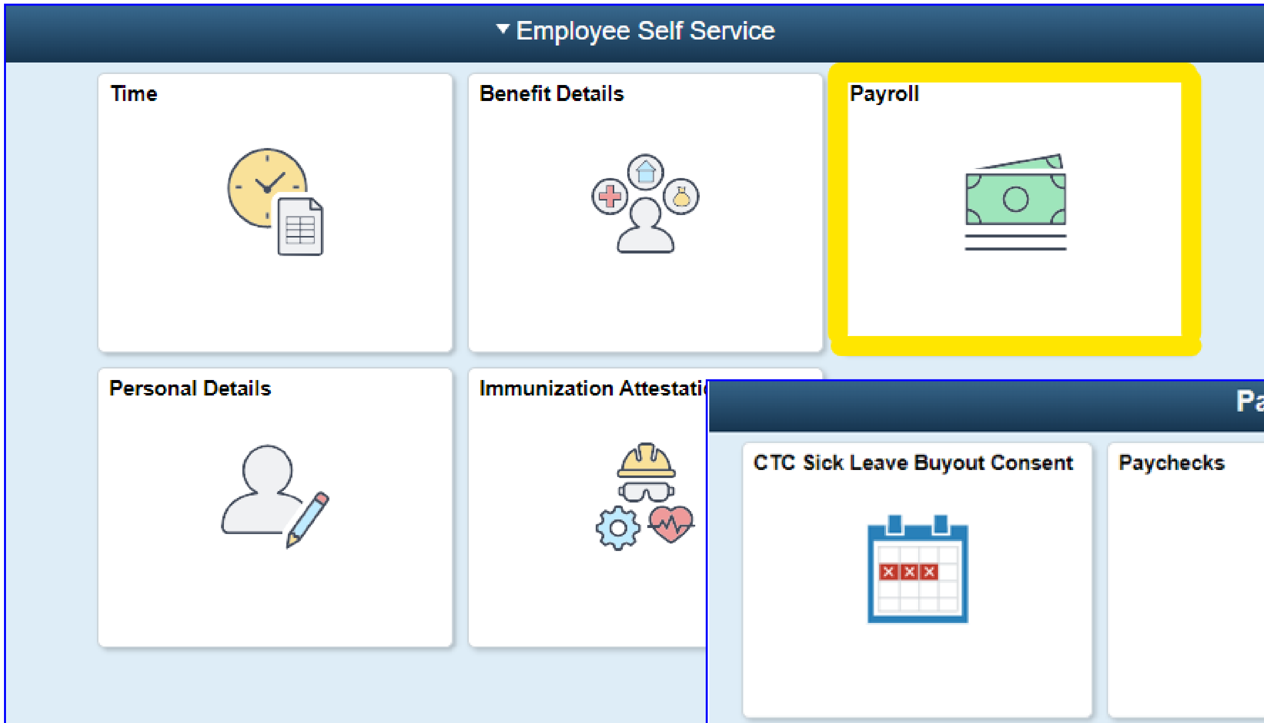
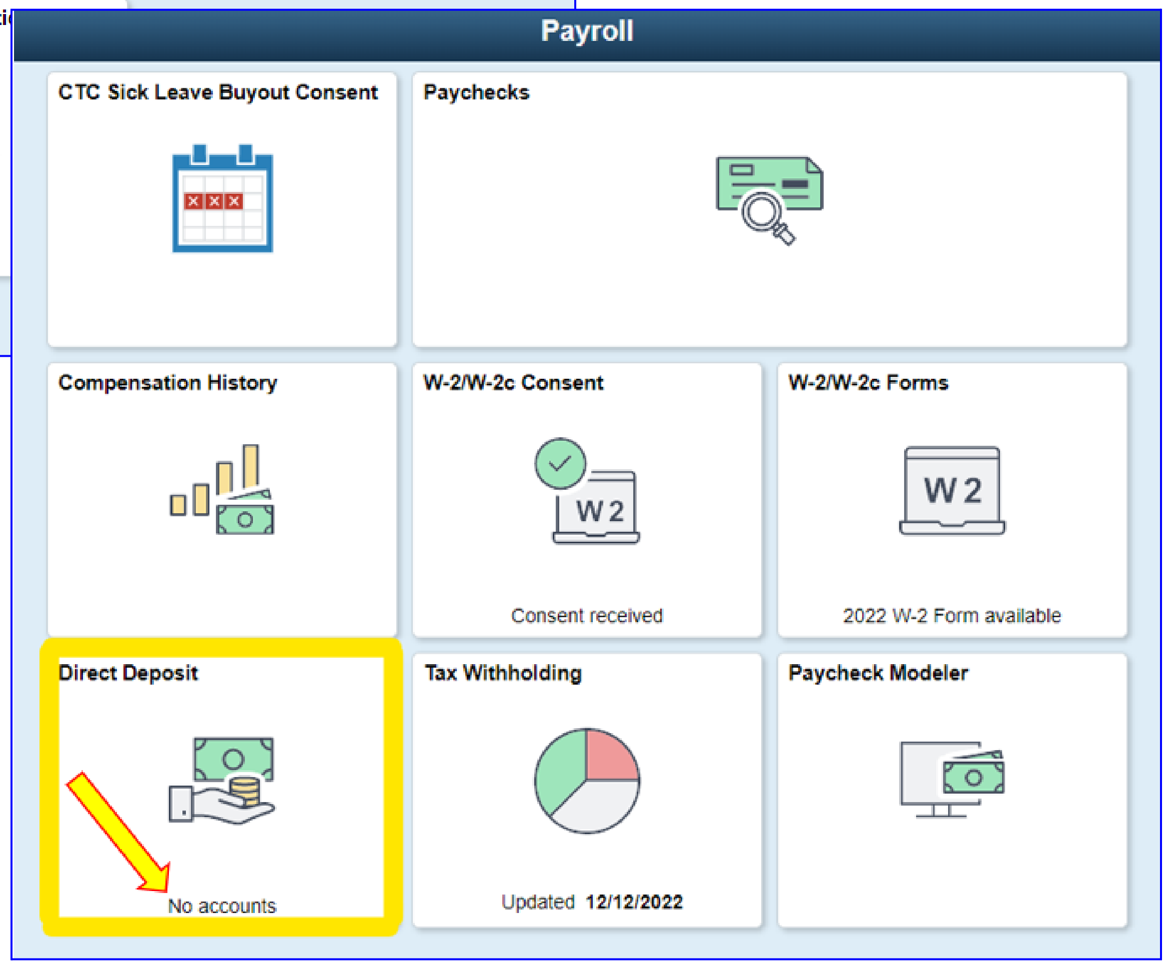
How to Set Up Direct Deposit

Click on the **PAYROLL** tile in Employee Self Service.



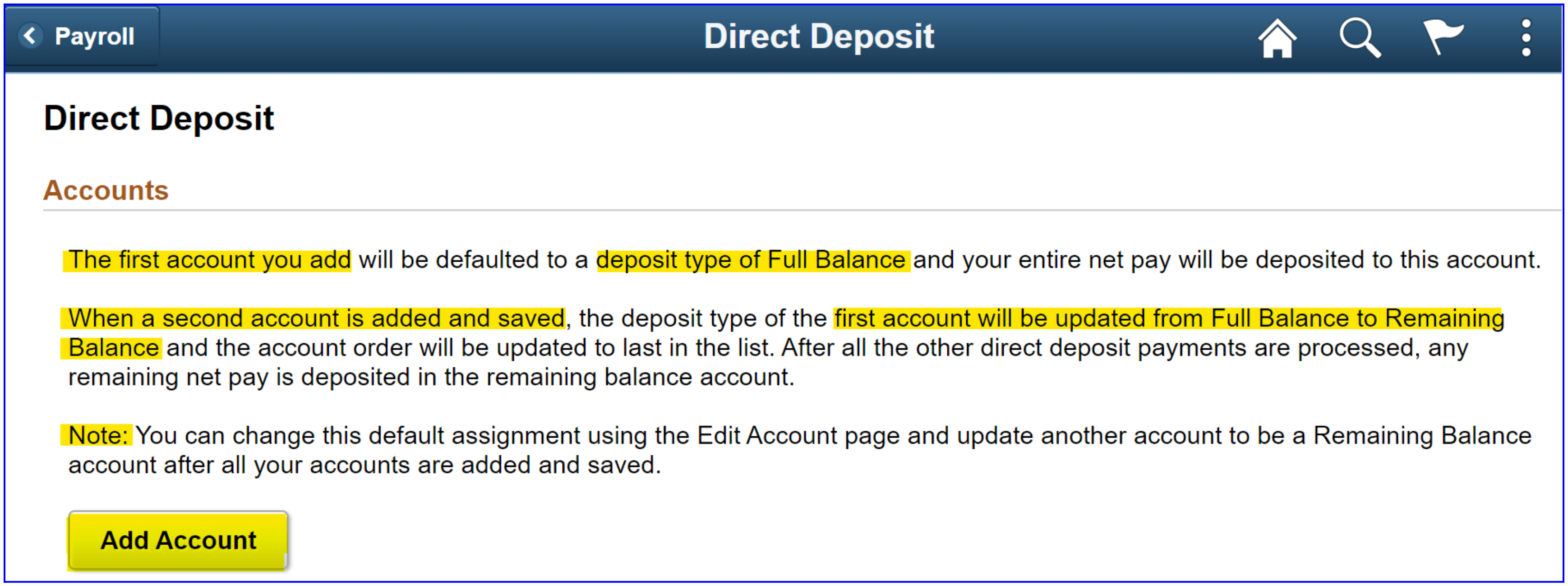
Then click on the **DIRECT DEPOSIT** tile. This tile shows if you have any accounts setup in ctcLink.



The **Direct Deposit / Accounts** message page displays.

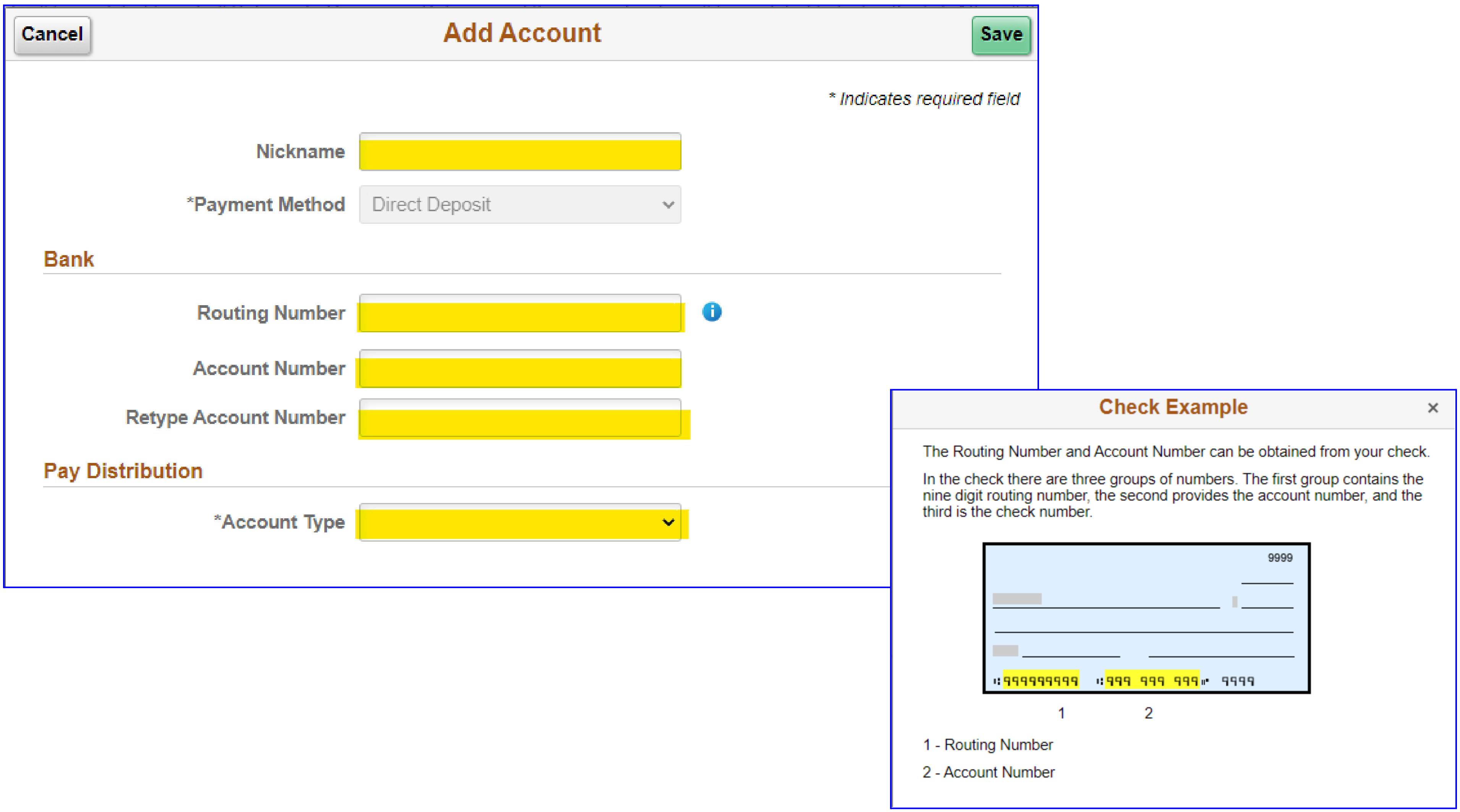
Be sure to read this message completely. It is important to know that the first account entered defaults to a Deposit Type of Full Balance.

Click **Add Account**.

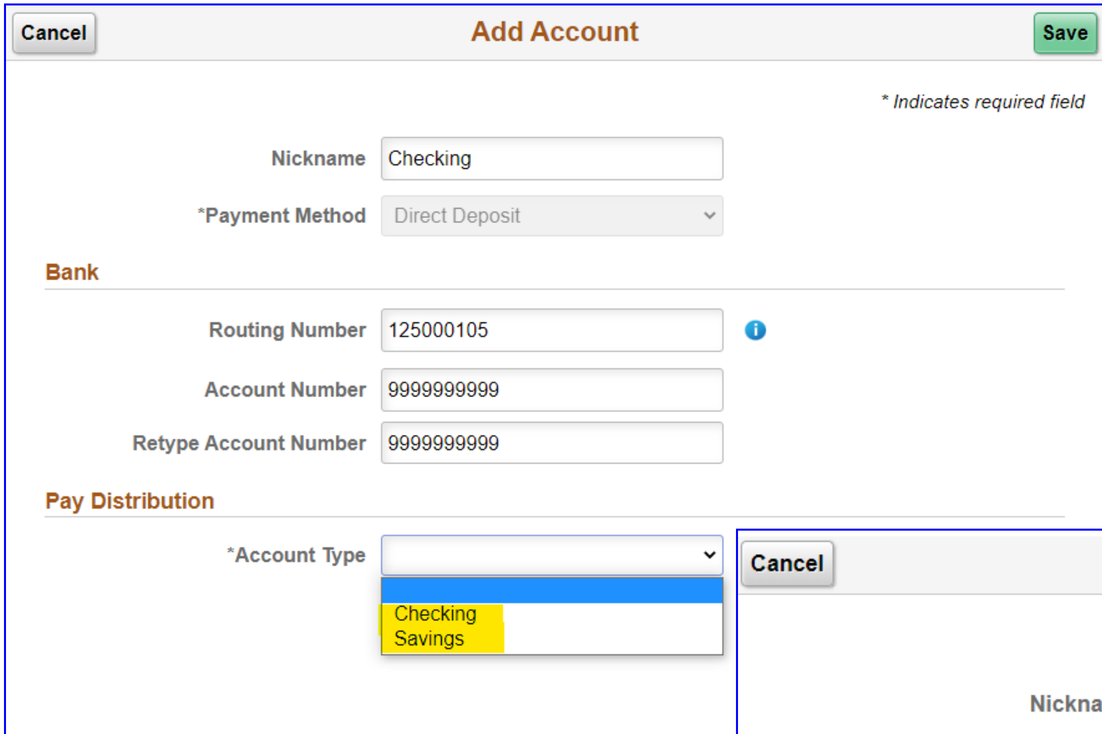


To add the first account enter the following information:

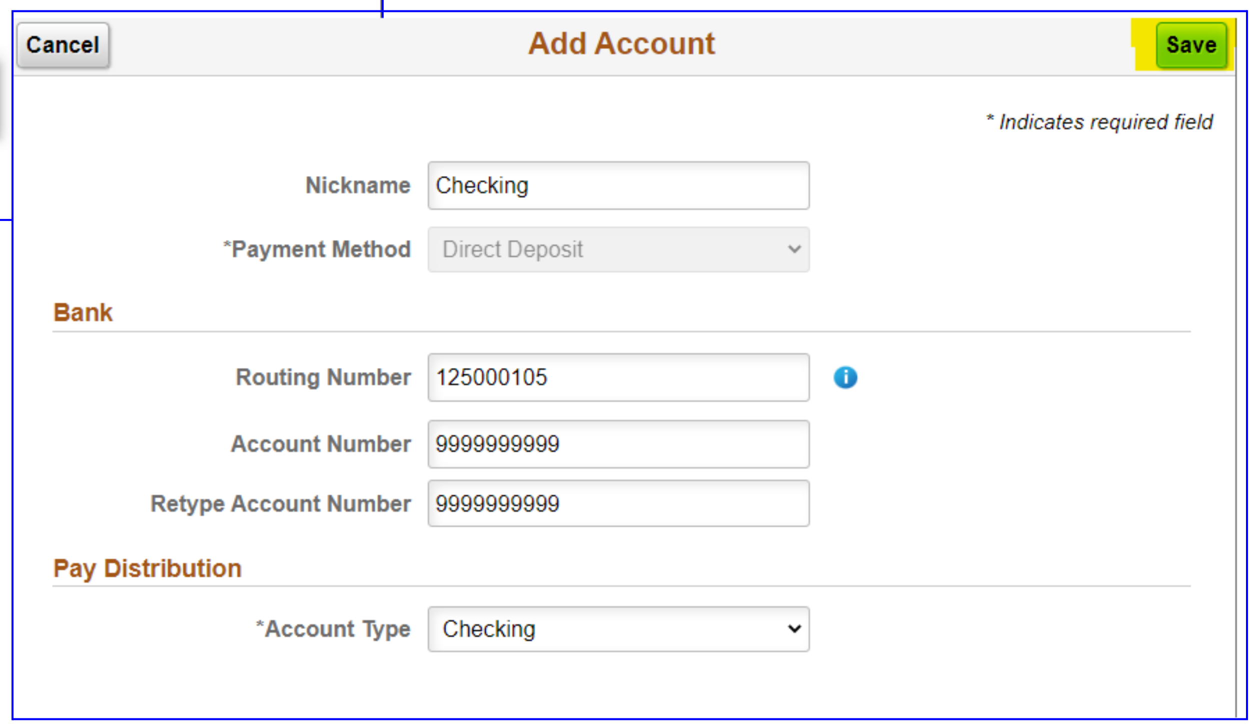
- **Nickname** - This is a unique account name for each of your direct deposit accounts.
- **Payment Method** - This field is automatically set to Direct Deposit.
- **Routing Number** - Enter the routing number. The system validates the Bank Routing Number and there is no look-up function. You must enter it accurately.
- The **icon** next to the routing number box will display a sample check with bank information.



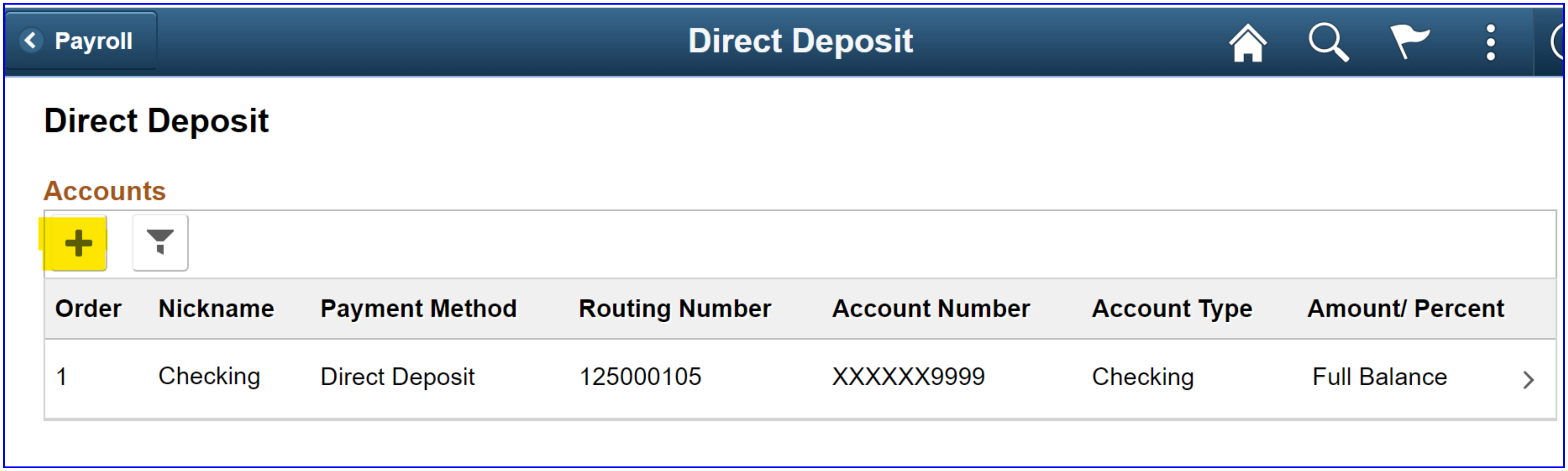
- Enter the **Account Number.**
- **Retype** the **Account Number** to Confirm.
- Select the appropriate **Account Type**. Either **Checking** or **Savings**.



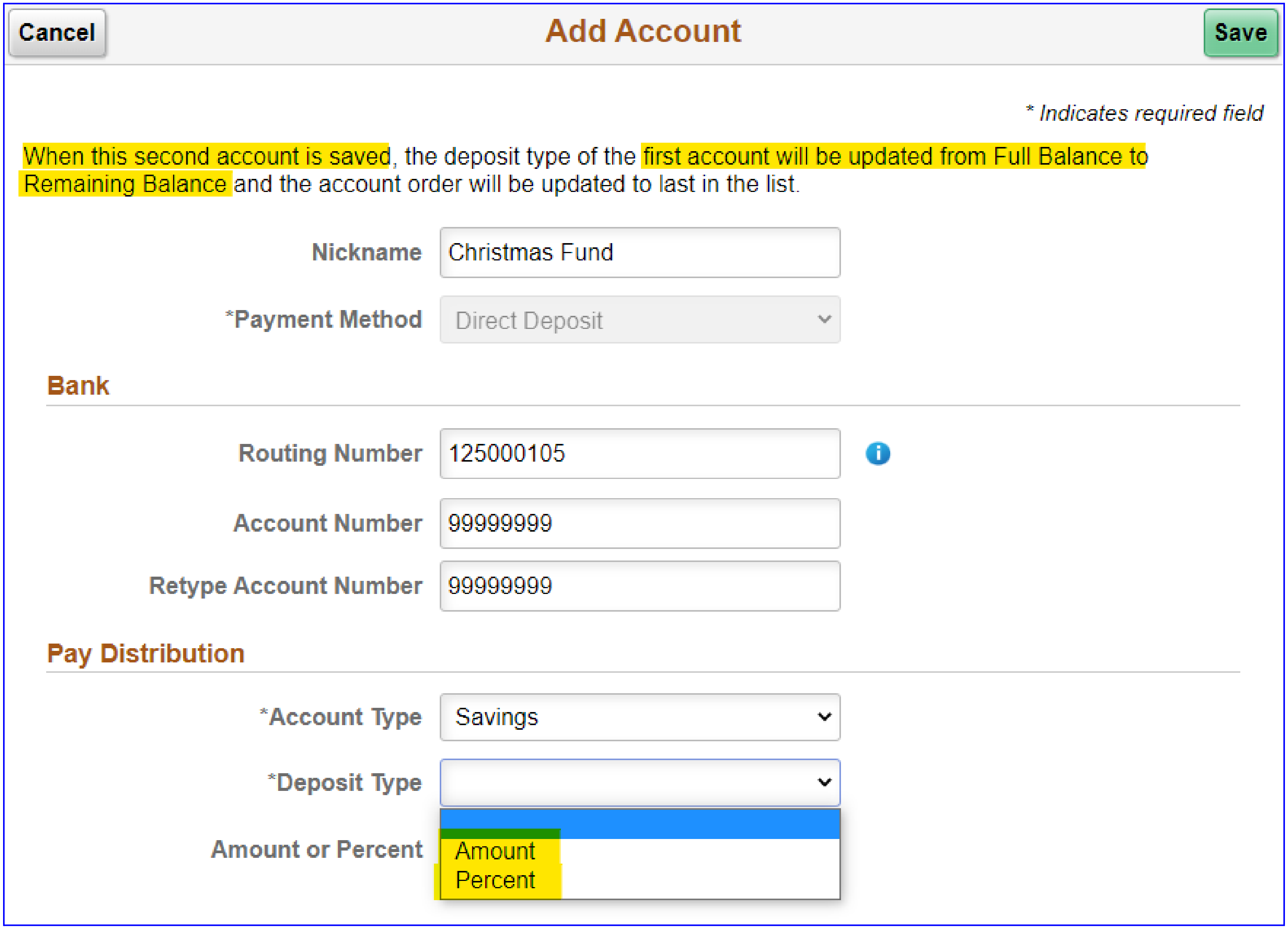
Below is an example of a completed Direct Deposit account. If everything is correct you will click **Save** in the upper right corner.



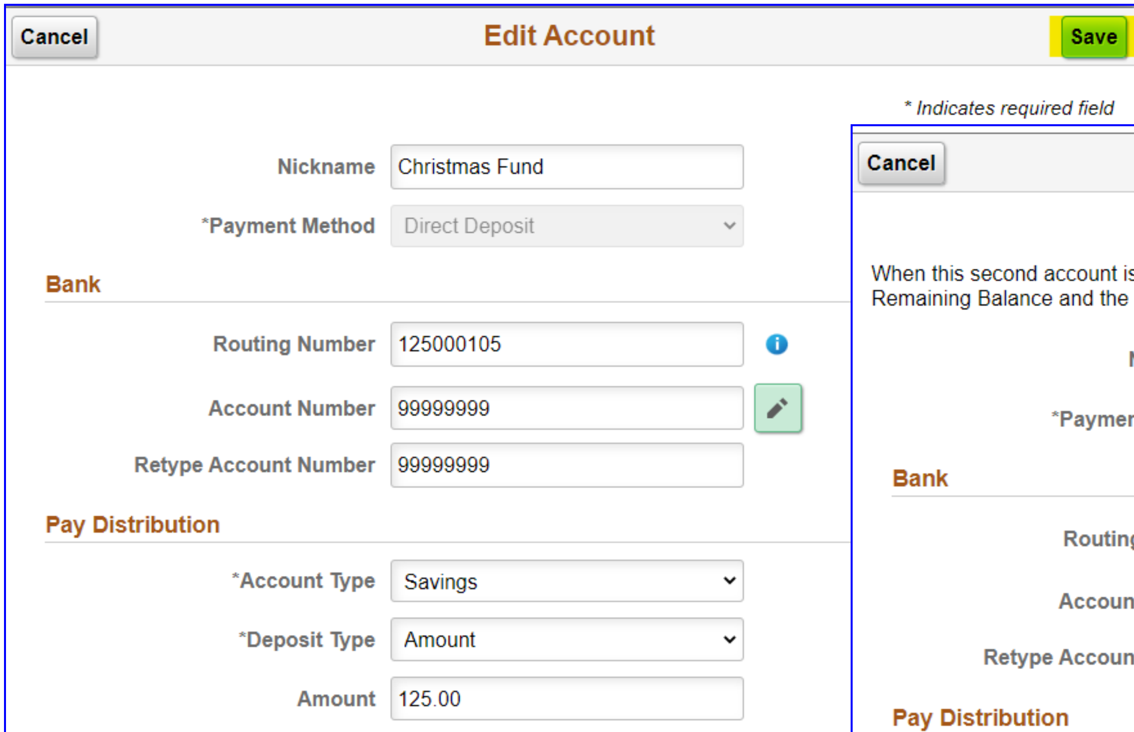
If you would like additional accounts, you can continue adding another account by clicking the **+ Add Accoun**t Icon.

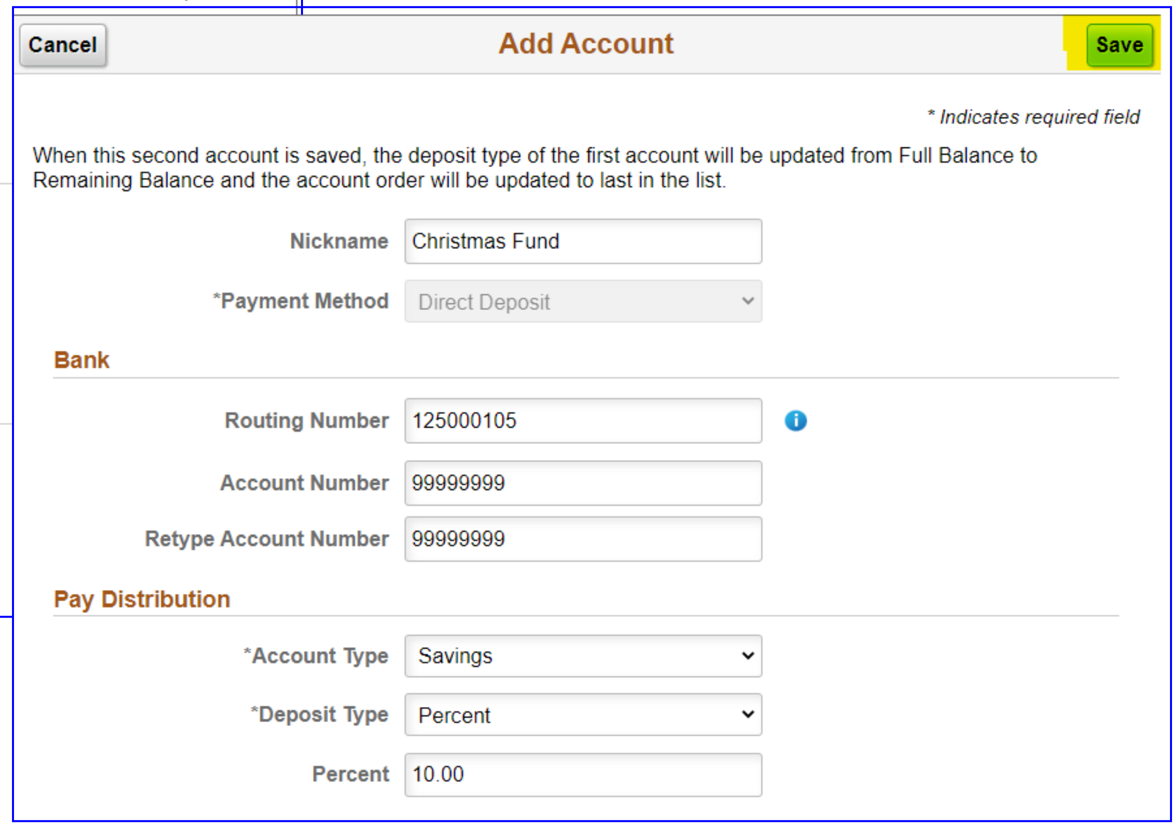


Be sure to read the information displayed regarding the second account. This indicates the first account deposit type is automatically updated from Full Balance to Remaining Balance, so you can add an Amount or Percent Account.



These are examples of a saved second account with an amount and a percentage.



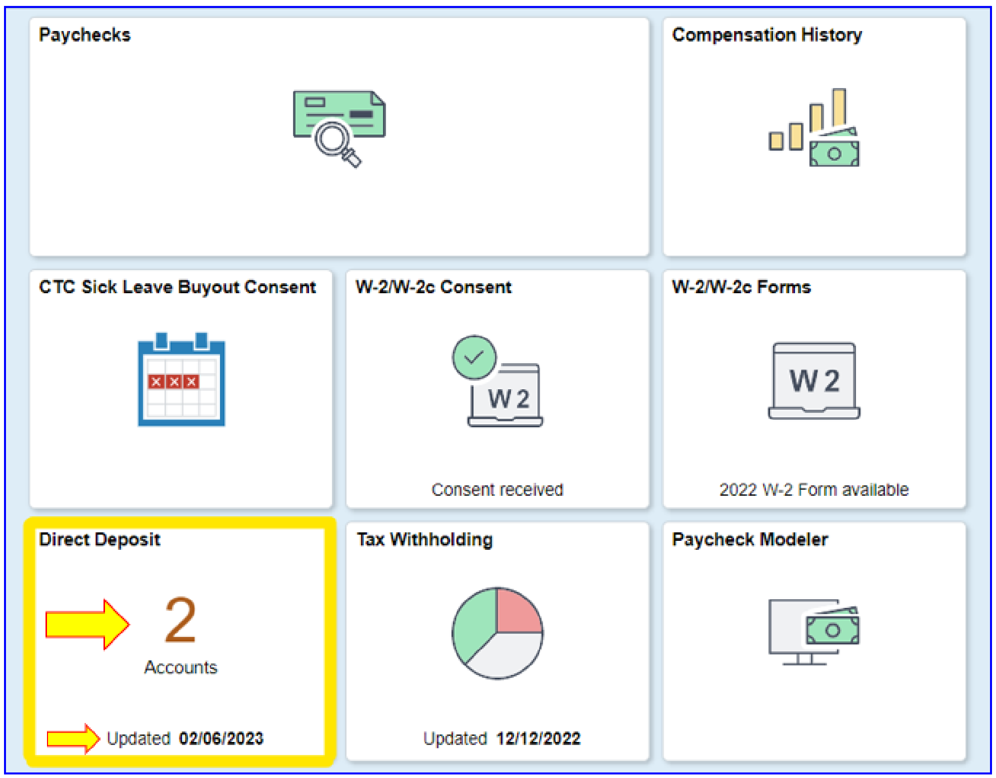


Notice now after the second account has been added, the first account now has an **Amount/Percent** of **Remaining Balance.**
If you have more than one account entered, you **MUST** have at least <u>one account</u> that is setup as **Remaining Balance**. *(Remaining Balance means the remaining Net Pay will be deposited into that account.)*

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Christmas Fund	Direct Deposit	125000105	XXXX9999	Savings	$125.00
Last	Checking	Direct Deposit	125000105	XXXXXX9999	Checking	Remaining Balance



To Edit your accounts simply click on the one you want to update. A new window will open to make changes.

Now the Employee Self Service **Payroll Tile** page shows the number of accounts and the last updated date.