



Direct Deposit Administration

Purpose: The employees' agency will be able to enter direct deposit information for checking or savings bank accounts on behalf of their employees.

Navigation:



Nav Bar

NavBar > Menu > Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

Procedure:

1. Enter employee information in the **search criteria** fields.
2. Click the **Search** Button.

Request Direct Deposit USA

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches [dropdown] Saved Searches Choose from saved searches [dropdown]

Empl ID begins with [dropdown] [input]

Name begins with [dropdown] [input]

Last Name begins with [dropdown] [input]

Second Last Name begins with [dropdown] [input]

Alternate Character Name begins with [dropdown] [input]

^ Show fewer options

Case Sensitive Include History Correct History

Search Clear Save Search



3. Select the employee from the search criteria results

Request Direct Deposit

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with
Name begins with
Last Name begins with
Second Last Name begins with
Alternate Character Name begins with

^ Show fewer options
 Case Sensitive Include History Correct History

Search Clear Save Search

▼ **Search Results**
1 result Empl ID

Empl ID	Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
	Jonah Hill	HILL	(blank)	(blank)	T	>

4. Click the + button, to add a new row for the direct deposit transaction.

5. Change the effective date , indicated on the **Effective Date** field.

Request Direct Deposit

New Window | Help | Personalize Page

Jonah Hill Employee Type Person ID

Deposit Information 1 of 2 View All

*Effective Date 10/21/2024 *Status Active + -

Suppress DDP Advice Print



6. You can add or remove a direct deposit account by clicking on the + or – buttons, in the Your Bank Information section.
7. Input the **Bank's Routing Number** in the **Bank ID** Field.
 - To search for the bank routing number, click on the magnifying glass next to the Bank ID field.

Jonah Hill Employee Type Person ID

Deposit Information

*Effective Date 08/22/2022 *Status Active

Suppress DDP Advice Print

Distribution Information

Your Bank Information

Bank ID 251470882

Bank Name BETHLEHEM FEDERAL BANK

Prenotification Required

8. Enter the identifying information for the bank, and then click on the **Search** button.

Look Up Bank ID

Country Code USA

Bank ID begins with

Bank Name begins with american eagle

Address Line 1 begins with

City begins with

State begins with connec

Search Clear Cancel Basic Lookup



9. Select the bank from the search results.

Search Results					
View 100		< < 1-3 of 3 > >			
Bank ID	Bank Name	Address Line 1	City	State	Postal Code
	AMERICAN EAGLE FCU	(blank)	EAST HARTFORD	CT	(blank)
	AMERICAN EAGLE FCU	(blank)	EAST HARTFORD	CT	(blank)
	AMERICAN EAGLE FCU	(blank)	WETHERSFIELD	CT	(blank)

10. The bank information will be filled out after selection.

11. The Prenotification Required box auto populates, do not uncheck the box.

12. Select the **Account Type** (Checking or Savings)

13. Select the **Deposit Type**

- **Percent** – Select for a **specific percentage** of net pay to be deposited in this account type.
- **Amount** – Select for a **fixed dollar amount** to be deposited in this account type
- **Balance of Net Pay** – Select for the balance of an employee's pay is to be deposited in this account type.

IMPORTANT

Deposit Type of - **Balance of Net Pay**

- Must choose this Deposit Type if employee requests only **ONE** account.
A message will be displayed if **Balance of Net Pay** is not chosen, and page will not Save.
Priority **MUST** be input as “999”. See screenshot for example.
- If employee is using **TWO** accounts, the second account must be Deposit Type **Balance of Net Pay**.
Message will be displayed if **Balance of Net pay** is not chosen, and page will not Save.

Entry for two accounts:

- Enter a percentage in **the Net Pay Percent** field, if the deposit type selected was **Percent**.
- or
- Enter a specific dollar amount in the **Net Pay Amount** field, if the deposit type selected was **Amount**.



14. Enter the **Priority Number**. For two direct deposit accounts:

- The first account's priority should be "1".
- The second account's priority should be "999", for remaining balance accounts.

Distribution ?

*Account Type	Checking	*Deposit Type	Balance of Net Pay
Net Pay Percent		Net Pay Amount	
*Priority	999	Prenote Date	
<input type="checkbox"/> Edit Account Number		Prenote Status	Completed
Account Number	XXXXXX8306		

This data was last updated by Online User Data last updated on 10/16/2024

15. To edit the Account Number, click on the Edit **Account Number** Checkbox.

16. Enter the **Account Number** in the **Account Number** field.

17. Click the **Save** button.

Distribution ?

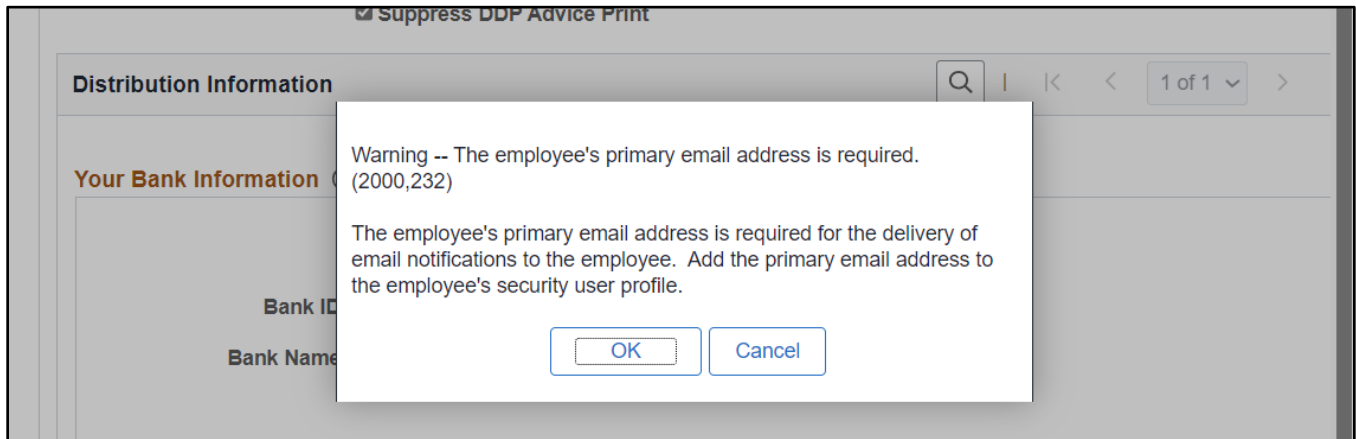
*Account Type	Checking	*Deposit Type	Balance of Net Pay
Net Pay Percent		Net Pay Amount	
*Priority	999	Prenote Date	
<input checked="" type="checkbox"/> Edit Account Number		Prenote Status	Not Submitted
Account Number	111111111111		

This data was last updated by Online User Data last updated on 10/16/2024

Save Return to Search Notify Refresh Update/Display Include History Correct History



18. A business email address must exist in the system so that employees are notified of direct deposit changes. If one doesn't exist, the following warning message will display, see screen shot. The employee will get notification that their direct deposit information has changed, because of this, a valid business email address is needed for the email notification.



END OF PROCEDURE