + - 1. Select *Save Changes.* The following message will appear confirming the new *Main Bank Account* information has been saved.

			

**Setting up/Maintaining Secondary Bank Account**

1. For employees who wish to have a percentage or a specific dollar amount of their paycheck directly deposited to more than just their *Main Bank*, one or more *Secondary Bank* accounts may be added up to a maximum of five. Only the *Secondary Bank* account provides fields to indicate either the *standard percentage* or a *standard value* of an employee’s paycheck to be deposited. The *Main Bank* account does not provide these fields and will therefore retain the remaining percentage out of 100%. In the example used below, 70% of the employee’s paycheck will be deposited to the *Main Bank* account, while 30% will be deposited to the *Secondary Bank* account as indicated.

	1. From the *Direct Deposit/Bank Information* screen, click *Add a Secondary Bank*.

	
	2. A pop-up window will appear asking to confirm the main bank account number for security purposes. Enter the account number associated with the *Main Bank* account and select the OK button to continue.

	
	3. In the *Account Details* section, complete the *Routing Number, Account Number, Re-enter Account Num:,* and then complete either the *Standard Value* or *Standard Percentage* fields. The *Standard Value* field calls for a fixed dollar amount to be entered whereas the *Standard Percentage* calls for a fixed percentage out of 100 to be entered. However, only one of the two fields should be completed; otherwise, the system will display an error. Simply leave the field not being completed as blank, and upon clicking *Save Changes*, the system will default a zero value.

	

**NOTE:** This is an example of the error message displayed if both the *Standard Value* and *Standard Percentage* fields are completed with values and *Save Changes* is attempted:



* 1. *Secondary Bank* account information has been saved.

	
	2. To add additional *Secondary Bank* accounts, repeat steps 2.1 through 2.3 above. Otherwise, the process of adding direct deposit information for the *Secondary Bank* account is complete.
	If changing the amount, percentage, or type of bank account for *Secondary Bank* is desired, or to remove a *Secondary Bank* completely, continue to step 2.5.1 below.

		1. To modify details entered for a *Secondary Bank*, highlight the row of the desired *Secondary Bank* for changes, and then click *Change Amount or Percentage of Bank Account*.

		
		2. A pop-up window will appear asking for the user to *Confirm Previous Account number.* (NOTE: This message refers to the Secondary Bank Account number.) Once the account number has been entered, select the *OK* button to continue.

		
		3. Make the desired changes and then select *Save Changes*.

		
		4. The *Account saved* message will appear at the top of the page.

		
		5. If completely removing/ending a *Secondary Bank* is desired, highlight the row of the desired *Secondary Bank* for changes, and then click *End Secondary Bank Account*.

		
		6. Depending on the timing of the change being made, one of the following confirmation messages will appear. If a deposit has never been made to the *Secondary Bank*, this message will display:



If a deposit has already been made to the *Secondary Bank* being removed/ended, a message similar to the following example will display stating the effective date of the last deposit to be made to the account.

