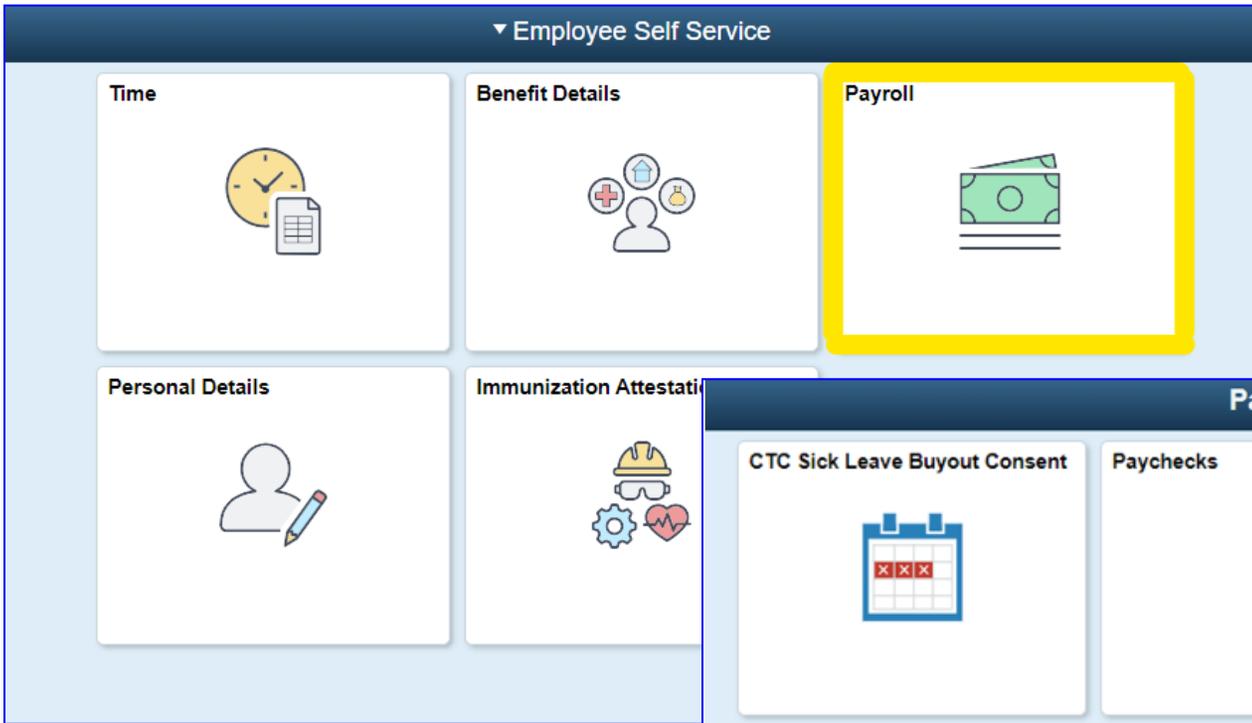
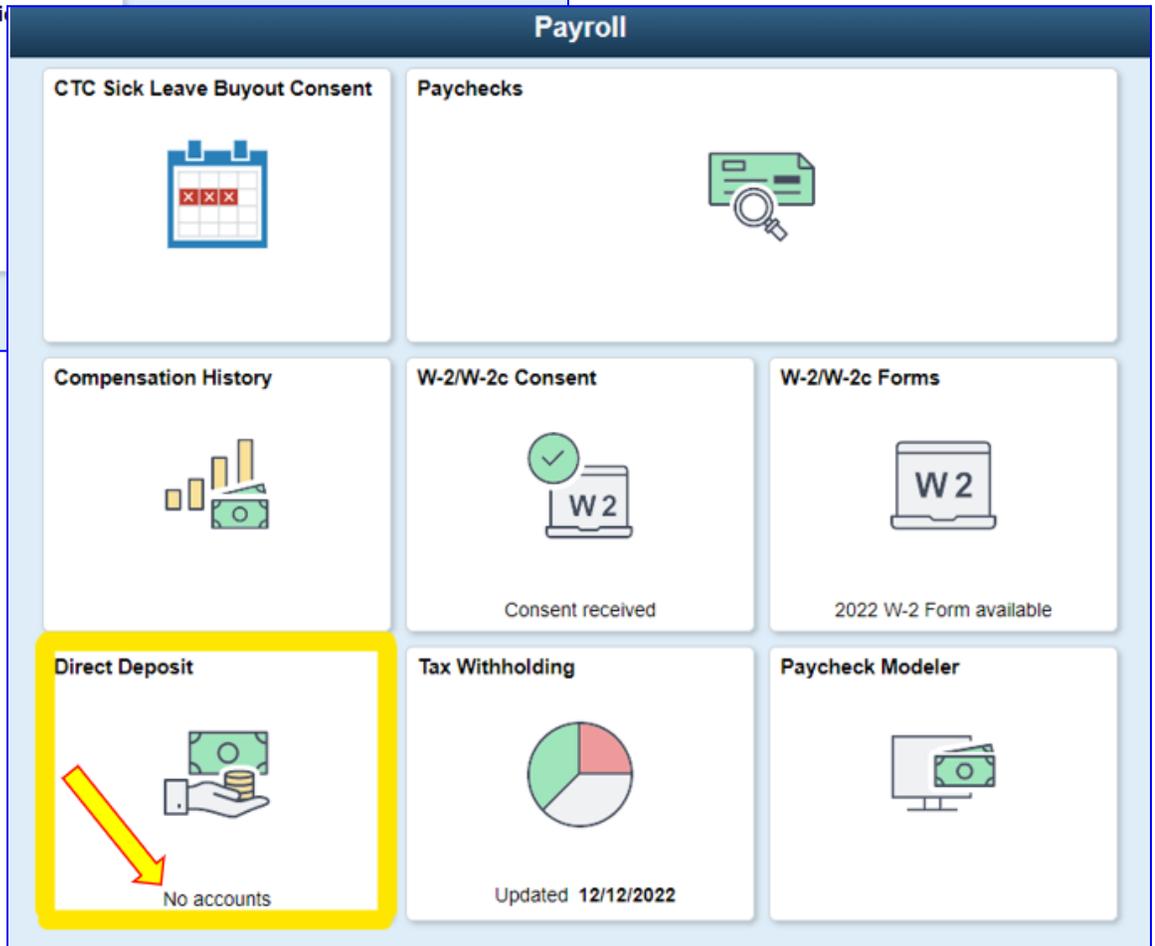


How to Set Up Direct Deposit

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



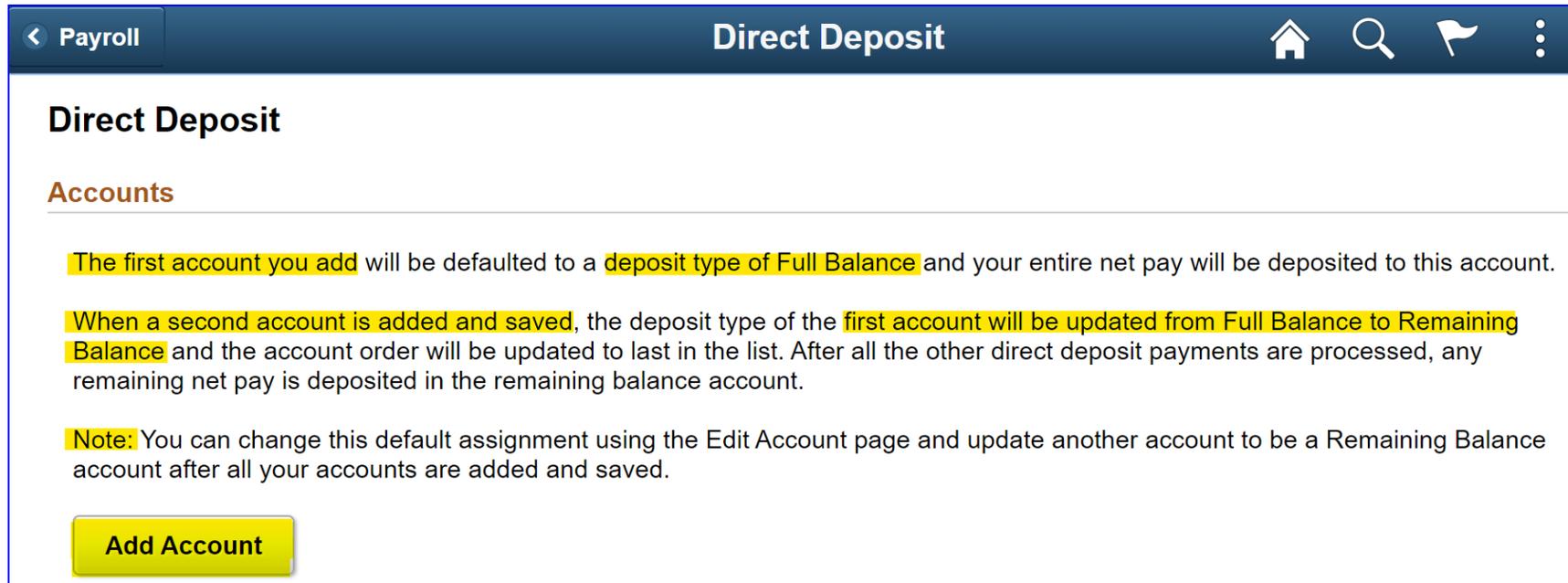
Then click on the **DIRECT DEPOSIT** tile. This tile shows if you have any accounts setup in ctcLink.



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**.



The screenshot shows a mobile application interface for "Direct Deposit". At the top, there is a dark blue header bar with a back arrow and the text "Payroll" on the left, and the title "Direct Deposit" in the center. On the right side of the header, there are icons for home, search, a flag, and a menu. Below the header, the main content area has a white background with the title "Direct Deposit" in bold. Underneath, the word "Accounts" is written in a brown font. The main text contains three paragraphs: the first explains that the first account added defaults to "Full Balance"; the second explains that adding a second account updates the first to "Remaining Balance"; and the third is a note about changing the default assignment. At the bottom left, there is a yellow button labeled "Add Account".

Direct Deposit

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

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.

Add Account

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

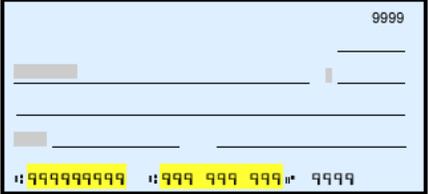
Pay Distribution

*Account Type

Check Example

The Routing Number and Account Number can be obtained from your check.

In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.



1 2

1 - Routing Number
2 - Account Number

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

Add Account Cancel Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

Checking

Savings

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

Add Account Cancel Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

If you would like additional accounts, you can continue adding another account by clicking the **+ Add Account** icon.

Payroll **Direct Deposit**    

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	125000105	XXXXXX9999	Checking	Full Balance >

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.

Cancel **Add Account** Save

** Indicates required field*

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

Routing Number 

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

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

Cancel **Edit Account** **Save**

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

Cancel **Add Account** **Save**

** Indicates required field*

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Percent

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 one account 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 >

The dashboard contains the following tiles:

- Paychecks**: Icon of a check and magnifying glass.
- Compensation History**: Icon of a bar chart and money.
- CTC Sick Leave Buyout Consent**: Icon of a calendar with 'X' marks.
- W-2/W-2c Consent**: Icon of a document with a checkmark and 'W2' text. Status: "Consent received".
- W-2/W-2c Forms**: Icon of a document with 'W2' text. Status: "2022 W-2 Form available".
- Direct Deposit**: Icon of an arrow pointing to the number "2" and the word "Accounts". Status: "Updated 02/06/2023". This tile is highlighted with a yellow border.
- Tax Withholding**: Pie chart icon. Status: "Updated 12/12/2022".
- Paycheck Modeler**: Icon of a computer monitor with a check and money.

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.