How Do I?
Maintain an Employee's Direct Deposit
And Paycheck Mailing Options

Maintain an Employee's Direct Deposit

Timing: Whenever Form DA-184, Authorization for Direct Deposit of Employee Pay is received.

Add New Direct Deposit Accounts:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit**

Type the employee's ID in the EmplID field, then click on Search.

Step 1: On the Direct Deposit page:

Change the current date to an appropriate effective date – enter before the final payroll cutoff with an effective date less than the paycheck date to minimize waiting time until the employee's pay is direct deposited.

Click on the drop down arrow by the Status field to open the list box, then click on Active to select it. The Status must be Active on the cut-off of the final pay calculation for the employee's pay to be directed deposited.

Enter the Account Type, Deposit Type, % Net Pay/$Amount, Bank ID, Account #, and Priority as appropriate for the account.

If an additional account is to be added, click on the Add Row button corresponding to the Distribution Information box to add a new row for the next account.

Field Definitions:

Status: Available options are Active, Hold, and Inactive. Do NOT use Hold. The status must be Active for the employee's pay to be direct deposited. An Inactive status deactivates all accounts and results in a paper check for the employee. The status on the cut off date of final pay calculation must be active for the employee's pay to be direct deposited.

Account Type: Select the appropriate type (Checking, Issue Check, or Savings) for the account.

Deposit Type: Available types are Amount, Balance, and Percent. Unless the lowest priority (the highest priority number) account is 100%, one account must be designated as "Balance" Deposit Type to receive the remaining funds. Otherwise, a check will be issued for the remaining balance.

% Net Pay/$Amount: The system distributes direct deposits using the lesser of the amount of distribution or available net pay. Assuming an employee's net pay is

$500. To achieve the distribution of Acct 1=$50, Acct 2=$225, and Acct 3=$225, you must enter either Acct 1=10%, Acct 2=45%, and Acct 3=45% and Deposit Type=Balance; or Acct 1=$50, Acct 2=$225, and Acct 3=100%. If you enter Acct 1=$50, Acct 2=50%, and Acct 3=50%, the result will be Acct 1=$50, Acct 2=$250 (the lesser of $500x50%=$250 or the available net of $500-$50=$450), and Acct 3=$200 (the lesser of $500x50%=$250 or the available net of $500-$50-$250=$200).

Bank ID: The nine-digit bank ID number.

Account#: The employee's checking or savings account number.

Priority: The lower the priority number, the higher the priority. Usually assign lower numbers (higher priority) to amounts for them to be processed first, and the highest number to the account to receive the remaining funds (Deposit Type = Balance).

Prenotification Reqd: Click off for all account types.

Step 2: After all accounts are added, click on Save.

Note: After entering/changing an employee's direct deposit, agencies should verify the correct distribution of the employee's net pay by monitoring the final PAY002, Payroll Register report which shows net pay by paycheck and advice (C or A by the net amount on the right side of the report). Also the DDP002 Direct Deposit Register lists net pay amounts for each account within each financial institution.

Change/Add to Existing Direct Deposit:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit**

Type the employee’s ID in the EmplID field, then click on Search.

Step 1: On the Direct Deposit page, click on the Add Row button corresponding to the Deposit Information box to add a new effective dated row. Change the current (default) date to an appropriate effective date.

Step 2: Evaluate the priorities of the new combination of accounts, then make the necessary changes using the following procedures:

If changing existing accounts: If the account you want to change is not displayed, click on the Show Next Row/Show Previous Row button corresponding to the Distribution Information box to find it. Make necessary changes. Repeat this process until changes on all accounts are made.

If adding more accounts: Click on the Add Row button corresponding to the Distribution Information box. Complete the account information using the field instructions below. Repeat this process for each additional account.

If deleting existing accounts: If the account you want to delete is not displayed, find it by clicking on the Show Next Row/Show Previous Row button corresponding to the Distribution Information box, then click on the Delete Row button corresponding to the Distribution Information box. Repeat this process for each account to be deleted.

Field Definitions: See Add New Direct Deposit Accounts steps above.

Step 3: After all additions, deletions, and changes for the employee have been made, verify that the lowest priority (the highest priority number) account is 100%, or one account is designated as "Balance" Deposit Type to receive the remaining funds.

Click on Save.

Note: After entering/changing an employee's direct deposit, agencies should verify the correct distribution of the employee's net pay by monitoring the final PAY002 Payroll Register report which shows net pay by paycheck and advice (C or A by the net amount on the right side of the report). Also the DDP002 Direct Deposit Register lists net pay amounts for each account within each financial institution.

Change Paycheck/Advice Mailing Option:

Step 1: **A. If the employee's home/mailing address needs to be updated/added**, use the following path: **Workforce Administration > Personal Information > Modify a Person.**

Type the employee's ID in the EmplID field, then click on Search.

On the Personal Information page, click on the Contact Information tab.

Update the contact information as necessary.

Click on Save.

B. If the employee's home/mailing address does not need to be updated, go to Step 2.

Step 2: **If the employee's mailing option needs to be changed –** from the home address to a mailing address or check address, or vice versa. Use the following path: **Main Menu > Payroll for North America > Employee Pay Data USA > Update Payroll Options**

Type the employee’s ID in the EmplID field, then click on Search.

On the Payroll Option 1 page, click on Postal Service for Paycheck Delivery Option (all employee paychecks are mailed centrally via Postal Service regardless of which Paycheck Delivery Option is selected), then click on the appropriate Distribution Mail Option. The employee's home address and mailing address should default from the Personal Information page. If the Check Address option is selected, the check address must be completed on this page.

Step 3: Click on Save.