ESS Direct Deposit Set up for Employee Payroll

Version 1.2 | January 4, 2021

This job aid explains the Employee Self-Service (ESS) Direct Deposit Set up for Employee Payroll. There have been some changes since the original May 2020 rollout.

Deciding How You Want Your Direct Deposit Set Up

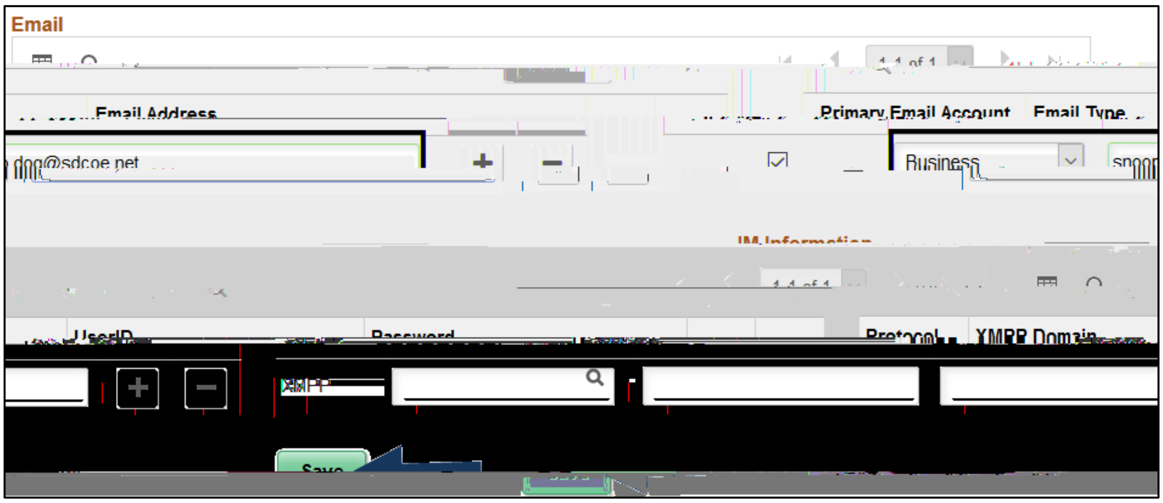
The table below explains how you will enter information in Employee Self-Service (ESS).

Adding Direct Deposit Account

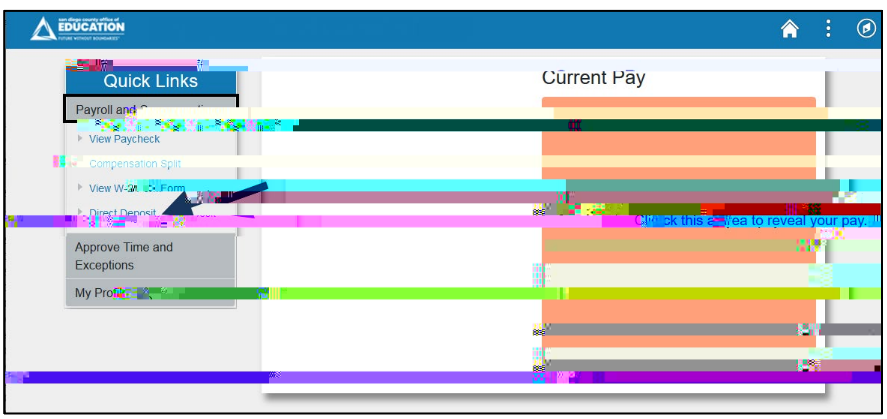
The purpose of this section is to show you how to set up a Direct Deposit Bank Account.

Contact your Payroll Department to find out the Direct Deposit deadline for the current month.

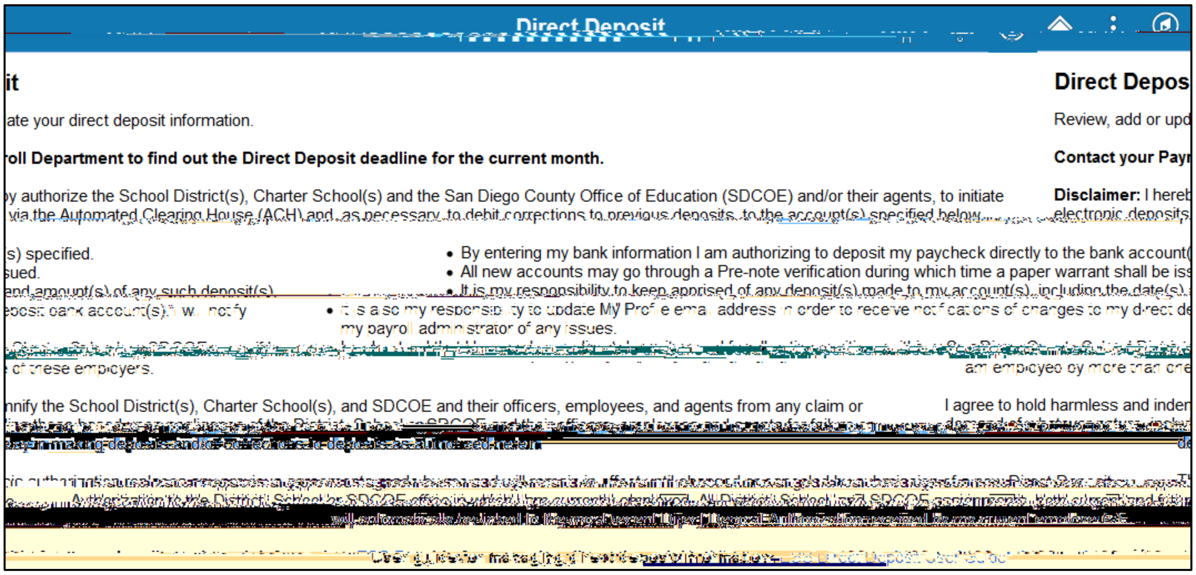
1. Log into [PeopleSoft Employee Self-Service (ESS)](https://ess.erp.sdcoe.net) *https://ess.erp.sdcoe.net*
2. Check to see that you have an email address on file under My Profile > My Profile >Email to receive notifications.



3. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit.**

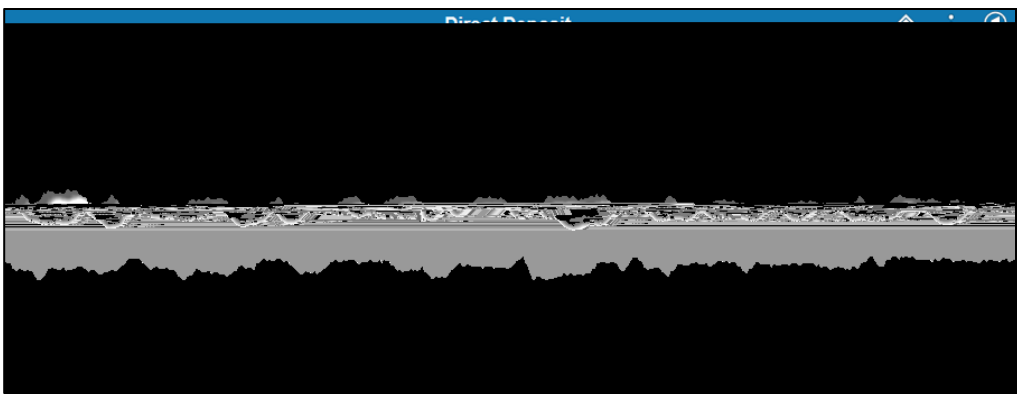


4. **Read through Disclaimer.**



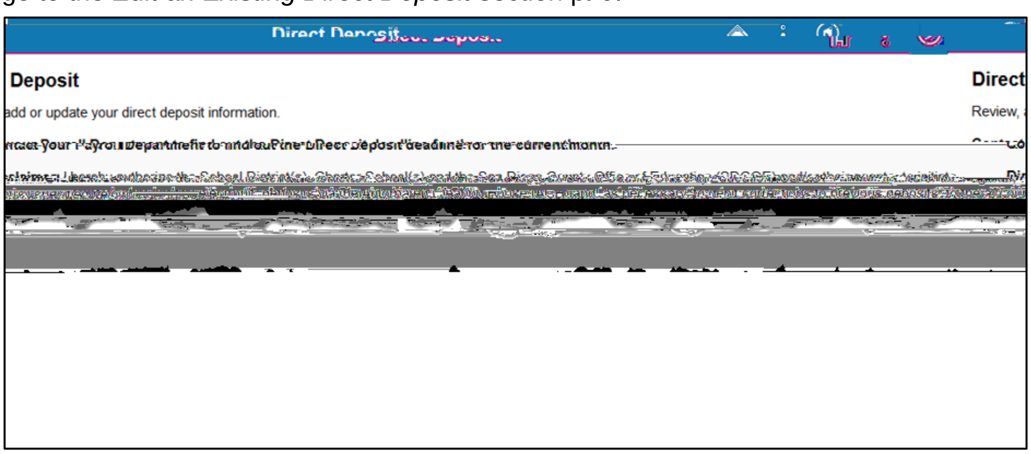
5. To **add an account**, there are 2 ways depending on whether this is first time set up.

First Time setup: **click Add account** under the Disclaimer

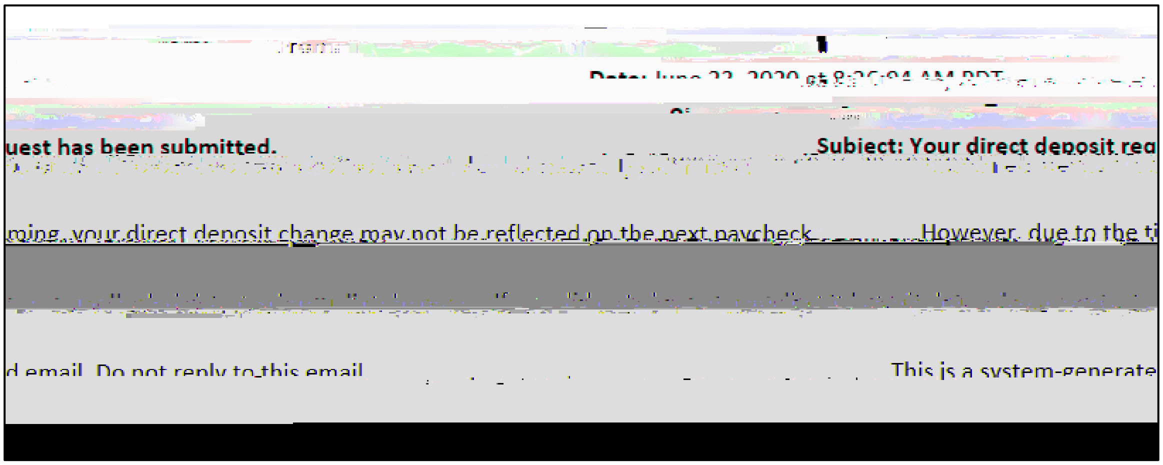


Add another account: click the plus sign (+) under *Accounts.*

If you already have an account listed and need to make changes to the distribution of funds, go to the *Edit an Existing Direct Deposit* section p. 9.



9. **IMPORTANT: Verify the Order of Accounts:** Determines the order in which multiple direct deposit accounts are processed, Refer to Order of Accounts p, 8
10. **Verify that information is correct.** If changes need to be made go to *Edit an Existing Direct Deposit* section p. 9.
11. **Email notification** will be sent to alert you that a change was made to your account. If you did not make the change, please contact your payroll administration team at your district.



12. **Next step:**
    a. If you need to **add another account,** click on plus sign (+) below Account and go back to step 6.
    b. If you are **done**, click on the 3 dots in the upper right and click on Sign Out.

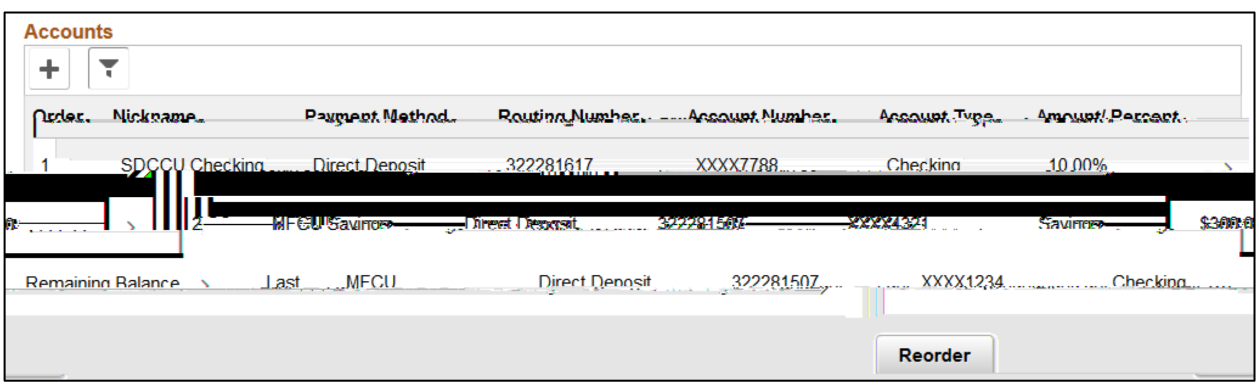
Example of Direct Deposit with multiple accounts

Reminder: Verify the Order of Accounts:

Editing an Existing Pay Distribution for Direct Deposit

4. **Edit Account** screen opens. **Make changes to Pay Distribution information**. **Click Save.**

5. 3 Options from this screen:
    a. Click **Save** when done.
    b. Click **Remove** to remove the account.
    c. Click **Cancel** if no changes need to be made.
6. Review **Accounts.** Notice that your change has been made.

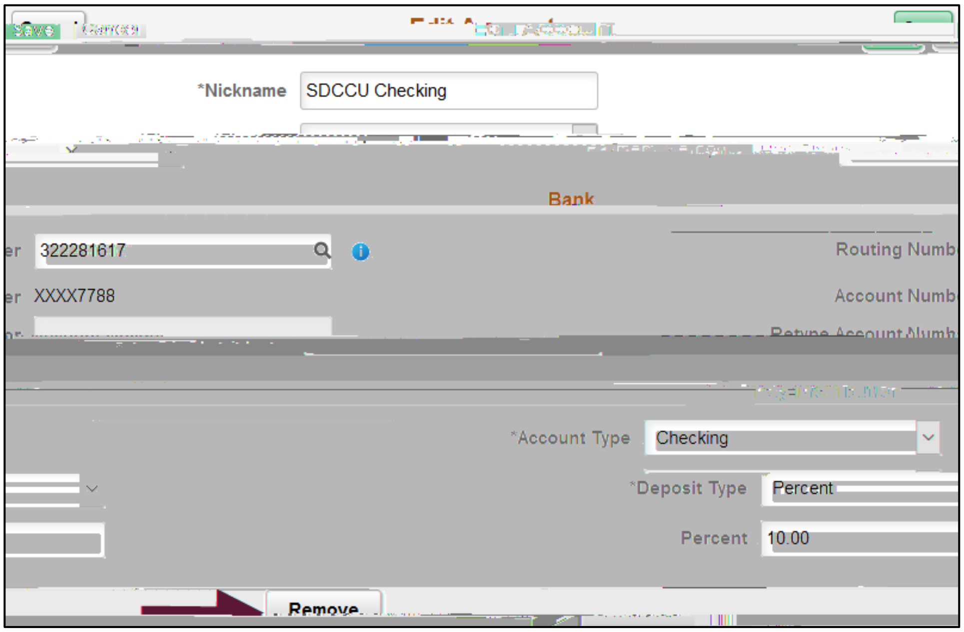


Removing an Existing Direct Deposit

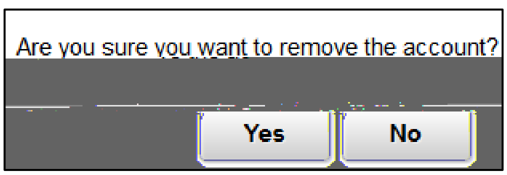
The purpose of this section is to show you how to remove a line on your Direct Deposit setup.

1. Log into PeopleSoft Employee Self-.

4. Edit Account screen opens. **Click Remove.**



5. Message pops up asking, **"Are you sure you want to remove the account?"** Click Yes or No.



6. You can now see that the **line has been removed**.

7. If you remove all accounts, you will get this message.

IMPORTANT: Order of Accounts

Always check the Order numbers to be sure accounts are coming out in the correct order. This is what tells the system what to do when for distributing your paycheck.

***Remaining Balance* should always be LAST or the highest number when listing multiple accounts**

Incorrect Order set up:

Order #99 will take 10% to Savings1

Order #100 will take Remaining Balance to Checking100

Order #101 can NOT take $500 for US Bank 1 because all the money was taken in Order #100

Correct Order set up

Order #1 will take 10% to SDCCU Checking

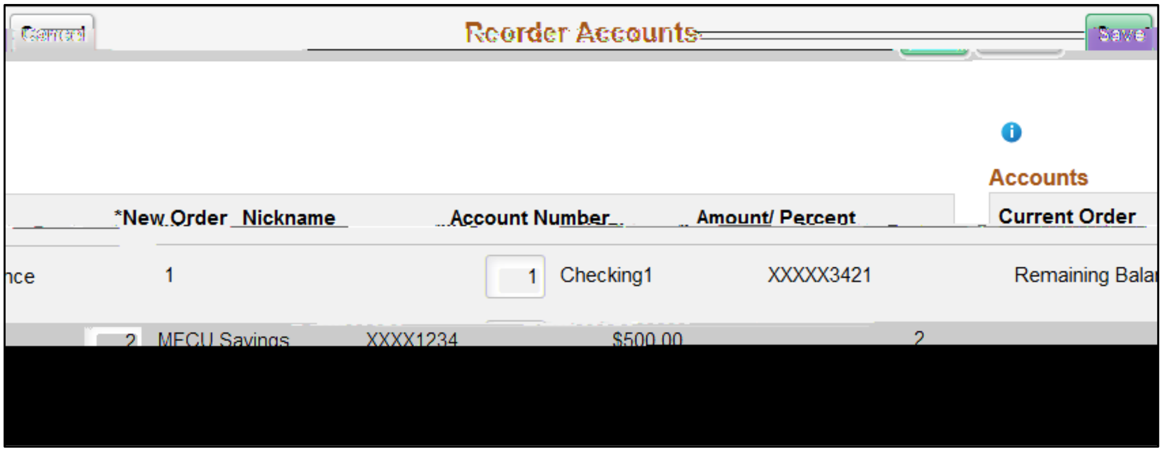
Order #2 will take $300 to MFCU Savings

Order # LAST will take Remaining Balance to MFCU

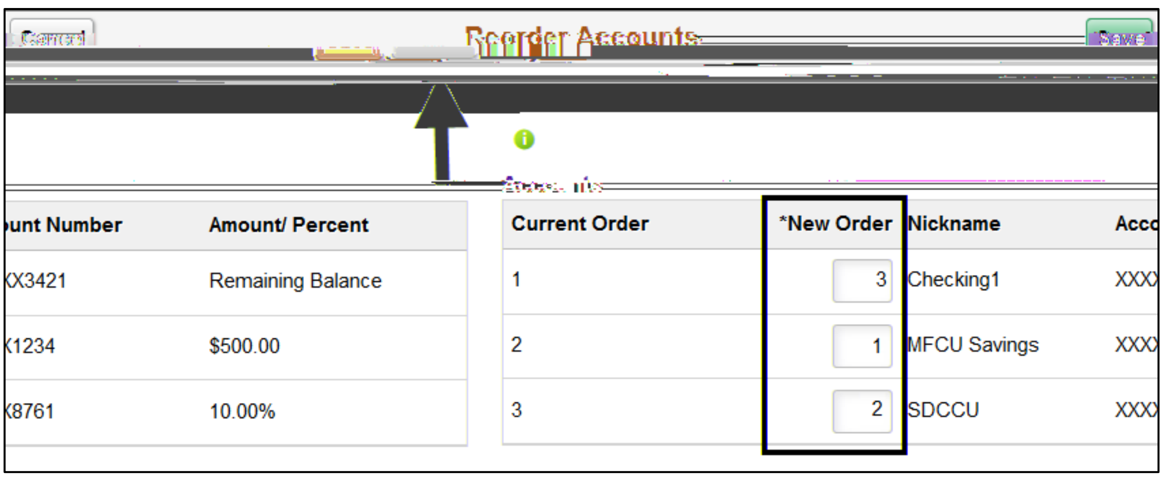
Things to note due to change in the Direct Deposit process:

Remaining Balance or Balance of Net Pay **may not be LAST** or the highest number. When adding a new account, it will change to “Last” or you can change the Order number.

8. Click on **Reorder** button to change order. In this scenario, Remaining Balance account was already in the system (Order #1). Two additional accounts were added that became Order #2 and Order #3.



9. Since Remaining Balance account needs to be last, we would enter the correct numbers under **New Order** then click **Save.**



10. You see the new order and the Remaining Balance account is now "Last".