

Add Direct Deposit Account Information

New Experience

Use the following process to add Direct Deposit account information:

1. Obtain the:
 - Routing Number
 - Account Number
2. Employees navigate to **HR & Payroll > Employees > Employee Payroll File > Payroll Setup > Direct Deposit** or **HR & Payroll > Employees > Person Record > Pay > Direct Deposit** to add or edit their own direct deposit account(s).

NOTE: Any applicable **Pending Setup** shows on this page as well.

Direct Deposit Edit Setup

Pending Setup

1. The entire paycheck will be deposited into **UNION BANK OF CALIFORNIA NA XXXX** (includes special checks)

Current Setup

1. Remaining balances may be issued via **Paper Check**

Bank Accounts + Add Account

Name	Account Number	Routing Number	Type	Action
Checking UNION BANK OF CALIFORNIA NA	XXXX	XXXX	Checking	✎ 🗑️

3. To edit an existing bank account:
 - Select **Edit Setup** on the existing account.
 - Select Add From Account List to add an additional bank account.
 - Select the desired type from the dropdown.
 - Enter an amount, if applicable.
 - Select the **X** in the **Remove** column to remove the account from Direct Deposit Setup.

- Save.

Edit Direct Deposit Setup Close Save

Direct Deposit Setup

Deposits from your paycheck will be submitted in order until your Remaining Balance is reached

Add From Account List

Account	Type	Amount	Special Checks ⓘ	Remove
1. Checking Jpmorgan Chase Bank, NA XXX567 Prenote: 4/9/2010	Flat Amount ▾	45	<input checked="" type="checkbox"/>	×
2. Checking Jpmorgan Chase Bank, NA XXX9456 Prenote: 4/9/2010	Remaining Balance		<input checked="" type="checkbox"/>	×

4. To add a new bank account:
 - Select **Add Account**.
 - Enter an **Account Nickname** if desired.
 - Confirm the **Name on Account**.
 - 📖 **NOTE:** The **Name on Account** cannot be longer than 30 characters, including spaces.
 - Select one of the following from the **Account Type** dropdown menu:
 1. Checking
 2. Savings

3. Pay Card

Step 1: Add Bank Account

Close Next

Add Bank Account In Progress **Review Direct Deposit Setup** Not Started

Bank Account Details

Account Nickname *(optional)*

Name on Account

Account Type

Routing Number

Account Number

Checking
Savings
Pay Card

Allocation Details

Allocation Type:

Amount


Validate account via prenotification

Use for bonus and other special checks

- Enter the nine-digit American Banker's Association (ABA) Transit Routing Number in the Routing Number field, without dashes or spaces. Valid Routing Number start with 0, 1, 2, or 3.
 1. Find the Routing Number by looking at the first set of numbers at the bottom of a check. The account number is the second set of numbers in the same area.
 2. Employees should provide the Routing Number listed on a check, do not use the routing number from a deposit slip. Deposit slip routing numbers are typically for internal use only, and banks are likely to reject them.
 3. If the bank name does not populate or shows an unknown bank, use the routing number to search the website for the Federal Reserve. If listed there, the bank is a valid institution, but if not, the direct deposit can be rejected.
- Enter the account number in the **Account Number** field (17 character limit).
 1. If an incorrect character is in the **Account Number** field, the system prompts the user with a message stating **Account Number cannot contain the character**.
 2. Although rare, some Bank Account Numbers may contain letters or dashes within the Account Number.
- Complete the following if this is not the main account:
 1. Toggle **Allocation Type** to either \$ or %, based on what should route to the additional account.
 2. Based on the type chosen, enter the amount the account should receive in the **Amount** field.

✘ **EXAMPLE:** A user chose the **Percent** type and enters 30 into the **Amount** field so that 30% of the pay goes into this account.

3. Select **Next** to navigate to Review Direct Deposit Setup.

4. Select the  icon to the left of the account numbers to drag up or down and change the priority of the additional account.

5. Ensure that at least one account is present as the **Remaining Balance** account.

- The **Remaining Balance** account is where all funds not allocated to an additional account remain.

- Navigate **HR & Payroll > Employees > Employee Payroll File > Payroll Setup > Direct Deposit**

1. Select **Edit Setup**.

2. Select ellipses () under the **Actions** column.

3. Select **Use Account for Remaining Balance** for the main account and remove the possibility of receiving a paper check.

- This ensures deposits allocate correctly and no potential live checks generate.

- Select **Save**.

1. The entered amount deposits into each additional account listed.

2. The net check deposits into the main account.

5. Select **Delete** to remove an unneeded account.

ADDITIONAL INFORMATION:

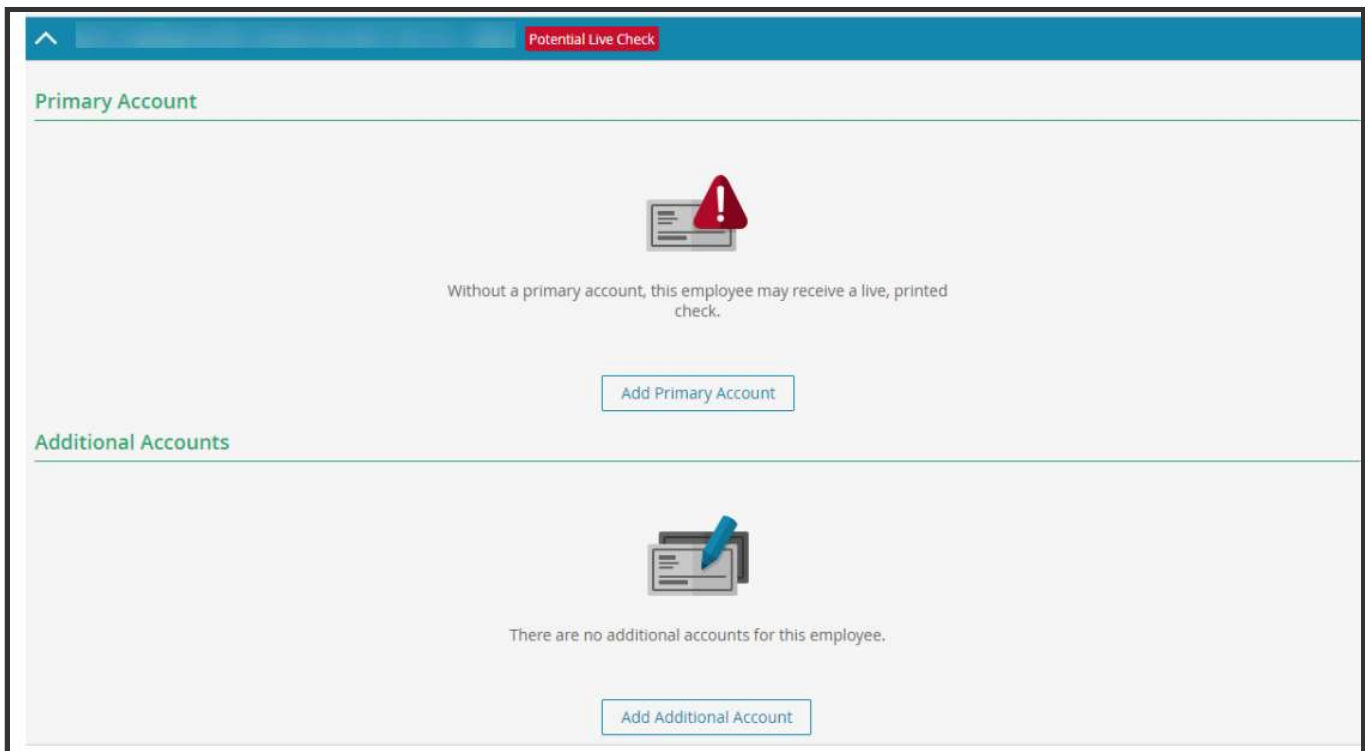
- To ensure expected deposits, users should submit and approve all direct deposit changes before starting payroll. If users update their direct deposit configuration after an administrator starts the payroll batch, the administrator should review the employee's check to confirm that the expected account applies before finalizing payroll.
- Note the following Automated Clearing House (ACH) guidelines:
 - All bank accounts used for direct deposit/ACH must be U.S. domestic accounts. International bank accounts are not accepted.
 - To link direct deposits to payroll cards and pay cards, users should select a Pay Card account during setup.
- Editing an existing Direct Deposit account is no longer possible. Users must delete the existing account and re-add.
- When a company deletes a Direct Deposit account with activity in the current year, that account still appears on the user's pay stub, Current Check page, and Check History page until the new year.
- There is a Spanish version of this document available here.

Classic Experience

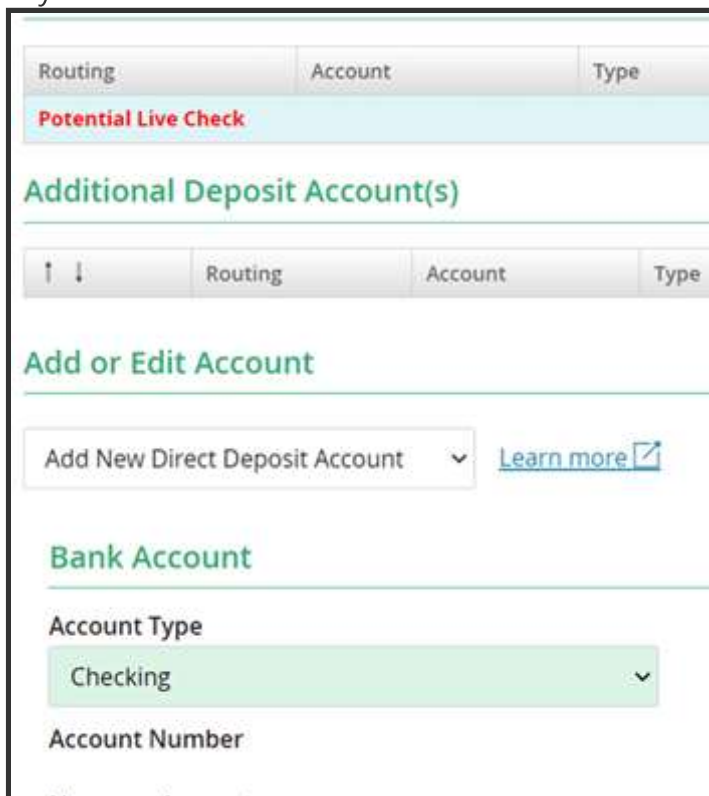
Use the process below to make any necessary updates to employee direct deposit accounts.

1. Employees navigate to **HR & Payroll > Employees > Employee Payroll File > Payroll Setup > Direct Deposit** or **HR & Payroll > Employees > Person Record** to add or edit their own direct deposit account(s).

2. Select the edit pencil to edit an existing account, or select **Add Primary Account** to add a new direct deposit account.



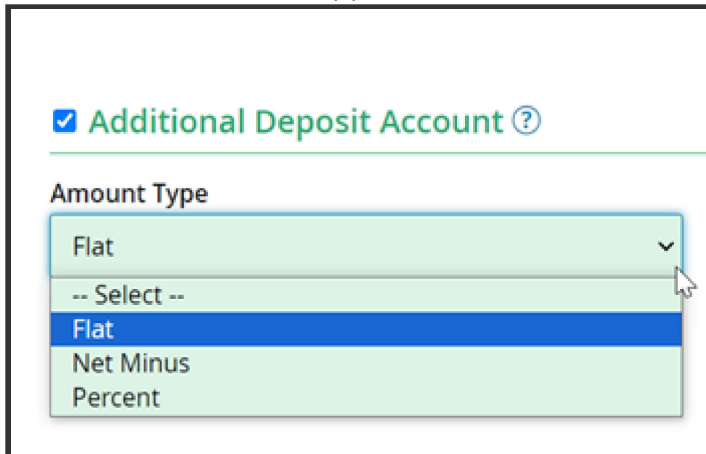
3. Select an existing bank account or **Add New Direct Deposit Account** from the **Add or Edit Account** dropdown menu.
4. Select the one of the following from the **Account Type** dropdown menu:
 - o Checking
 - o Savings
 - o Pay Card



5. Enter the nine-digit American Banker's Association (ABA) Transit Routing Number in the Routing Number field, without dashes or spaces. Valid Routing Number start with 0, 1, 2, or 3.
 - o Find the Routing Number by looking at the first set of numbers at the bottom of a check. The account number is the second set of numbers in the same area.
 - o Employees should provide the Routing Number listed on a check, do not use the routing number from a deposit slip. Deposit slip routing numbers are typically for internal use only, and banks are likely to reject them.
 - o If the bank name does not populate or shows an unknown bank, use the routing number to search the website for the Federal Reserve. If listed there, the bank is a valid institution, but if not,

the direct deposit can be rejected.

6. Enter the account number in the **Account Number** field (17 character limit).
 - If an incorrect character is in the **Account Number** field, the system prompts the user with a message stating **Account Number cannot contain the character**.
 - Although rare, some Bank Account Numbers may contain letters or dashes within the Account Number.
7. Complete the following if this is not the main account:
 - Enable the **Additional Deposit Account** checkbox.
 - Select if the amount should be a **Flat** amount, a **Percent**, or a **Net Minus** from the **Amount Type** dropdown menu.
 - Selecting **Net Minus** issues a live check to the user for the number entered in the **Amount** field and deposit the remaining balance, if any, into the account entered via the steps above.
 - Choosing a **Percent** type and entering 100% results in no additional money going into any other Additional Account(s).



The screenshot shows a form section titled "Additional Deposit Account" with a green checkmark and a help icon. Below the title is a dropdown menu labeled "Amount Type". The dropdown is open, showing four options: "Flat", "-- Select --", "Flat", "Net Minus", and "Percent". The "Flat" option is currently selected and highlighted in blue. A mouse cursor is pointing at the dropdown arrow.

- Based on the type just chosen, enter the amount the account should receive in the **Amount** field.
 - ✳ **EXAMPLE:** A user chose the **Percent** type and enters 30 into the **Amount** field so that 30% of the pay goes into this account.
 - Select the radio button next to an additional account and use the arrow icons above that account to change the order in which money deposits into an additional account.
 - Ensure that at least one account is present as the **Main** account.
 - The **Main** account is where all funds not allocated to an additional account remain.
 - This ensures deposits allocate correctly and no potential live checks generate.
8. Select **Save**.
 - The entered amount deposits into each additional account listed.
 - The net check deposits into the main account.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001009/content-version/PCTY-60673/PCTY-1421348/Add-Direct-Deposit-Account-Information>