Direct Deposit

Adding, Changing, and Updating Information
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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:

![Message]

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.

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.

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.

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.

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

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.

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.
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.

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

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.
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**.

![Identity Verification Pop-Up](image)

**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**.

![Direct Deposit Page](image)

**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.

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.

This opens the Edit Account pop-up window.

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.
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**.

![Edit Account](image)

**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.
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**.

![Identity Verification Pop-Up](image)

**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.

![Direct Deposit Page](image)

**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.