

# Setting Up Your Direct Deposit Accounts

Setting up and managing your direct deposit accounts couldn't be easier. From a single screen you are able to quickly add, edit, or delete direct deposit accounts. Remember, however, all additions/changes must be approved by your manager before they take effect.

## From the Self Service Portal

- Expand the **COMPENSATION** section, if necessary, by clicking the triangle icon.
- Click **Direct Deposit Accounts**.

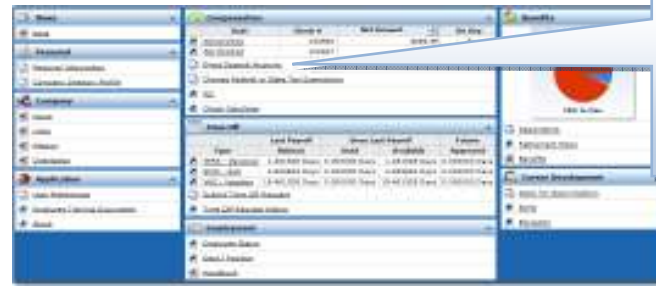
## To Add a Main Account

**Enter the information for the Main Account first.**

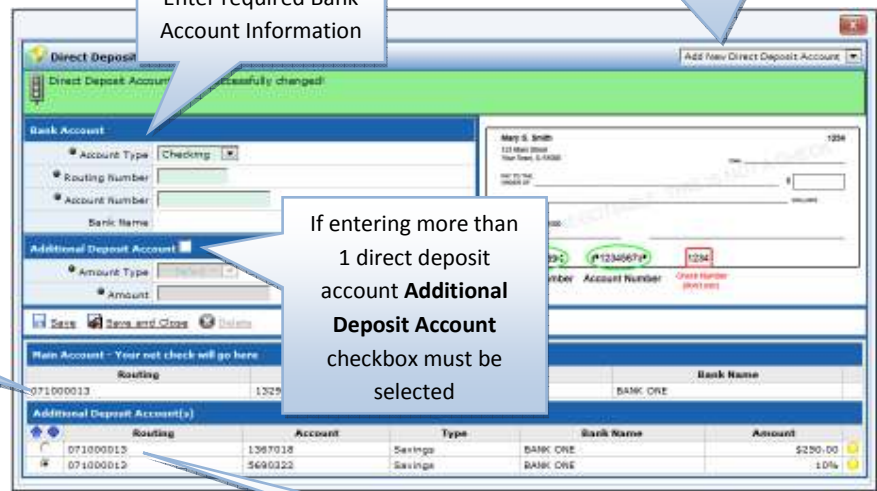
This will be the account where the balance of your net check will be deposited. Once saved, you can choose to enter additional accounts as desired. The bank account type, transit routing number, and bank account number must be entered.

- Account Type** – Used to differentiate between checking and saving accounts. Select the appropriate option from the drop down. Available options are Checking, Savings, and Pay Card.
- Routing Number** – Enter the Bank's routing number. The location of the routing number is displayed on the sample check to the right and is typically a nine digit number. Enter this number without dashes or spaces.

If an incorrect routing number is entered, the system will not allow the information to be saved until the number is corrected.



To add or edit existing direct deposit account information, click the **Direct Deposit Accounts** link in the Compensation section of the Self Service Portal.



Select **Add New Direct Deposit Account** when adding new accounts

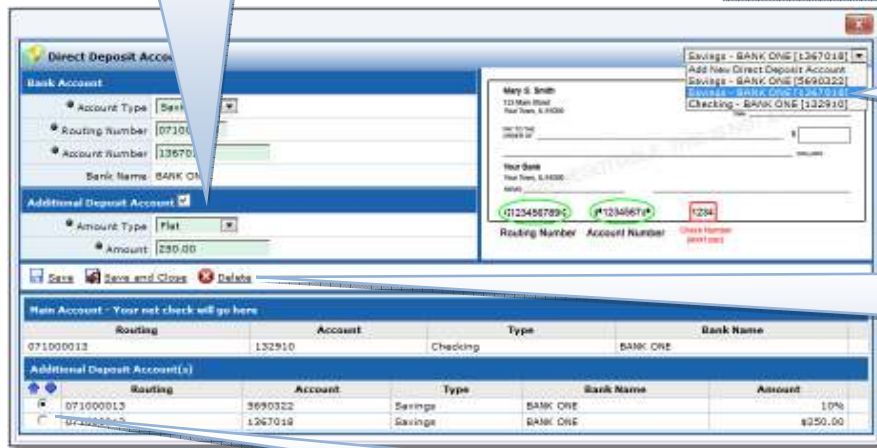
Enter required Bank Account Information

Main Account information will display or **Potential Live Check** will display if no main direct deposit account is entered.

If entering more than 1 direct deposit account **Additional Deposit Account** checkbox must be selected

Edit necessary Bank Account information, Amount Type, or Amount.

Additional Deposit Account(s) will be displayed



To edit an existing account, select account information from drop down

To delete an existing account, select account from drop down and click **Delete**

Easily prioritize additional accounts by selecting radio button and using arrow keys to change order of accounts.

*Note: Bank Routing numbers do not start with a "5". Do not use deposit slips to obtain the Transit Routing number. Bank deposit slips tend to have the bank's internal routing and transit numbers which do not accept ACH transfers (direct deposits).*

- **Account Number** – Next enter the Bank Account number. Your account number should be entered without dashes, spaces, or symbols. The location of the bank account number is displayed on the sample check.
- **Save** – Once saved, your account information will display in the "Main Accounts" section.

### **To Add Additional Accounts (Optional)**

If you would like to add additional direct deposit accounts, go to the Direct Deposit Account link from the main screen and enter the Account Type, Routing Number, and the Account Number.

- **Additional Deposit Account** – Check the box that says "Additional Deposit Account" and enter the Amount Type along with the corresponding amount you wish to deposit.
- **Amount Type** – Used to indicate whether the deposit is a flat dollar amount, a percentage of your net pay, or a remainder of net pay after a set live check amount.

Use *Flat* to indicate that the entered amount is a flat deposit amount.

Use *Percent* to indicate that the entered amount is a percentage of your net pay.

Use *Net Minus* to indicate that the entered amount is a portion of your pay for which you will receive a net check, with the remainder of net pay being deposited.

- **Enter the Amount**
- **Click Save** - If you wish to add additional accounts, follow the same steps indicated above.

When adding three or more accounts, you can use the blue up and down arrows within the "Additional Deposit Account" section to indicate the priority in which your money should be deposited.

- **Save and Close** – Once all accounts are entered, click Save and Close.

### **To Edit an Account**

- **Select Account to Edit** - To make changes to an account's setup, click the drop down on the top right and choose the account that needs to be changed.
- **Save the changes**

### **To Delete an Account**

- **Select Account to Delete** – To delete an existing account, click the drop down on the top right and choose the account that needs to be deleted.
- **Click Delete (red X)**
- **Confirm the deletion.**

### **Note:**

*Based upon Company selected features view/edit access may vary.*

*In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.*

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