

# Employee Self Service-Edit/Enter Direct Deposit

Employees can submit requests to add, delete, or change direct deposit accounts.

**Edit Direct Deposit Account(s)**

Back Print

+ Add new record Cancel changes

Bank Name	Account	Routing	Account Type	Primary	Amount	
ALABAMA ONE CREDIT UNION	4242	262277189	Checking	true	\$0.00	x Delete
ALABAMA ONE CREDIT UNION 2	5212	262277189	Checking	false	\$25.00	x Delete

Where do I find bank account and routing numbers? →

Save Back

Confirm

Check Sample

0301

DATE

PAY TO THE ORDER OF \$

DOLLARS

YOUR FINANCIAL INSTITUTION ANYWHERE, USA

FOR

12345678901234567890301

Routing # Account #

If changing a routing number or the amount to deposit, click in the field, make the change and click submit.

If adding a new account, click on *Add New Record*, enter the information for the new account and click submit. Note: There can be only one primary account per employee.

If you are trying to delete a direct deposit, click on the *Delete* button beside the account information and then click submit.

# Employee Self Service-Edit/Enter Direct Deposit

Pending changes are displayed and employees can upload files for direct deposit requests.

**Edit Direct Deposit Account(s)**

**Pending**

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Where do I find bank account and routing numbers?

Save Back

**Attachments**

Select files...

harris\_school\_solutions\_logo\_sm...

**Instructions**

Please upload copy of voided check for all new direct deposit records for verification of information.

If employee has a pending request, their direct deposit information will be displayed with the requested changes. The employee can change all pending direct deposit data.

Multiple files can be selected from multiple directories. Acceptable file formats include .gif, .jpg, .jpeg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt.