# Payroll

## Entering an Employee's Direct Deposit

Procedure

For this simulation, you will follow the procedure for entering an employee's direct deposit information.  The direct deposit will be split with a flat amount going into a checking account and the balance going into a savings account at two different entities.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Employee Pay Data USA** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Request Direct Deposit** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Click the **Search** button. |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/22/2011**". |
| 1.
 | Click the **Active** list. |
| 1.
 | Enter the **Bank ID** provided on the DA-184 and confirmed from a voided check or deposit slip. Enter "**011000138**". |
| 1.
 | Verify that the correct banking information has been pulled in.  Click anywhere in the **BANK OF AMERICA, N.A.** selection to continue. |
| 1.
 | Click the **Account Type** list and select **Checking**. |
| 1.
 | Click in the **Deposit Type** field and select **Amount**. |
| 1.
 | Enter the desired information into the **Net Pay Amount** field. Enter "**800.00**". |
| 1.
 | Enter the desired information into the **Priority** field. Enter "**1**". |
| 1.
 | Enter the desired information into the **Account Number** field. Enter "**123456789**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Add a new row** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Bank ID** field. Enter "**301179724**". |
| 1.
 | Verify that the correct banking information has been pulled in by comparing the **Bank Name** and **Address** with the voided check or deposit slip provided with the DA-184. Click anywhere in the **Employment Security Employees** selection to continue. |
| 1.
 | Click in the **Account Type** field and select **Savings**. |
| 1.
 | Click in the **Deposit Type** field and select **Balance**. |
| 1.
 | Enter the desired information into the **Priority** field. Enter "**2**". |
| 1.
 | Enter the desired information into the **Account Number** field. Enter "**987654321**". |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations!  You have completed Entering an Employee's Direct Deposit.**End of Procedure.** |