



## **Employee Self-Service Direct Deposit Updates**

September 2019



## TABLE OF CONTENTS

|   |    |
|---|----|
| NAVIGATION.....                           | 1  |
| REPLACE BANK ACCOUNT WITH A NEW BANK..... | 1  |
| ADD NEW BANK ACCOUNT .....                | 3  |
| ADD AN ADDITIONAL BANK ACCOUNT .....      | 6  |
| AFTER SUBMITTING CHANGES.....             | 10 |
| INCORRECT ACCOUNT NUMBER ENTERED.....     | 11 |

## NAVIGATION

Main Menu > Self Service > Payroll and Compensation > Direct Deposit






## REPLACE BANK ACCOUNT WITH A NEW BANK


### Direct Deposit



Review, add or update your direct deposit information.

| Direct Deposit Details |                |  |                    |                           |       |   |
|------------------------|----------------|--|--------------------|---------------------------|-------|---|
| Account Type           | Routing Number | Account Number   | Deposit Type       | Amount or Deposit Percent | Order | Edit  |
| Checking               | 071000013      |  | Balance of Net Pay |                           | 1     |                   |
|                        |                |  |                    |                           |       | <b>Remove</b><br> |

Pay Statement Print Option



First, remove the bank that you no longer want to use for your direct deposit.

Click the trash can icon under the Remove column to delete the bank account. The Direct Deposit Security Validation page will display requesting entry of the complete account number of the last 4-digits of the account shown.

### Direct Deposit Security Validation

For Security purposes, please enter the full account number for the account ending in 

Account Number:





Please validate the bank account that is being requested. See the last 4-digits of the bank account listed in the message. This is the bank account that needs to be verified by entering the entire bank account number in the text box labeled **Account Number**.

Once the bank account requested is verified, you will be allowed to make the desired updates to your direct deposit bank accounts. If you incorrectly enter your bank account number multiple times your account will be locked. You will need to contact Payroll to have your account reinstated.

Click the **OK** button.

## Direct Deposit

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### Delete Confirmation



Are you sure you want to delete this Deposit Account: XXXX?

Yes - Delete

No - Do Not Delete

Confirm that you would like to delete the bank account that is listed in the message. The last 4-digits of the bank account being requested is displayed in the message.

To confirm deletion of the bank account click the

Yes - Delete

button.

If you do not wish to delete the bank account click the

No - Do Not Delete

button.

If you click the

No - Do Not Delete

button, you will be returned to the Direct Deposit page.

*Any other changes will require you to re-enter the requested bank account number to make the desired updates.*

## Confirmed Deletion of Bank Account

After clicking the  button, the Submit Confirmation page below will appear

Click **OK** button to continue.

### Direct Deposit

#### Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK



## ADD NEW BANK ACCOUNT

On the Direct Deposit page, click the pencil icon in the Edit column.

### Direct Deposit



Review, add or update your direct deposit information.

| Direct Deposit Details |                |   |                    |                           |       |   |
|------------------------|----------------|---|--------------------|---------------------------|-------|---|
| Account Type           | Routing Number | Account Number  | Deposit Type       | Amount or Deposit Percent | Order | Edit  |
| Checking               | 071000013      |  | Balance of Net Pay |                           | 1     |  |

Pay Statement Print Option


Add Account

The Change Direct Deposit page will display.

Direct Deposit

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## Change Direct Deposit



**Your Bank Information**

Routing Number  [View Check Example](#)

**Distribution Instructions**

☒ Edit Account Number

Account Number


Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)



\* Required Field

[Return to Direct Deposit](#)

**Update Routing Number** by entering the new routing number in the Routing Number text box.

*If using the same bank and only changing the account, the routing number does not need to be updated.*

Click the Edit Account Number check box to update the bank account number.

Enter the new account number in the Account Number text box. The Retype Account Number text box becomes available.

Re-enter the new Account Number in the Retype Account Number text box.

Select the appropriate Deposit Type (Amount, Percent, or Bank of Net Pay).

Click Submit button to save changes. The Submit Confirmation page displays.

## Direct Deposit

### Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Click the **OK** button to submit your changes. The Direct Deposit page displays showing the last 4-digits of the new account number entered.

## Direct Deposit

Review, add or update your direct deposit information.

| Direct Deposit Details |                |                |                    |                                 |      |        |
|------------------------|----------------|----------------|--------------------|---------------------------------|------|--------|
| Account Type           | Routing Number | Account Number | Deposit Type       | Amount or Deposit Percent Order | Edit | Remove |
| Checking               | 071000013      | XXXXX3123      | Balance of Net Pay | 999                             |      |        |

Pay Statement Print Option

Add Account

## ADD AN ADDITIONAL BANK ACCOUNT

### Direct Deposit



Review, add or update your direct deposit information.

| Direct Deposit Details |                |                |                    |                   |               |      |        |
|------------------------|----------------|----------------|--------------------|-------------------|---------------|------|--------|
| Account Type           | Routing Number | Account Number | Deposit Type       | Amount or Percent | Deposit Order | Edit | Remove |
| Checking               | 071000013      | XXXXXX3123     | Balance of Net Pay |                   | 999           |      |        |

Pay Statement Print Option



Click the  button. The **Direct Deposit Security Validation** page will display.

### Direct Deposit Security Validation

For Security purposes, please enter the full account number for the account ending in 

Account Number:



Enter the entire account number of the requested bank account. The last 4-digits of the bank account to verify is listed in the message.

Click **OK** button. The **Add Direct Deposit** page is displayed.



## Direct Deposit

### Add Direct Deposit



#### Your Bank Information

Routing Number

[View Check Example](#)

#### Distribution Instructions

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

\* Required Field

[Return to Direct Deposit](#)

Enter all of the information for the new bank account.

If this is an additional bank account, Deposit Type **Balance of Net Pay** can only be used for one of the bank accounts. The message below is received when more than one bank account has been assigned the Deposit Type **Balance of Net Pay**.

Click **OK** button on the message and update the Deposit Type to either **Amount** or **Percent**. Then, enter an Amount or Percent based on the Deposit Type selected in the **Amount or Percent** text box. Click the **Submit** button.

#### Message

Only one Deposit Type of 'Balance' allowed'. (2001,506)

Multiple Deposit Types of Savings or Checking are allowed, but only one entry for the Deposit Type of 'Balance' is allowed.

The **Deposit Order** must be different for each bank account entered. When there is a duplicate Deposit Order number the message below is received

Click the **OK** button on the message and update the **Deposit Order** number. Then, click **Submit** button.

#### Message

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You have already specified an account with this Deposit Order. Select another number. (2001,507)

Deposit Order determines the priority order in which the account's funds will be deposited. A unique number must be entered.

OK

### Updated Additional Bank Account on the Add Direct Deposit Page

#### Direct Deposit

#### Add Direct Deposit

Kelli Collins

##### Your Bank Information

Routing Number 071000013

[View Check Example](#)

##### Distribution Instructions

Account Number 123123125

Retype Account Number 123123125

\*Account Type Checking

\*Deposit Type Percent

Amount or Percent 5

\*Deposit Order 1 (Example: 1 = First Account Processed)

Submit

\* Required Field

[Return to Direct Deposit](#)

Click **Submit** button. The **Submit Confirmation** page displays.

## Direct Deposit

### Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Click **OK** button to submit the changes. The **Direct Deposit** page appears with the new bank account added.

## Direct Deposit



Review, add or update your direct deposit information.

| Direct Deposit Details |                |                |                       |                                    |      |        |
|------------------------|----------------|----------------|-----------------------|------------------------------------|------|--------|
| Account Type           | Routing Number | Account Number | Deposit Type          | Amount or Deposit<br>Percent Order | Edit | Remove |
| Checking               | 071000013      | XXXXXX3125     | Percent               | 5.00% 1                            |      |        |
| Checking               | 071000013      | XXXXXX3123     | Balance of Net<br>Pay | 999                                |      |        |

Pay Statement Print Option

Add Account

## AFTER SUBMITTING CHANGES

After making and submitting updates to your direct deposit, you will not be able to make additional changes until the next day. All of the options will be grayed out not allowing any more changes for the day.

A message will appear stating that you are not allowed to make any more changes to your direct deposit for the day.

If you require changes to be made immediately, please contact Payroll.

### Direct Deposit



Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

#### Direct Deposit Details

| Account Type | Routing Number | Account Number | Deposit Type       | Amount or Deposit Percent | Order | Edit | Remove |
|--------------|----------------|----------------|--------------------|---------------------------|-------|------|--------|
| Checking     | 071000013      | XXXXX3125      | Percent            | 5.00%                     | 1     |      |        |
| Checking     | 071000013      | XXXXX3123      | Balance of Net Pay |                           | 999   |      |        |

Pay Statement Print Option

Add Account

## INCORRECT ACCOUNT NUMBER ENTERED

### Direct Deposit Security Validation

For Security purposes, please enter the full account number for the account ending in

Account Number:

OK

Cancel

Each employee must verify their current account number that is being requested by the system. When the incorrect account number is provided an error message is received.

Click **OK** button to attempt to enter the correct account number.

#### Message

You have entered an incorrect value

OK

Cancel

After the third incorrect attempt, the employee will receive the message below and receive an email. The employee will be locked out of MyC (HCM). The employee will need to contact Payroll to verify their identity and have their account unlocked.

#### Message

You are currently locked out. Please contact Payroll.

OK

Cancel

*Please contact Payroll for any questions or concerns at [Payroll\\_Team@colum.edu](mailto:Payroll_Team@colum.edu).*