

Direct Deposit

Adding, Changing, and
Updating Information



The University of Texas System
Office of Shared Information Services

Contents

Overview	3
Important Information for Number of Accounts.....	3
Direct Deposit	3
Adding First Direct Deposit Account	4
Adding a Second Direct Deposit Account	6
Adding Multiple Accounts (More than Two DD Accounts).....	10
Reordering Direct Deposit Accounts.....	12
Changing the Remaining Balance Account	14
Additional Information.....	17

Overview

Direct deposit information has been improved and easier to update for employees and payroll. Following provides information and instructions on adding and changing direct deposit information via Employee Self Service.

Important Information for Number of Accounts

Employees have a limited number of direct deposit accounts they can set up for their paycheck distribution. UT Share employees are allowed a maximum of three (3) direct deposit accounts for their paycheck distribution. They do not have to have three, but they cannot have more than three. The system prevents employees from setting up more than the maximum allowable direct deposit accounts.

The following message displays if an employee tries to set up more than the allowable direct deposit accounts:

The maximum number of Direct Deposit Distribution accounts has been reached.

OK

Direct Deposit

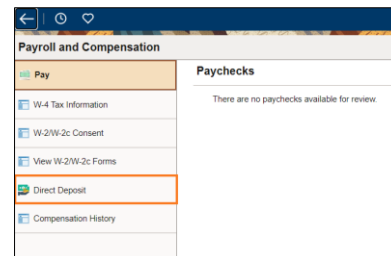
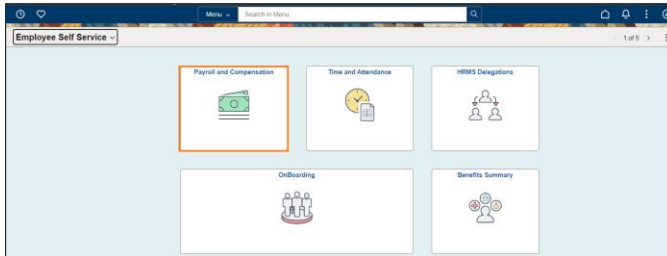
Employees must set up direct deposit information through Employee Self Service.

Employees may also make changes to their existing direct deposit information in Employee Self Service either by adding additional accounts or changing existing deposit information.

Adding First Direct Deposit Account

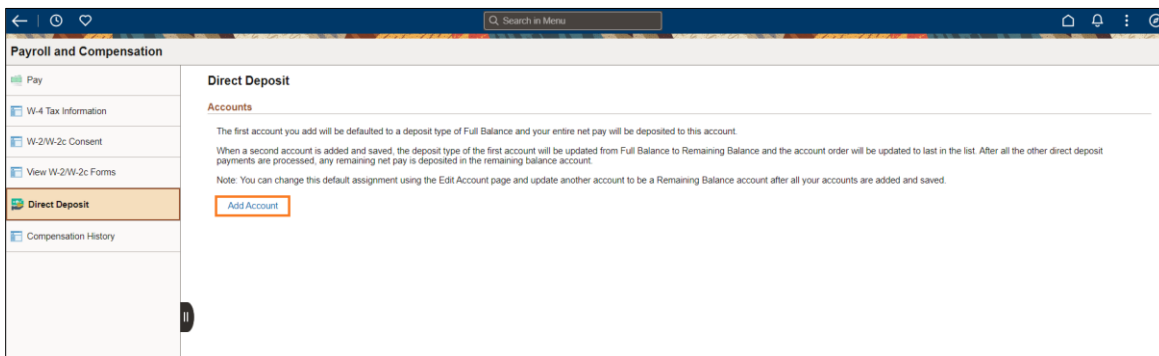
Step 1 of 4 – Navigate to the Direct Deposit

From the **Employee Self Service** page, click the **Payroll and Compensation** tile. On the **Payroll and Compensation** page, click on the **Direct Deposit** link from the left navigation menu.




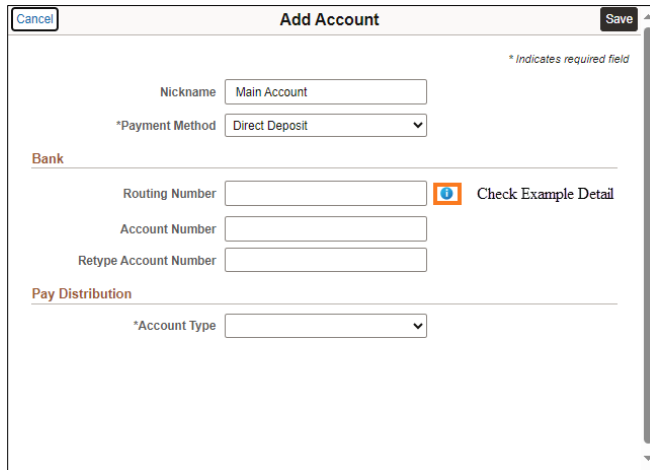
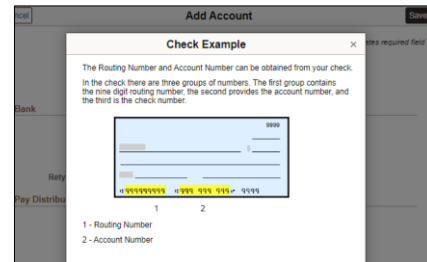
Step 2 of 4 – First Time Direct Deposit

The Direct Deposit page has new instructions for employees who have not set up a direct deposit account. Review the information and click the **Add Account** button to set up the first account.

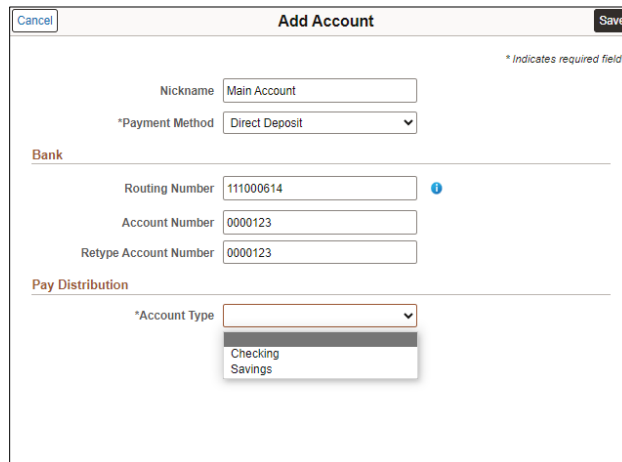


Step 3 of 4 – Add Account

When the **Add Account** button is clicked, the **Add Account** pop-up window opens. Enter the information in the fields provided. A nickname is not required, but it provides an identifier for employee. Click the blue i icon  for a detailed view of a check example to locate the **Routing Number** and **Account Number** for entry.

Complete the fields under the **Bank section** and select **Account Type** under **Pay Distribution**.



Step 4 of 4 – Save the New Account

Once all fields are entered, click the **Save** button in the pop-up window.

Cancel
Add Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

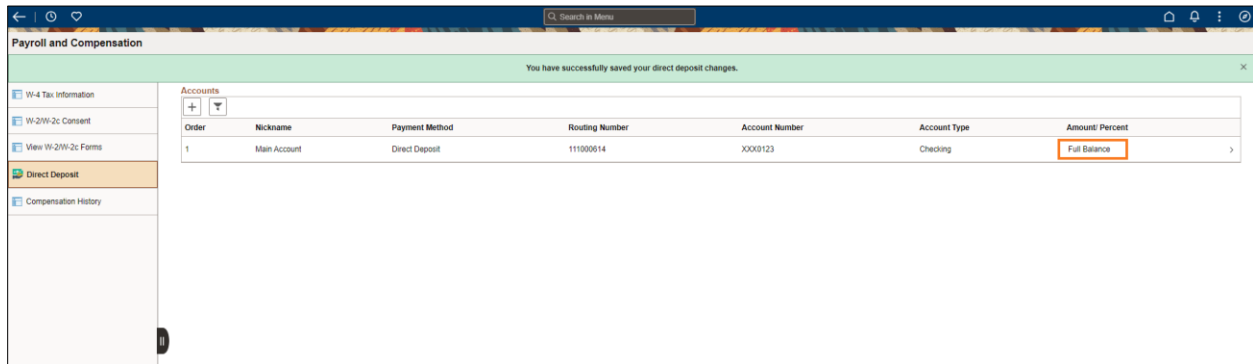
Account Number

Retype Account Number

Pay Distribution

*Account Type

The **Save** button returns the user to the **Direct Deposit** page where the green banner appears verifying the account has been successfully added. The **Order** is defaulted to “1” when there is only one account, and the **Amount/Percent** field displays **Full Balance** when only one account is set up for direct deposit.



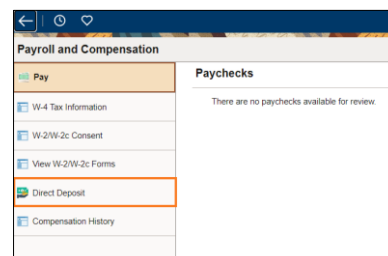
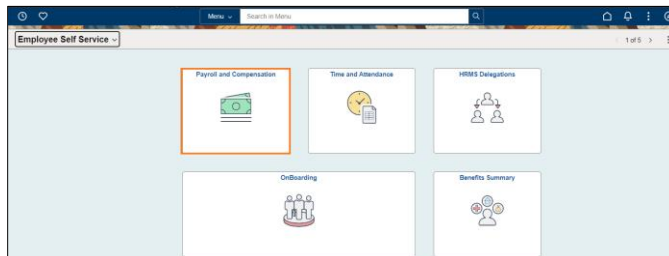
You have successfully saved your direct deposit changes.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Main Account	Direct Deposit	111000614	XXXX123	Checking	Full Balance

Adding a Second Direct Deposit Account

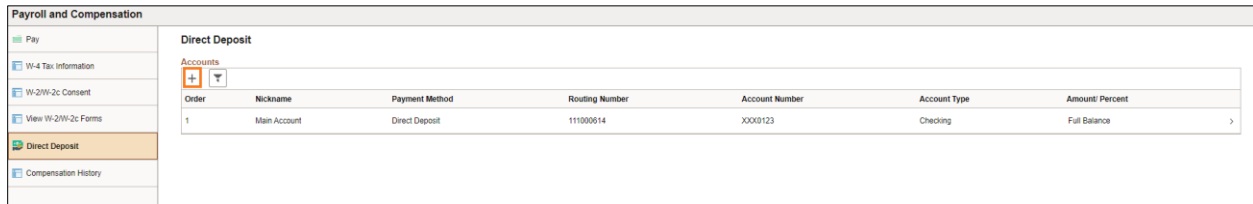
Step 1 of 5 – Navigate to the Direct Deposit

From the **Employee Self Service** page, click the **Payroll and Compensation** tile. On the **Payroll and Compensation** page, click on the **Direct Deposit** link from the left navigation menu.



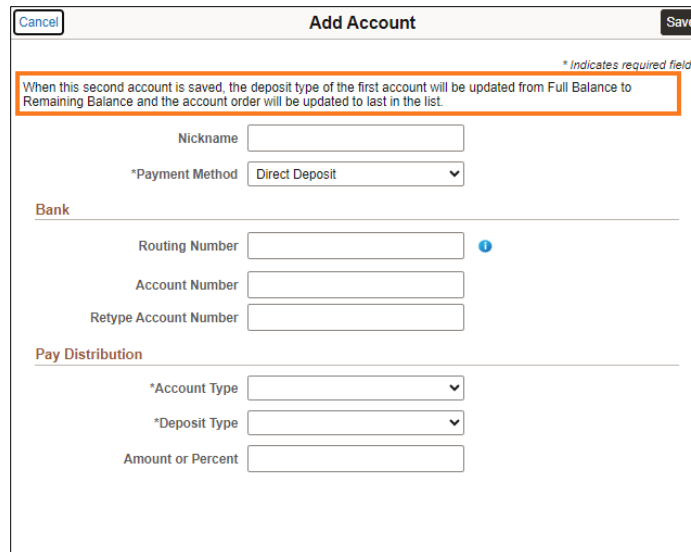
Step 2 of 5 – Add Additional Direct Deposit Account

From the **Direct Deposit** page, click the plus button under the **Accounts** section. The **Add Account** pop-up window opens.



Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Main Account	Direct Deposit	111000614	XXXX123	Checking	Full Balance

Review the message at the top of the window. This message has been added to provide information about what happens when the employee adds a second account.



Add Account

* 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

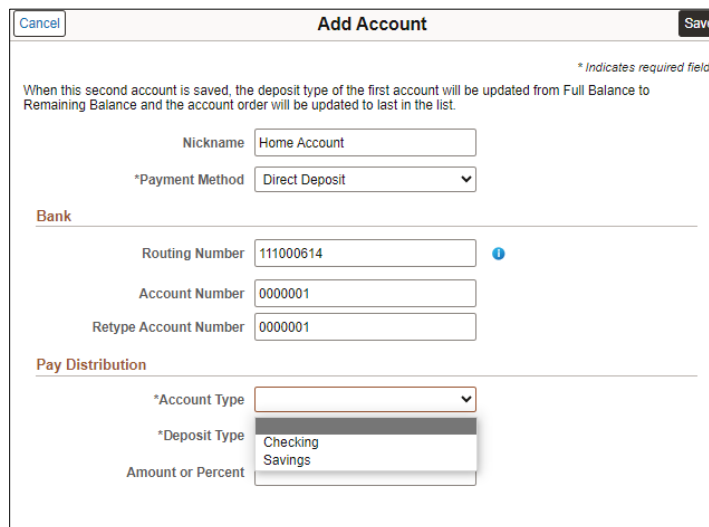
*Account Type

*Deposit Type

Amount or Percent

Step 3 of 5 – Enter Account Information

Enter the information to set up the second account. Under **Pay Distribution** select the **Account Type** for the new account.



Add Account

* 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

For multiple accounts, the **Deposit Type** field must be selected from the drop-down list. Select **Amount** or **Percent** depending on how the distribution of funds is being set up for this account. Based on the selection the next field **Amount** or **Percent** changes to the selected **Deposit Type**.

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

In this example, **Amount** has been selected as the **Deposit Type**, and the desired deposit amount has been entered.

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

Step 4 of 5 – Save the Account

Once all fields are entered, click the **Save** button in the pop-up window to add the additional 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

Step 5 of 5 – Identity Verification

The **Identity Verification** pop-up opens when the Save button is clicked. Enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done**.

Cancel
Identity Verification
Done

Enter any of your prior accounts below to verify Identity

Prior Account #

Note: The **Prior Account #** can be an existing account number associated with the account or an account number that has been changed in the past.

Clicking the **Done** button with a correct account number entered returns the user to the **Direct Deposit** page where the green banner appears verifying the account has been successfully added. The **Order** is automatically updated and orders the new account as **“1”** and changes the first account to **“Last”**. The **Amount/Percent** field displays the **Amount** for the added account, and **Full Balance** is updated to **Remaining Balance**.

Payroll and Compensation

You have successfully saved your direct deposit changes.

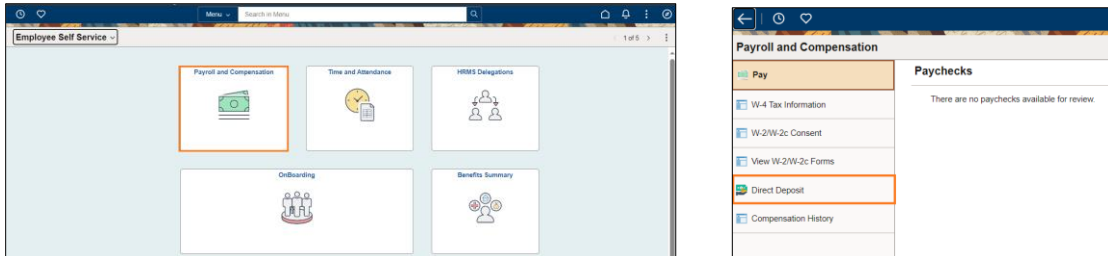
- W-4 Tax Information
- W-2/W-2c Consent
- View W-2/W-2c Forms
- Direct Deposit
- Compensation History

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Percent
1	Home Account	Direct Deposit	111000614	XXXX001	Savings	\$300.00
Last	Main Account	Direct Deposit	111000614	XXXX123	Checking	Remaining Balance

Adding Multiple Accounts (More than Two DD Accounts)

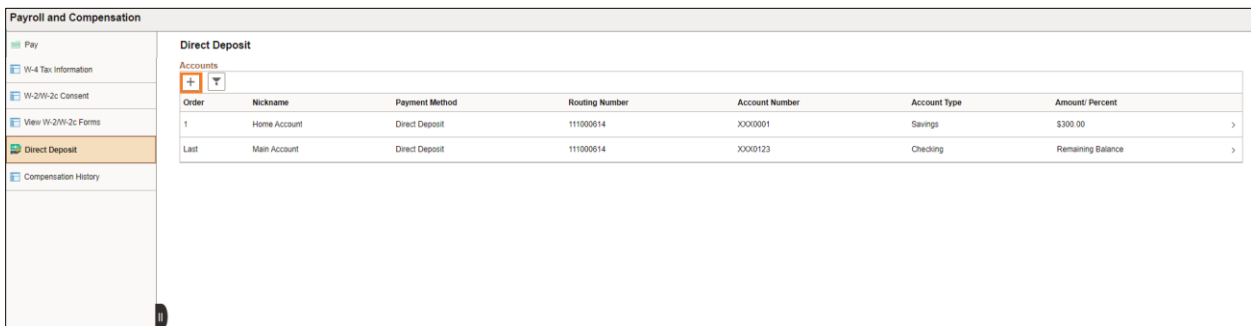
Step 1 of 5 – Navigate to the Direct Deposit

From the **Employee Self Service** page, click the **Payroll and Compensation** tile. On the **Payroll and Compensation** page, click on the **Direct Deposit** link from the left navigation menu.



Step 2 of 5 – Adding Another Direct Deposit Account

From the **Direct Deposit** page, click the plus button under the **Accounts** section. The **Add Account** pop-up window opens.



The Add Account window for accounts beyond two does not have a message in the window.

Cancel
Add Account
Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

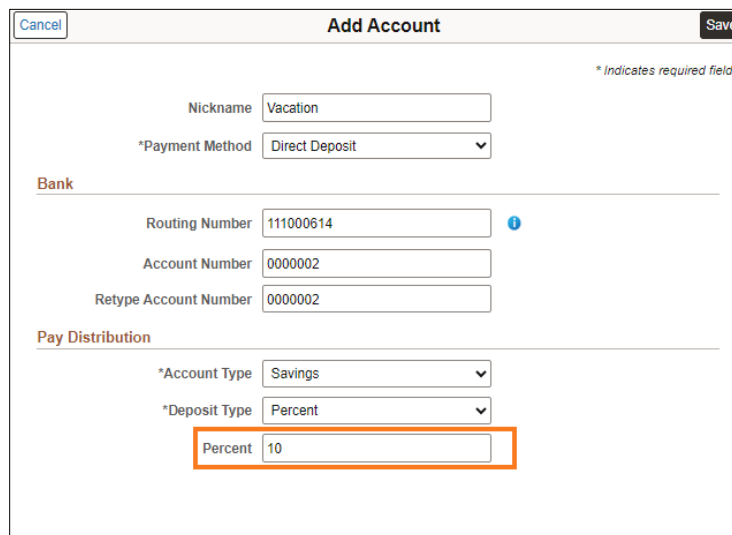
Amount or Percent

Step 3 of 5 – Enter Account Information

Enter the information to set up the next account. Under **Pay Distribution** select the **Account Type** for the new account.

For multiple accounts, the **Deposit Type** field must be selected from the drop-down list. Select **Amount** or **Percent** depending on how the distribution of funds is being set up for this account. Based on the selection the next field **Amount** or **Percent** changes to the selected **Deposit Type**.

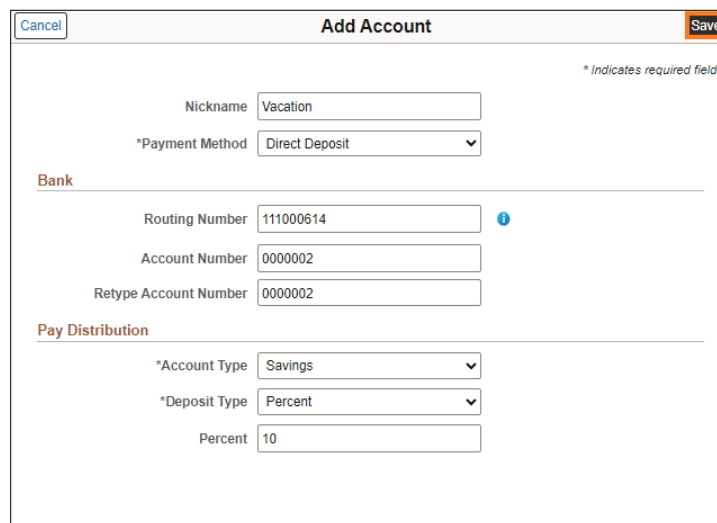
In this example, **Percent** has been selected as the **Deposit Type**, and the desired deposit percent number has been entered.



The screenshot shows a web form titled "Add Account" with "Cancel" and "Save" buttons. The form is divided into sections: "Nickname" (Vacation), "*Payment Method" (Direct Deposit), "Bank" (Routing Number: 111000614, Account Number: 0000002, Retype Account Number: 0000002), and "Pay Distribution" (*Account Type: Savings, *Deposit Type: Percent, Percent: 10). The "Percent" field is highlighted with an orange border. A note "* Indicates required field" is present in the top right.

Step 4 of 5 – Save the Account

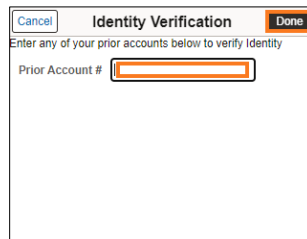
Once all fields are entered, click the **Save** button in the pop-up window to add the additional account.



This screenshot is identical to the previous one, showing the "Add Account" form with all fields filled. The "Save" button in the top right corner is highlighted with an orange border, indicating the next step in the process.

Step 5 of 5 – Identity Verification

The **Identity Verification** pop-up opens when the Save button is clicked. Enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done**.



Cancel **Identity Verification** Done
 Enter any of your prior accounts below to verify Identity
 Prior Account #

Note: *The **Prior Account #** can be an existing account number associated with the account or an account number that has been changed in the past.*

Clicking the **Done** button with a correct account number entered returns the user to the **Direct Deposit** page where the green banner appears verifying the account has been successfully added. The new account is **Ordered** automatically as “2”. The **Amount/Percent** field displays the **Percent** for the added account. The other accounts keep their same **Order**.

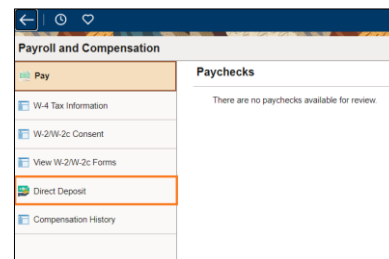
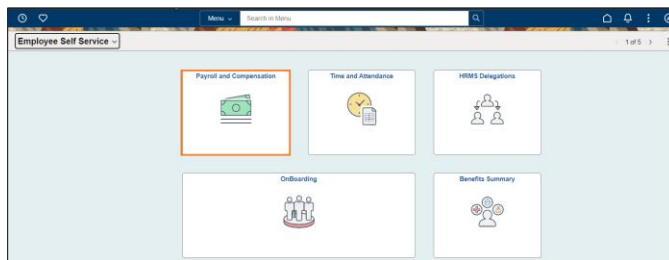
Payroll and Compensation							
You have successfully saved your direct deposit changes.							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Percent	
1	Main Account	Direct Deposit	111000614	XXXX123	Checking	\$1500.00	>
2	Vacation	Direct Deposit	111000614	XXXX002	Savings	10.00%	>
Last	Home Account	Direct Deposit	111000614	XXXX001	Savings	Remaining Balance	>

Note: *Only one account can be the **Remaining Balance** account. The **Remaining Balance** account **Order** will be ‘Last’—meaning that all the other accounts will be deposited into first; then any amount left over will be deposited into the Remaining Balance account.*

Reordering Direct Deposit Accounts

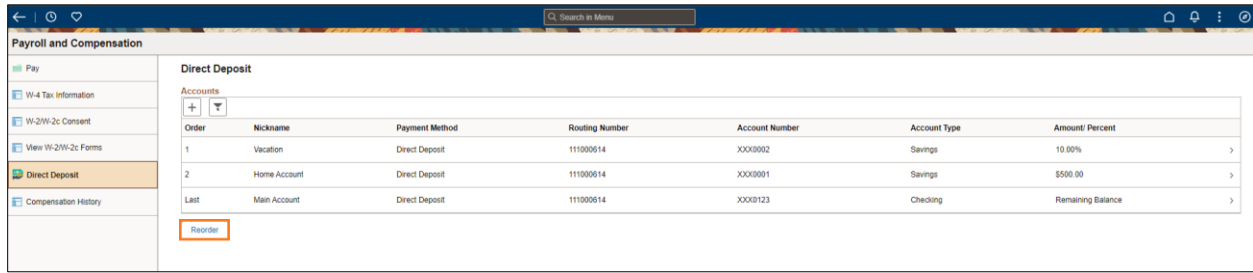
Step 1 of 4 – Navigate to the Direct Deposit

From the **Employee Self Service** page, click the **Payroll and Compensation** tile. On the **Payroll and Compensation** page, click on the **Direct Deposit** link from the left navigation menu.

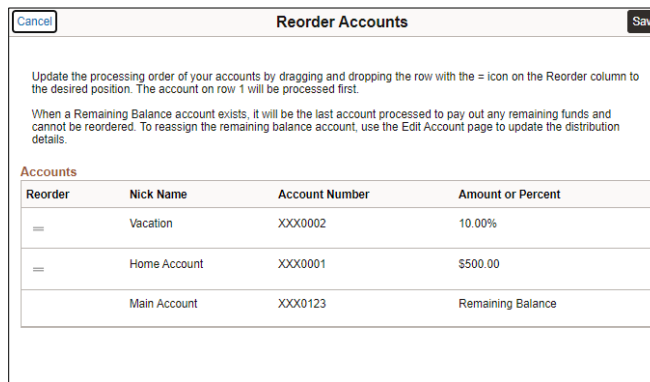


Step 2 of 4 – Reorder Direct Deposit Accounts

On the Direct Deposit page, click the **Reorder** button below the **Accounts** section.

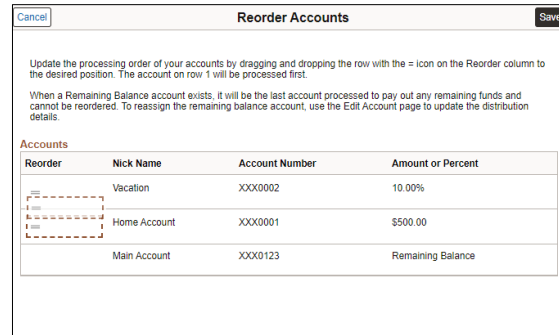
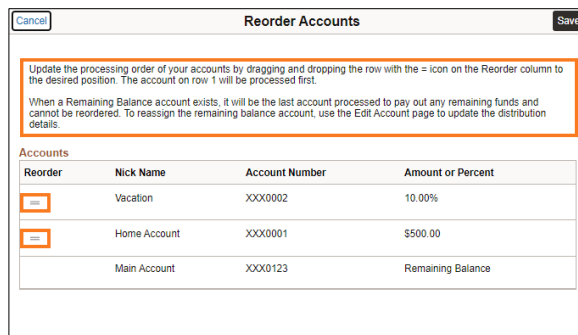


This opens the **Reorder Accounts** pop-up window.



Step 3 of 4 – Changing the Order

Review the message on the pop-up window. The **Accounts** that have an **equal = sign** can be reordered by dragging and dropping them into the new order. Click on the **equal sign** and hold down the mouse and drag it into the new position and release it.



Step 4 of 4 – Save the Change

Once the new order is set, click the **Save** button to update the **Order**. **Save** returns the user to the **Direct Deposit** page where the green banner appears verifying the change has been success. The **Accounts** will now display in the new order on the **Direct Deposit** page.

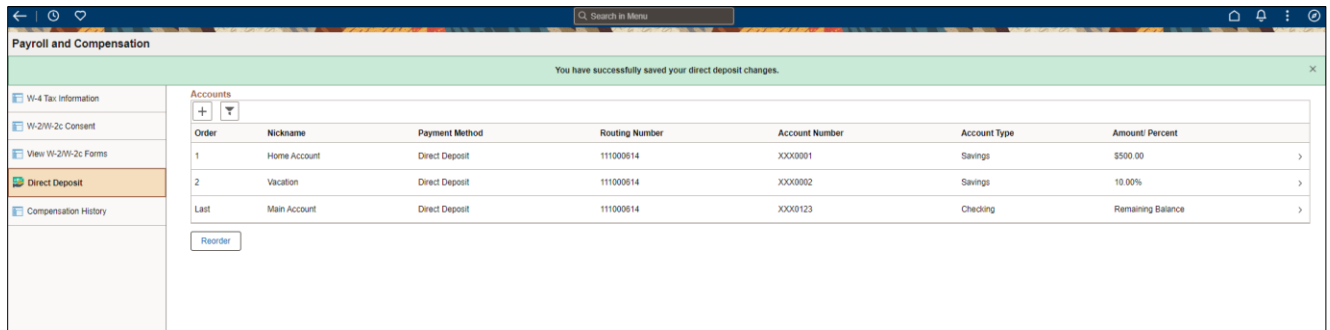
Cancel
Reorder Accounts
Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Home Account	XXX0001	\$500.00
=	Vacation	XXX0002	10.00%
	Main Account	XXX0123	Remaining Balance



You have successfully saved your direct deposit changes.

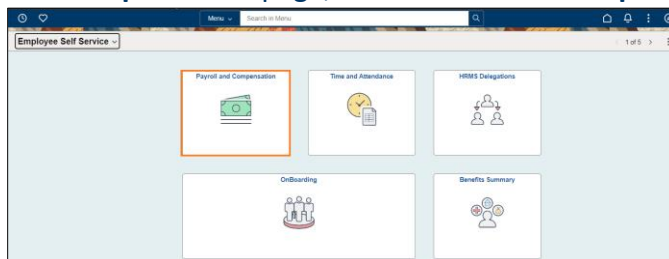
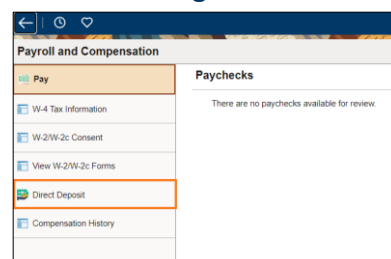
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Home Account	Direct Deposit	111000614	XXX0001	Savings	\$500.00
2	Vacation	Direct Deposit	111000614	XXX0002	Savings	10.00%
Last	Main Account	Direct Deposit	111000614	XXX0123	Checking	Remaining Balance

Changing the Remaining Balance Account

Only one account can be designated the **Remaining Balance** account. If an employee wants to change which account is designated the **Remaining Balance** account, they can assign the designation to one of their other existing accounts.

Step 1 of 6 – Navigate to the Direct Deposit

From the **Employee Self Service** page, click the **Payroll and Compensation** tile. On the **Payroll and Compensation** page, click on the **Direct Deposit** link from the left navigation menu.

Step 2 of 6 – Select the Remaining Balance Account

On the Direct Deposit page, click on the account that is the **Last** in **Order** and has **Remaining Balance** as the **Amount/ Percent**.

Payroll and Compensation							
<ul style="list-style-type: none"> Pay W-4 Tax Information W-2/W-2c Consent View W-2/W-2c Forms <li style="background-color: #f0f0f0;">Direct Deposit Compensation History 	Direct Deposit						
	Accounts						
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
	1	Home Account	Direct Deposit	111000614	XXX0001	Savings	\$500.00
	2	Vacation	Direct Deposit	111000614	XXX0002	Savings	10.00%
	Last	Main Account	Direct Deposit	111000614	XXX0123	Checking	Remaining Balance

This opens the Edit Account pop-up window.

Cancel
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Remove

Step 3 of 6 – Updating to New Deposit Type

To change this account from the **Remaining Balance** Account, select the **Deposit Type** drop-down and select **Amount** or **Percent**.

Two new fields appear when a new **Deposit Type** is selected. Based on the selection of **Amount** or **Percent**, the next field will be **Amount** if **Amount** Type is selected or **Percent** if **Percent** Type is selected. Then the second field that appears is **New Remaining Balance Account**.

Cancel
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

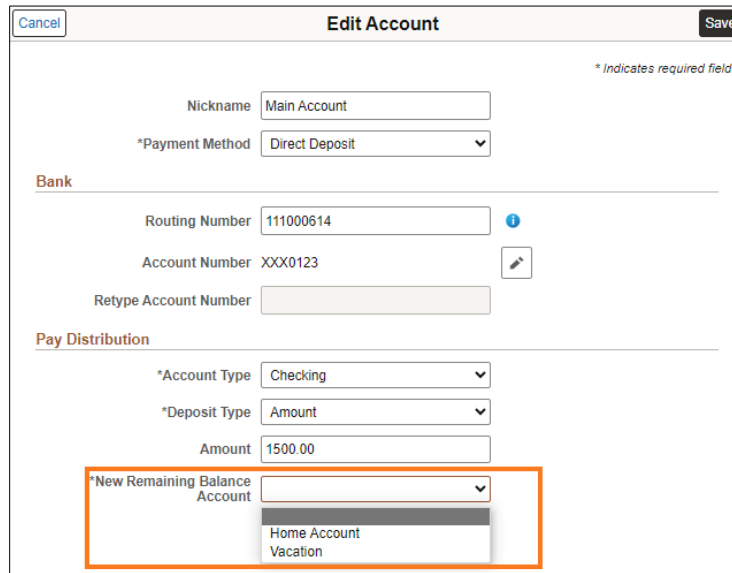
Amount

*New Remaining Balance Account

Remove

Step 4 of 6 – Assigning New Remaining Balance Account

Once the **Amount** or **Percent** is entered for this account, click on the **New Remaining Balance Account** drop-down and select the existing account to designate as the **Remaining Balance Account**.



The screenshot shows the 'Edit Account' form with the following fields and values:

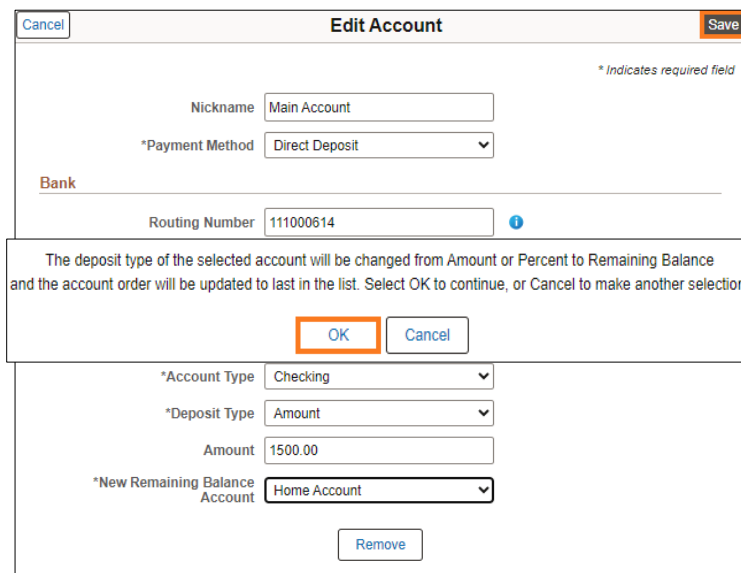
- Nickname: Main Account
- *Payment Method: Direct Deposit
- Bank:
 - Routing Number: 111000614
 - Account Number: XXX0123
 - Retype Account Number: (empty)
- Pay Distribution:
 - *Account Type: Checking
 - *Deposit Type: Amount
 - Amount: 1500.00
 - *New Remaining Balance Account: (dropdown menu open showing 'Home Account' and 'Vacation')

The dropdown menu for '*New Remaining Balance Account' is highlighted with an orange box, showing the options 'Home Account' and 'Vacation'.

Note: The drop-down options pull in the Nickname given to the accounts by the employee.

Step 5 of 6 – Save the Change

After selecting the account to designate as the **New Remaining Balance Account**, click the **Save** button. The verification pop-up message appears; click **OK** to continue.



The screenshot shows the 'Edit Account' form with a verification pop-up message overlaid. The pop-up message reads:

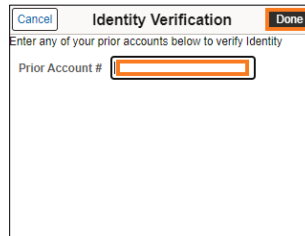
The deposit type of the selected account will be changed from Amount or Percent to Remaining Balance and the account order will be updated to last in the list. Select OK to continue, or Cancel to make another selection.

The 'OK' button is highlighted with an orange box. Below the pop-up, the form fields are visible:

- *Account Type: Checking
- *Deposit Type: Amount
- Amount: 1500.00
- *New Remaining Balance Account: Home Account
- Remove button

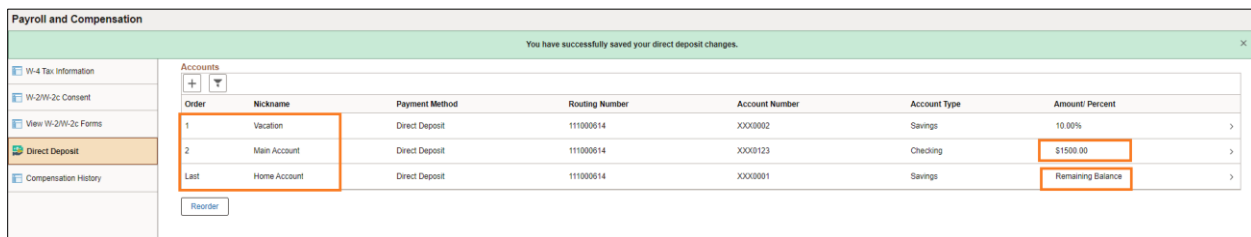
Step 6 of 6 – Identity Verification

The **Identity Verification** pop-up opens when the Save button is clicked. Enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done**.



Note: The **Prior Account #** can be an existing account number associated with the account or an account number that has been changed in the past.

Clicking the **Done** button with a correct account number entered returns the user to the **Direct Deposit** page where the green banner appears verifying the changes have been successfully saved.




Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Vacation	Direct Deposit	111000614	XXX0002	Savings	10.00%
2	Main Account	Direct Deposit	111000614	XXX0123	Checking	\$1500.00
Last	Home Account	Direct Deposit	111000614	XXX0001	Savings	Remaining Balance

Note: The **New Remaining Balance Account** is now **Order Last**, and the account that was changed is in the **Order 2** position. The **Amount/ Percent** field column has been updated.

Additional Information

An account can still be removed by clicking on that account from the **Direct Deposit** page and clicking on **Remove** button in the **Edit Account** pop-up window.

If employees want to add a new account to be their **Remaining Balance** Account, and they are at their limit of accounts, employees must first remove one account before they are able to set up a new account to designate.

An account can still be edited/ or changed individually by clicking on the account from the **Direct Deposit** page and making changes to the fields on the account. To change the account number, click on the edit pencil icon  and updating the **Account Number** and **Retype Account Number** fields. **Pay Distribution** can also be updated individually on the account. Click the **Save** button and complete the **Identity Verification** pop-up.