

ESS – Personal Information– Direct Deposit/Bank Information

1. **Direct Deposit/Bank Information** – Allows employees to view their *Main Bank Account*, which primarily controls direct deposit of pay. Employees may also maintain up to five pre-established *Secondary Bank* accounts to allow for additional customized distribution of direct deposit pay.

For security purposes, employees must contact their Human Resources office to change their *Main Bank* or add additional *Secondary Bank(s)*.

Setting up/Maintaining Main Bank Account

- 1.1. Select the *Direct Deposit/Bank Information* link from the *Personal Information* menu in ESS.
- 1.2. Click on the row for *Main Bank*. If an employee does not have a *Main Bank Account* on file, the *Name of Bank* field will be blank and the *Payment Method* will indicate *Payroll Check*.

Direct Deposit / Bank Information

Full Name: Deposit, Test
Employee Number: 00198542

All changes processed today will be effective with the pay date of 05/25/2018.

To change the details of a *Secondary Bank*, select the bank in the *Stored Bank Accounts* section and then use the *Change* or *End* buttons in the *Account Details* section.

If you need to change your *Main Bank* or add additional *Secondary Bank(s)*, please contact your Human Resources office.

Stored Bank Accounts		
Bank Type	Name of Bank	Effective Date
Main Bank		01/08/2018
Secondary Bank	MEMBERS 1ST FCU	04/14/2013
Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	04/14/2018

Account Details

Payee: Deposit, Test
Postal Code / City: 17025 enola
Bank Country: USA
Payment Method: Payroll Check
Routing Number:
Account Number: Checking Savings

- 1.3. If an employee has a *Main Bank Account* on file, the *Name of Bank* field will display the name of the bank and the *Payment Method* will indicate *Direct Deposit*. The routing number of the bank also will appear in the *Routing Number* field. The *Account Number* field is masked for security purposes, but employees can verify whether the direct deposit is going to *Checking* or *Savings*.

Direct Deposit / Bank Information

Full Name: Deposit, Test
Employee Number: 00198542

All changes processed today will be effective with the pay date of 05/25/2018.

To change the details of a Secondary Bank, select the bank in the Stored Bank Accounts section and then use the Change or End buttons in the Account Details section.

If you need to change your Main Bank or add additional Secondary Bank(s), please contact your Human Resources office.

Stored Bank Accounts		
Bank Type	Name of Bank	Effective Date
Main Bank	SANTANDER BANK	01/08/2018
Secondary Bank	MEMBERS 1ST FCU	04/14/2013
Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	04/14/2018

Account Details

Payee: Deposit , Test
Postal Code / City: 17025 enola
Bank Country: USA

Payment Method: Direct Deposit

Routing Number: 231372691 SANTANDER BANK

Account Number: ●●●●●● Checking Savings

Maintaining Secondary Bank Account

- For employees who wish to have a percentage or a specific dollar amount of their paycheck directly deposited to more than just their *Main Bank*, one or more *Secondary Bank* accounts may be maintained up to a maximum of five.

NOTE: If no *Secondary Banks* are on file, 100% of the employee's paycheck will be deposited to the *Main Bank*.

- To view *Secondary Bank* details, click on the row of the desired *Secondary Bank*. Details for the *Secondary Bank* will be displayed, including:
 - Routing Number*: Routing number for the *Secondary Bank*.
 - Standard Value*: Displays the exact dollar amount deposited with each pay.
 - Standard Percentage*: Displays the percentage of pay deposited with each pay.

If you need to change your Main Bank or add additional Secondary Bank(s), please contact your Human Resources office.

Stored Bank Accounts			
Bank Type	Name of Bank	Effective Date	
Main Bank	SANTANDER BANK	01/08/2018	
Secondary Bank	MEMBERS 1ST FCU	04/14/2013	
Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	04/14/2018	

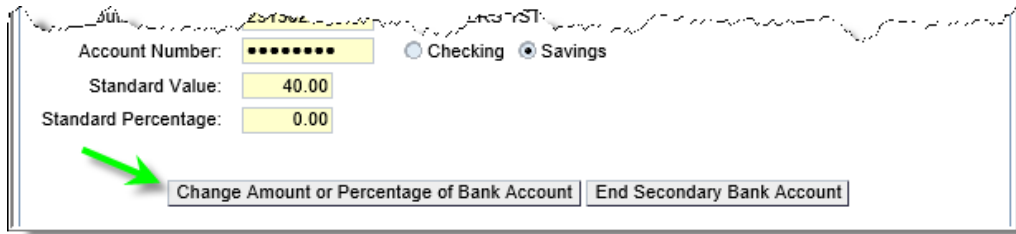
Account Details

Payee: Deposit , Test
 Postal Code / City: 17025 enola
 Bank Country: USA
 Payment Method: Direct Deposit
 Routing Number: 231382241 MEMBERS 1ST FCU
 Account Number: ●●●●●● Checking Savings
 Standard Value: 40.00
 Standard Percentage: 0.00

Change Amount or Percentage of Bank Account End Secondary Bank Account

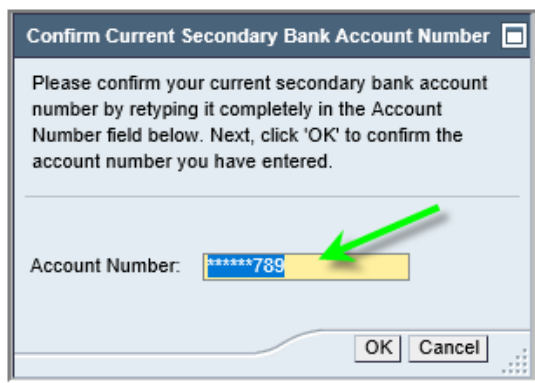
4. Two options exist for maintaining a *Secondary Bank*.

4.1. The first option is *Change Amount or Percentage of Bank Account*.



Account Number: [REDACTED] Checking Savings
Standard Value: 40.00
Standard Percentage: 0.00

4.2. Choosing the *Change Amount or Percentage of Bank Account* button will display the *Confirm Current Secondary Bank Account Number* pop-up. Enter the associated *Account Number* and select *OK*.

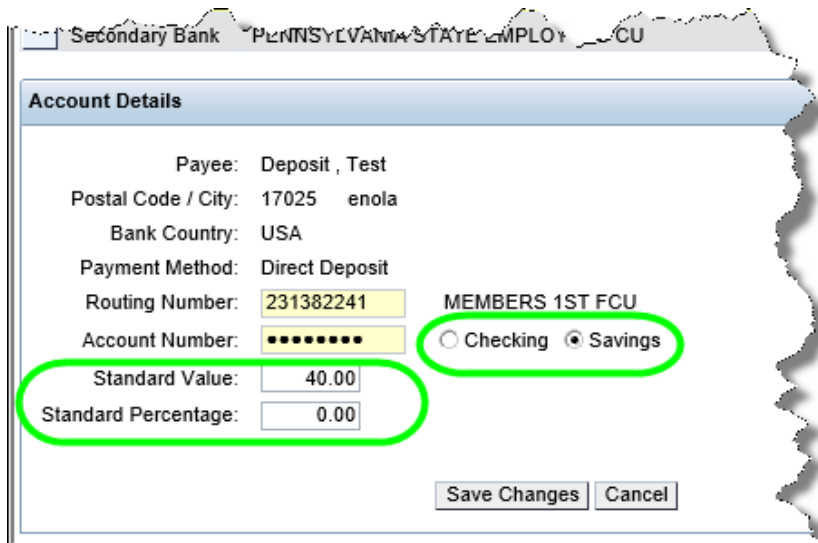


Confirm Current Secondary Bank Account Number

Please confirm your current secondary bank account number by retyping it completely in the Account Number field below. Next, click 'OK' to confirm the account number you have entered.

Account Number: [REDACTED] 789

4.3. This will open the *Secondary Bank's Standard Value* and *Standard Percentage* fields. It also allows the employee to choose between the type of account, *Checking* or *Savings*.



Secondary Bank PENNSYLVANIA STATE EMPLOYEES' CU

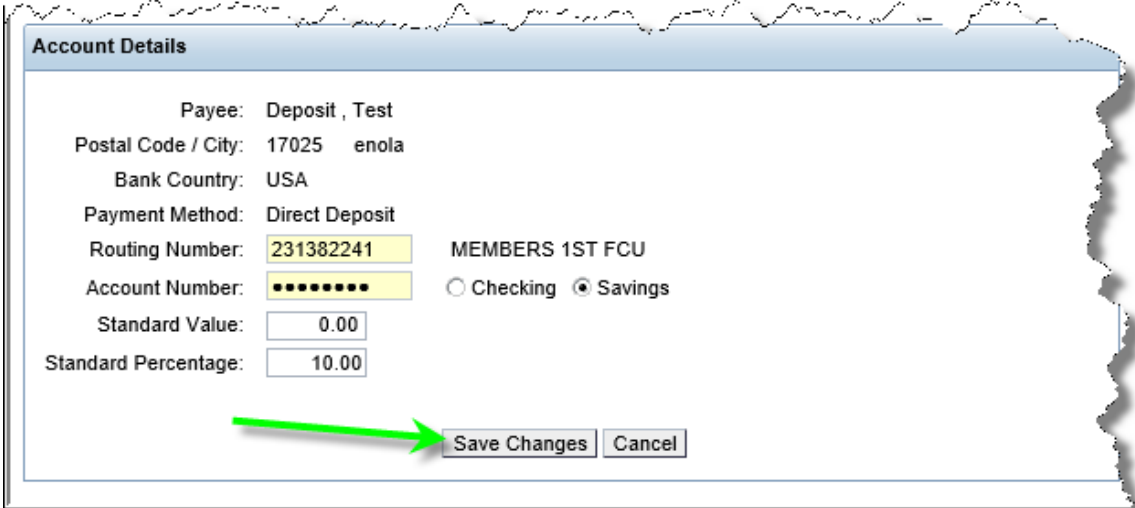
Account Details

Payee: Deposit, Test
Postal Code / City: 17025 enola
Bank Country: USA
Payment Method: Direct Deposit
Routing Number: 231382241 MEMBERS 1ST FCU
Account Number: [REDACTED] Checking Savings
Standard Value: 40.00
Standard Percentage: 0.00

NOTE: Employees must choose between entering a value in the *Standard Value* field or the *Standard Percentage* field. The two fields cannot be used simultaneously.



4.4. Once desired changes have been completed, select *Save Changes*.



Account Details

Payee: Deposit , Test

Postal Code / City: 17025 enola

Bank Country: USA

Payment Method: Direct Deposit

Routing Number: 231382241 MEMBERS 1ST FCU

Account Number: ●●●●●● Checking Savings

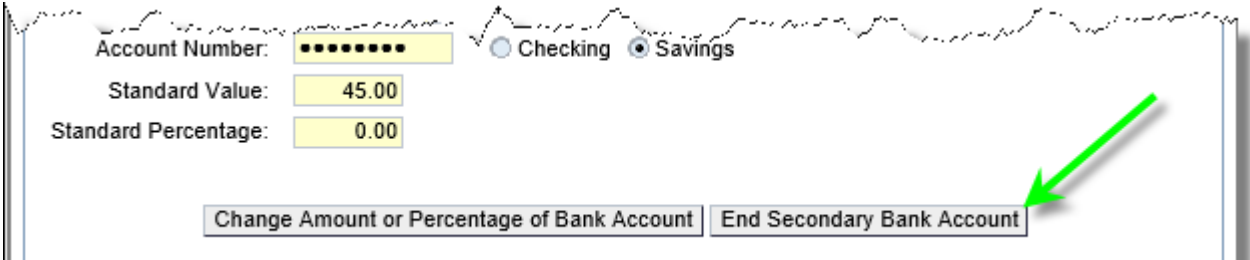
Standard Value: 0.00

Standard Percentage: 10.00

4.5. A confirmation message will be displayed if changes were saved successfully. Select OK to continue.



4.6. The second option under *Secondary Bank* is *End Secondary Bank Account*. Selecting this button will turn off deposits to the associated account.




Account Number: ●●●●●● Checking Savings

Standard Value: 45.00

Standard Percentage: 0.00

- 4.7. Once the *End Secondary Bank Account* button is clicked, the selected *Secondary Bank* account will be ended. A confirmation message will be displayed indicating the account has been deleted, and it will no longer appear in the *Stored Bank Accounts* section.

Direct Deposit / Bank Information

This account has been deleted. 


Full Name: Deposit, Test
Employee Number: 00198542

All changes processed today will be effective with the pay date of 05/25/2018.

To change the details of a Secondary Bank, select the bank in the Stored Bank Accounts section and then use the Change or End buttons in the Account Details section.

If you need to change your Main Bank or add additional Secondary Bank(s), please contact your Human Resources office.

Stored Bank Accounts			
	Bank Type	Name of Bank	Effective Date
	Main Bank	SANTANDER BANK	01/08/2018
	Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	04/14/2018

 **Account Details**

NOTE: Due to payroll processing schedules, all changes/deletions to *Secondary Banks* will be effective on the pay date indicated at the top of the screen.

Direct Deposit / Bank Information

Full Name: Deposit, Test
Employee Number: 00198542

All changes processed today will be effective with the pay date of 05/25/2018.

To change the details of a Secondary Bank, select the bank in the Stored Bank Accounts section and then use the Change or End buttons in the Account Details section.

If you need to change your Main Bank or add additional Secondary Bank(s), please contact your Human Resources office.

Stored Bank Accounts			
	Bank Type	Name of Bank	Effective Date
	Main Bank	SANTANDER BANK	01/08/2018
	Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	04/14/2018