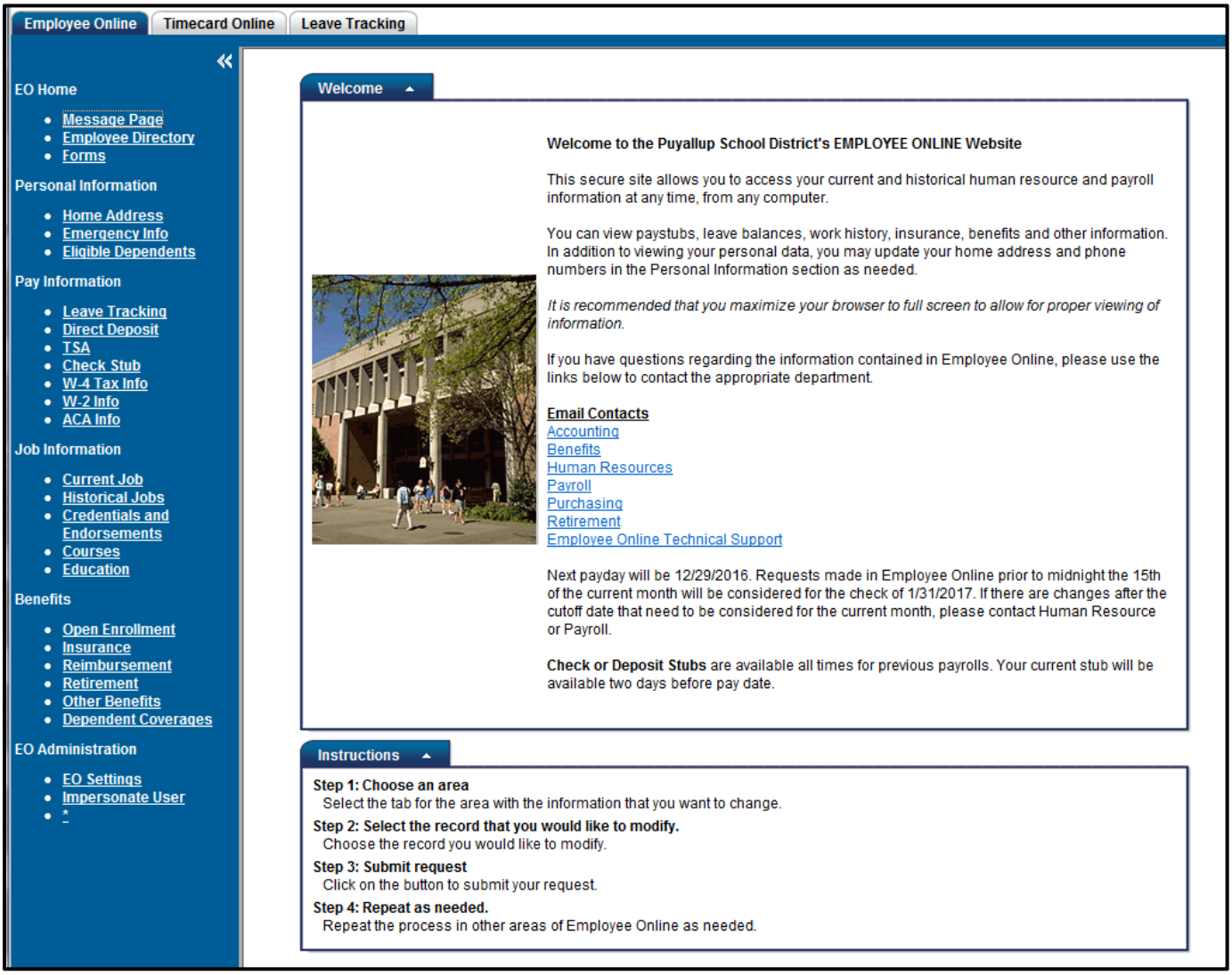
Puyallup School District

Employee Online Direct Deposit Add/Change User Guide

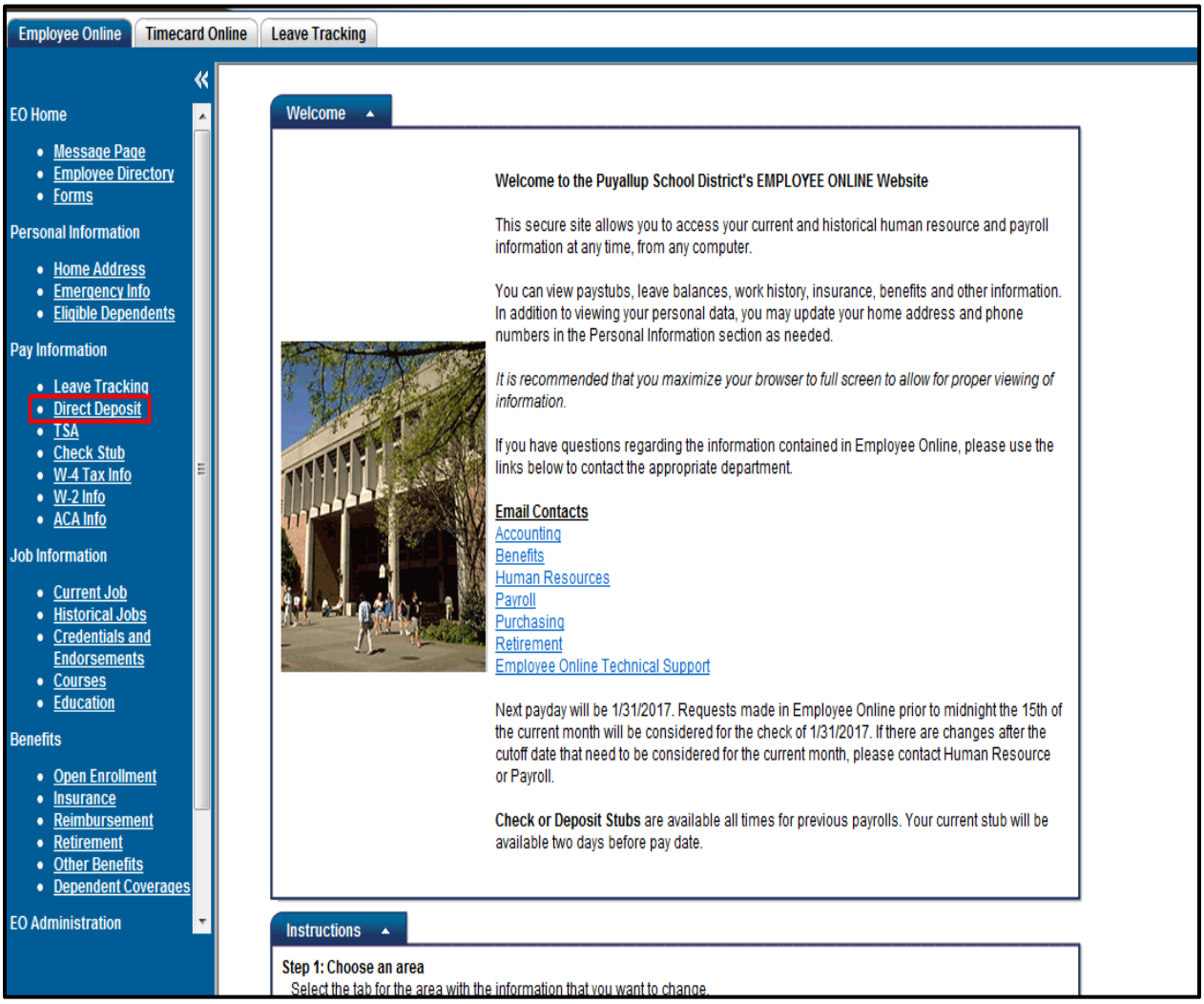
PUYALLUP SCHOOL DISTRICT

A Tradition of Excellence

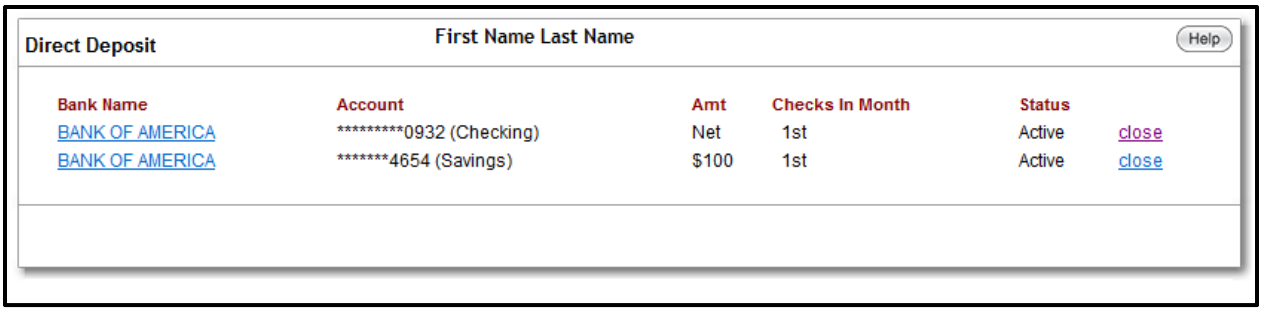
Employee Online-Message Page



Direct Deposit

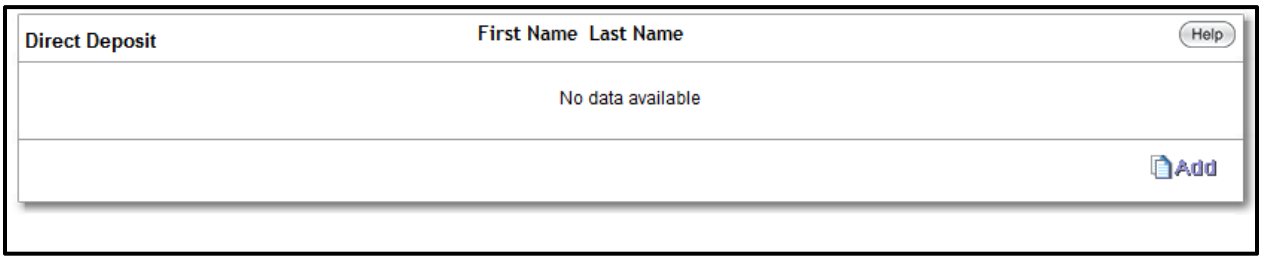


Click on **Direct Deposit** tab

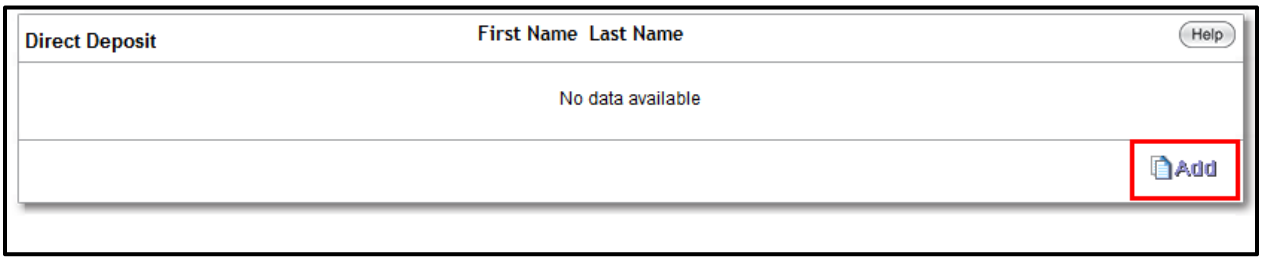


Direct Deposit(s) that is active in the system will appear with your bank name, account number last 4 digits, amount depositing and status.

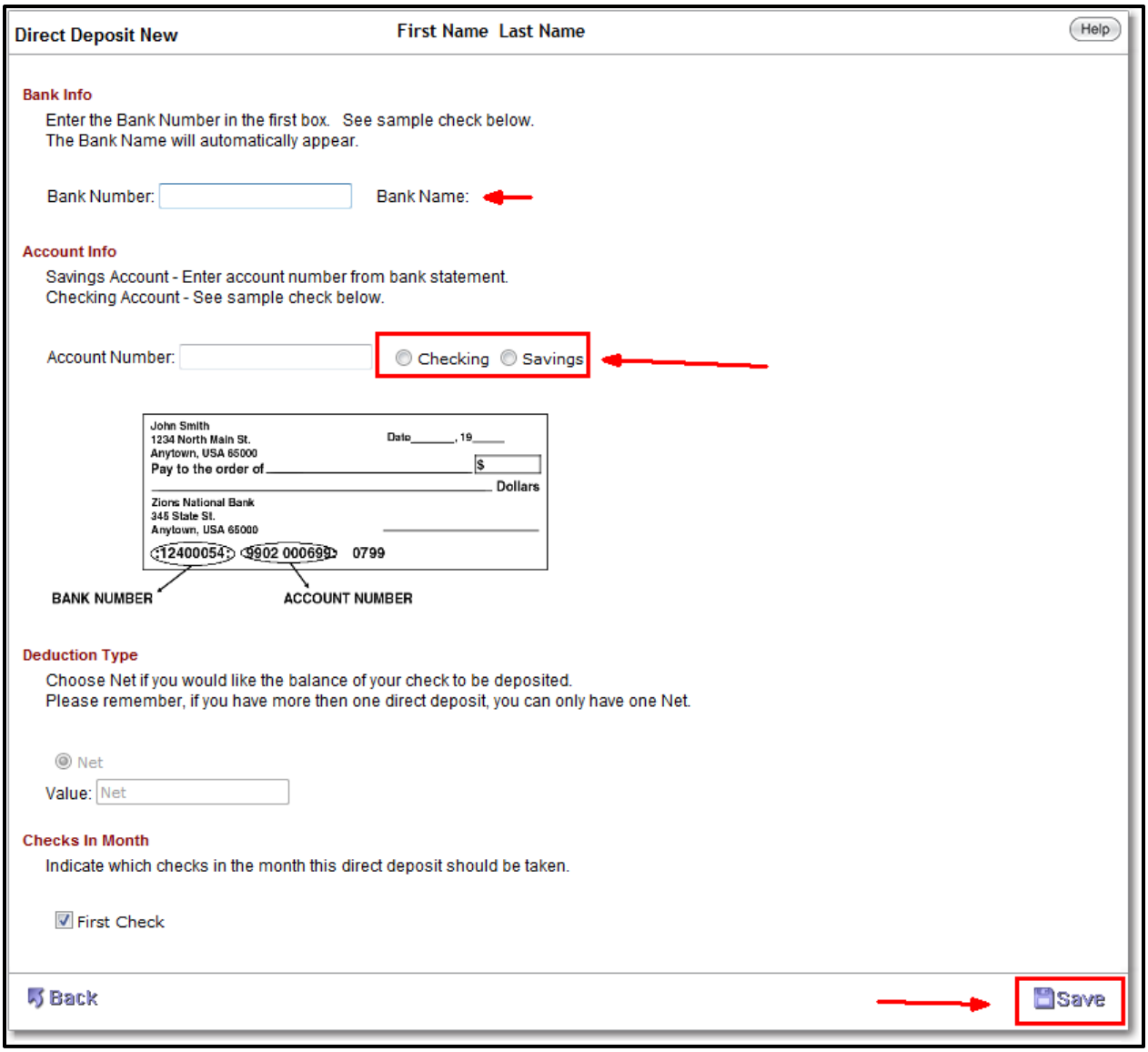
ADD Direct Deposit



If you have no direct deposit set up in the system yet you will see no data.



Click on **Add** button to enter a new direct deposit.



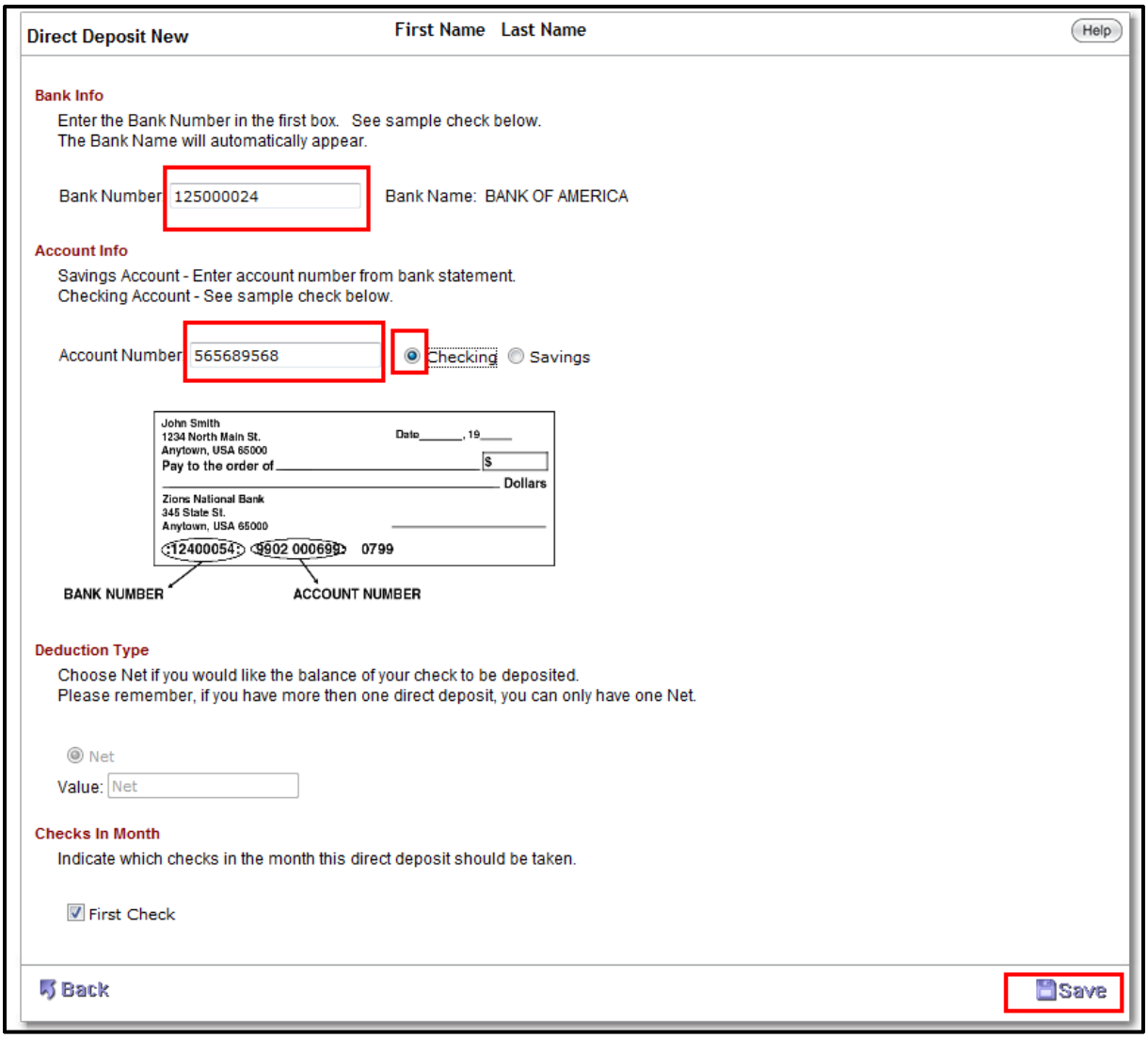
Enter information in the fields for your new bank information.

Bank Number: Bank account Routing number ex: 125000024

Account Number: Bank account number ex: 565689568

Select Checking or Savings by clicking the circle.

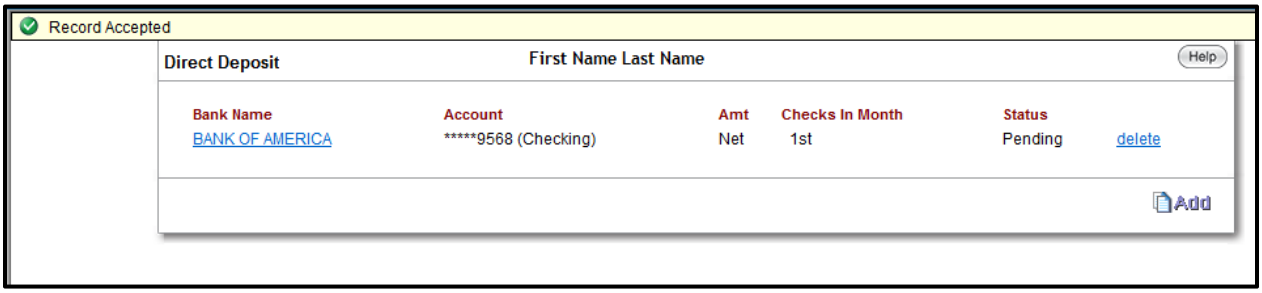
Click Save button when complete



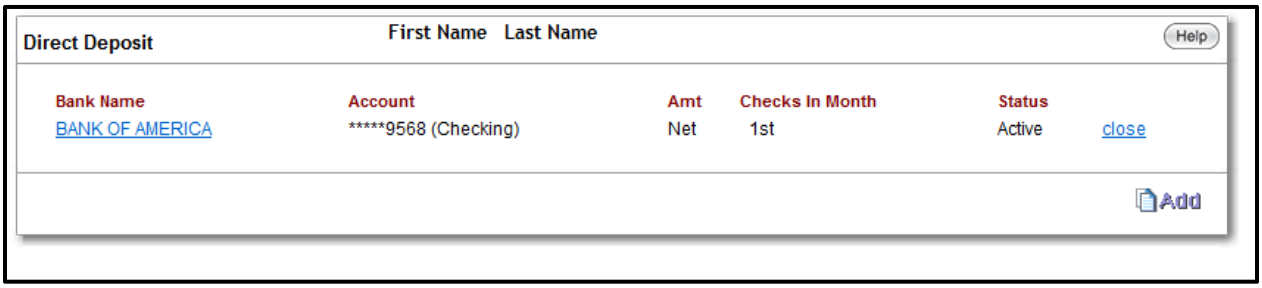
After entering the information as shown above, please review the information entered and compare to your check for the bank routing number and the bank account number.

I hereby authorize *Puyallup School District No. 3* to initiate payroll and expense reimbursement deposits to the bank account at the *Financial Institution* indicated above. This authority is to remain in full force and effect until *Puyallup School District No. 3* has received notification from me of its termination in such time and in such manner as to afford *Puyallup School District No. 3* and my *Financial Institution* a reasonable opportunity to act on it. I understand that in the event my Financial Institution is not able to deposit an electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll or reimbursement funds to me until the funds are returned to my employer by my Financial Institution. This authorization overrides any previous direct deposit forms or updates that are on file. In the event of direct deposit error, I authorize a debit to my account for recovery. In the event that an error does occur, I will be notified as to how the problem will be rectified.

Read the statement to authorize your deposit. Click on **Save** button.

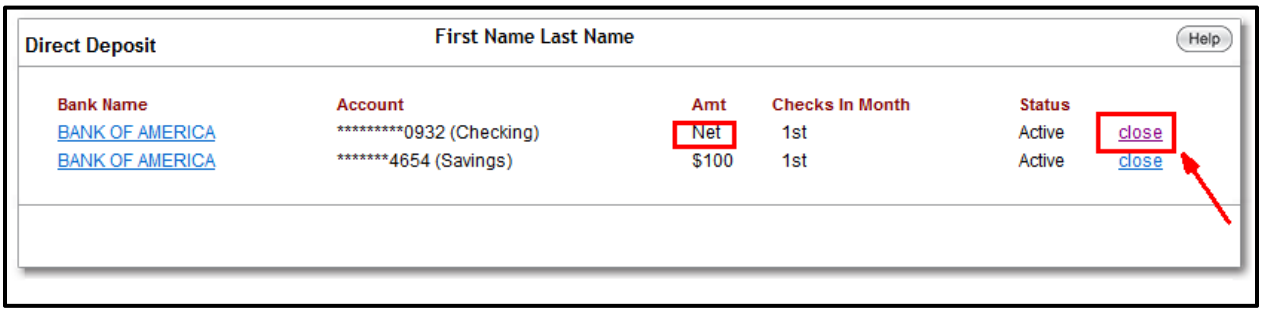


Record will be accepted and the status will show pending on the new direct deposit record. You will see Pending below status until payroll has accepted the records.

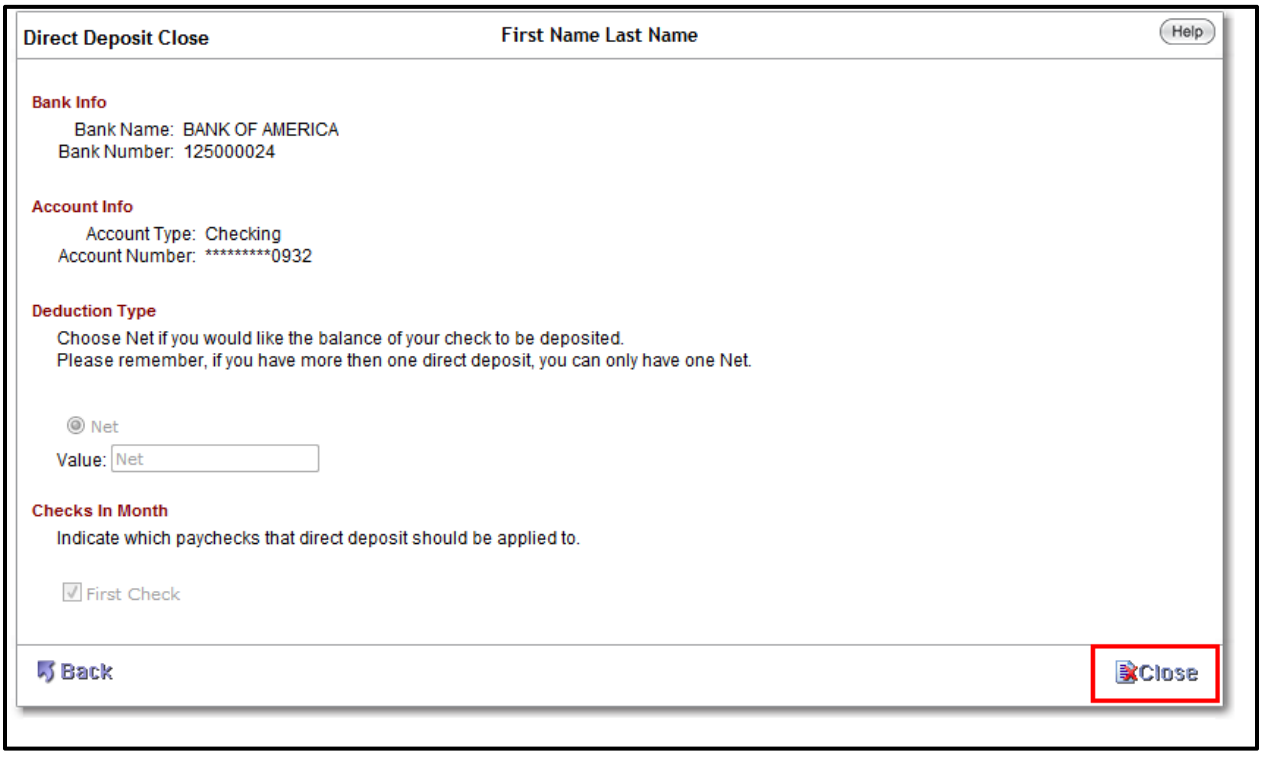


Once payroll has reviewed and accepted the record you will then see the status on each record. You can update the information before the next payroll.

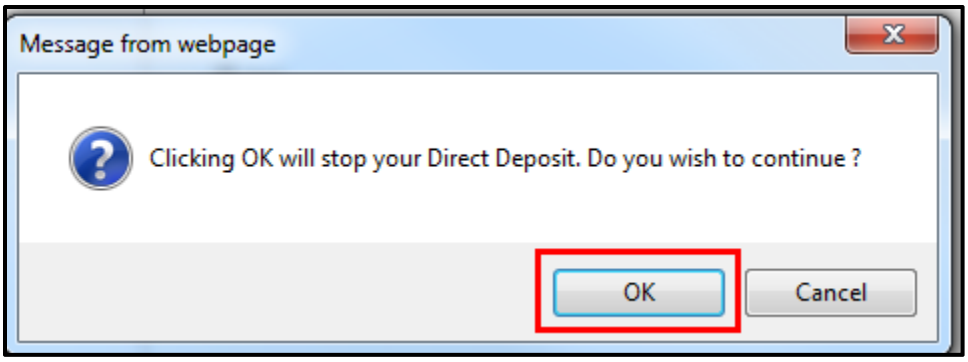
Change Direct Deposit



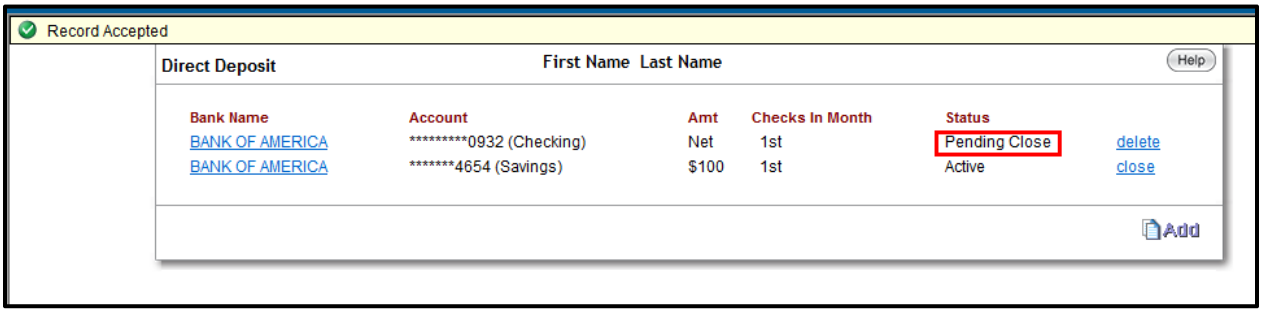
To change your direct deposit, click on **close** for the active **Net** amount deposit. **Note:** you will only be able to close your flat amount deposit on employee online and will need to fill out the Flat Amount Direct Deposit form to update or change your direct deposit for the flat amount.



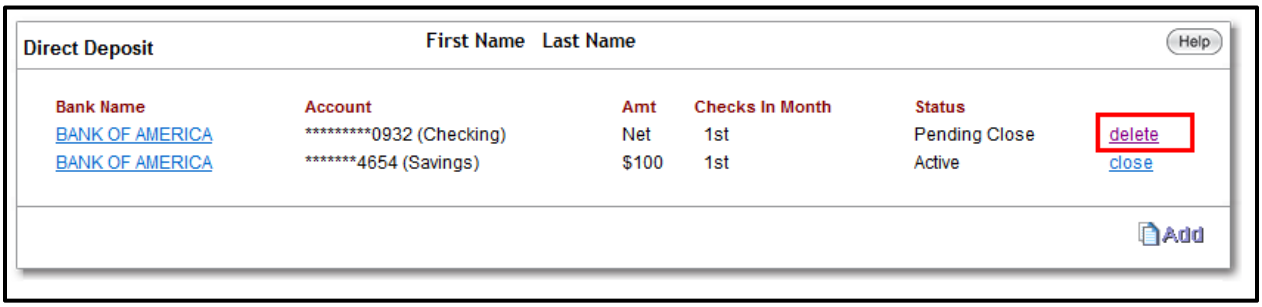
Click on **Close** at the bottom of the screen. If you need to return back to the previous page click on **Back**.



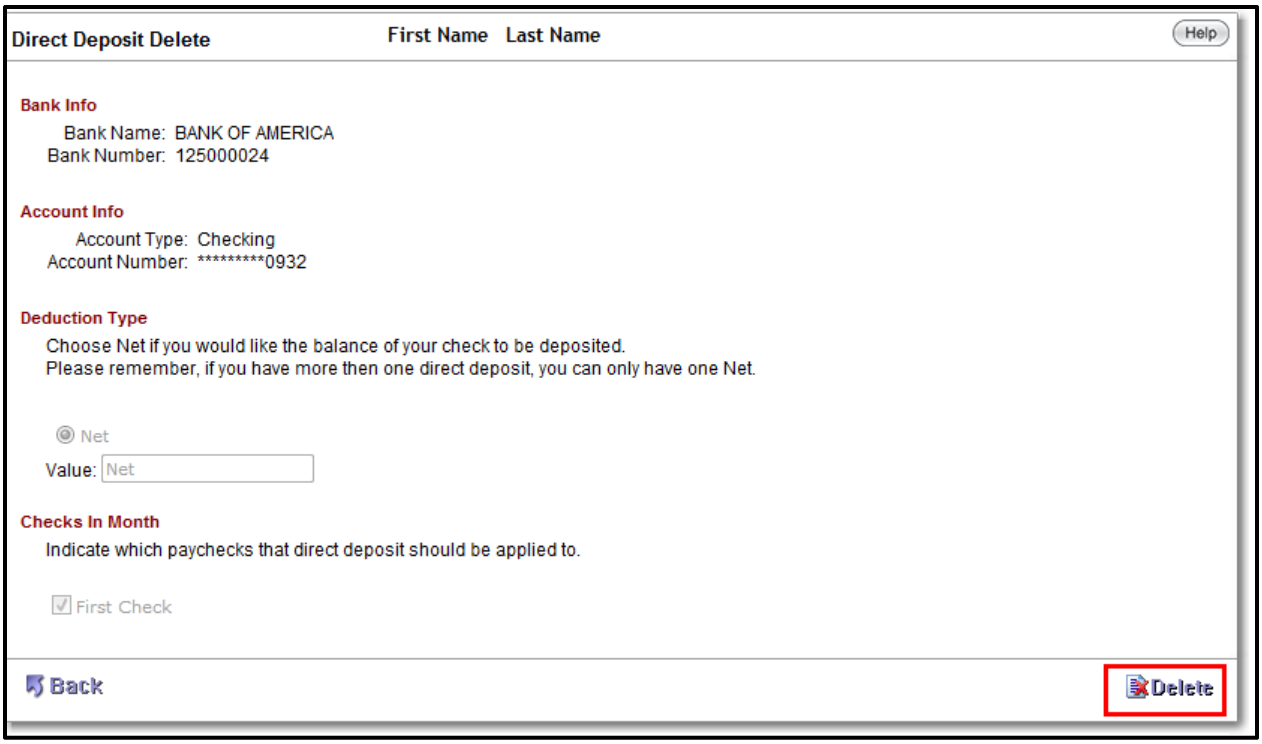
Message box will appear to continue your transaction. Click on **OK** button.



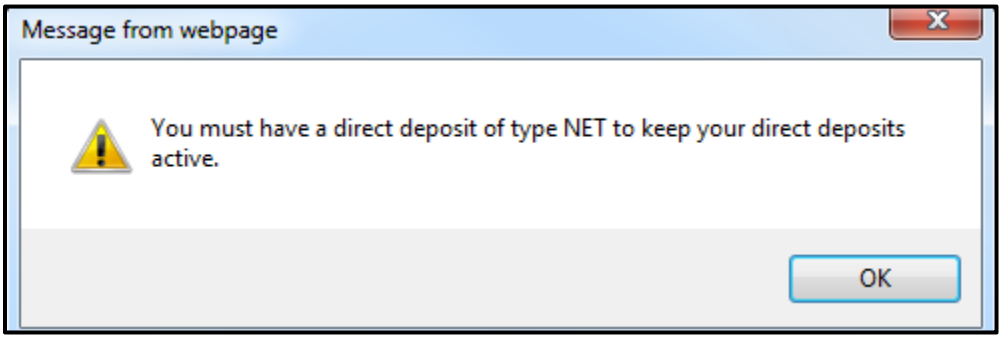
Record will be Accepted and you will see Pending Close below status. This status will show until payroll has accepted the record.



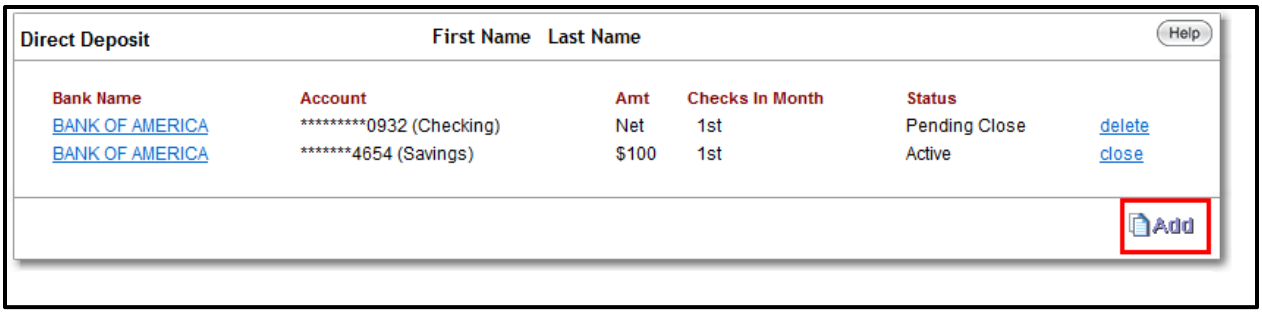
Click on Delete if you would like to delete this record. This would only occur if you wanted to keep the direct deposit and did not want to close the account. **Note:** the entry will disappear and you will need to re-enter the information by clicking the **Add** button.



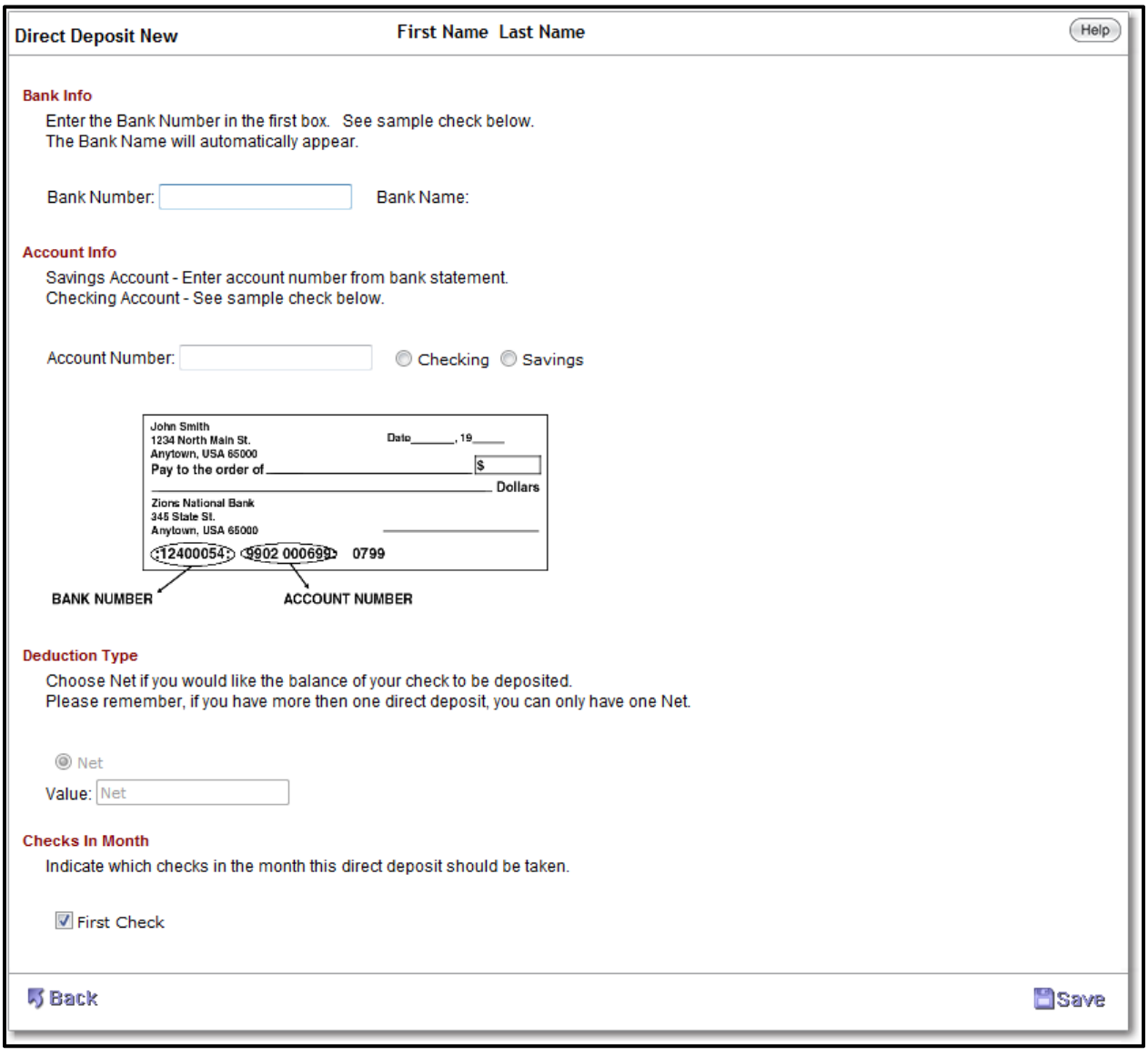
Click on **Delete**, this will delete the record.



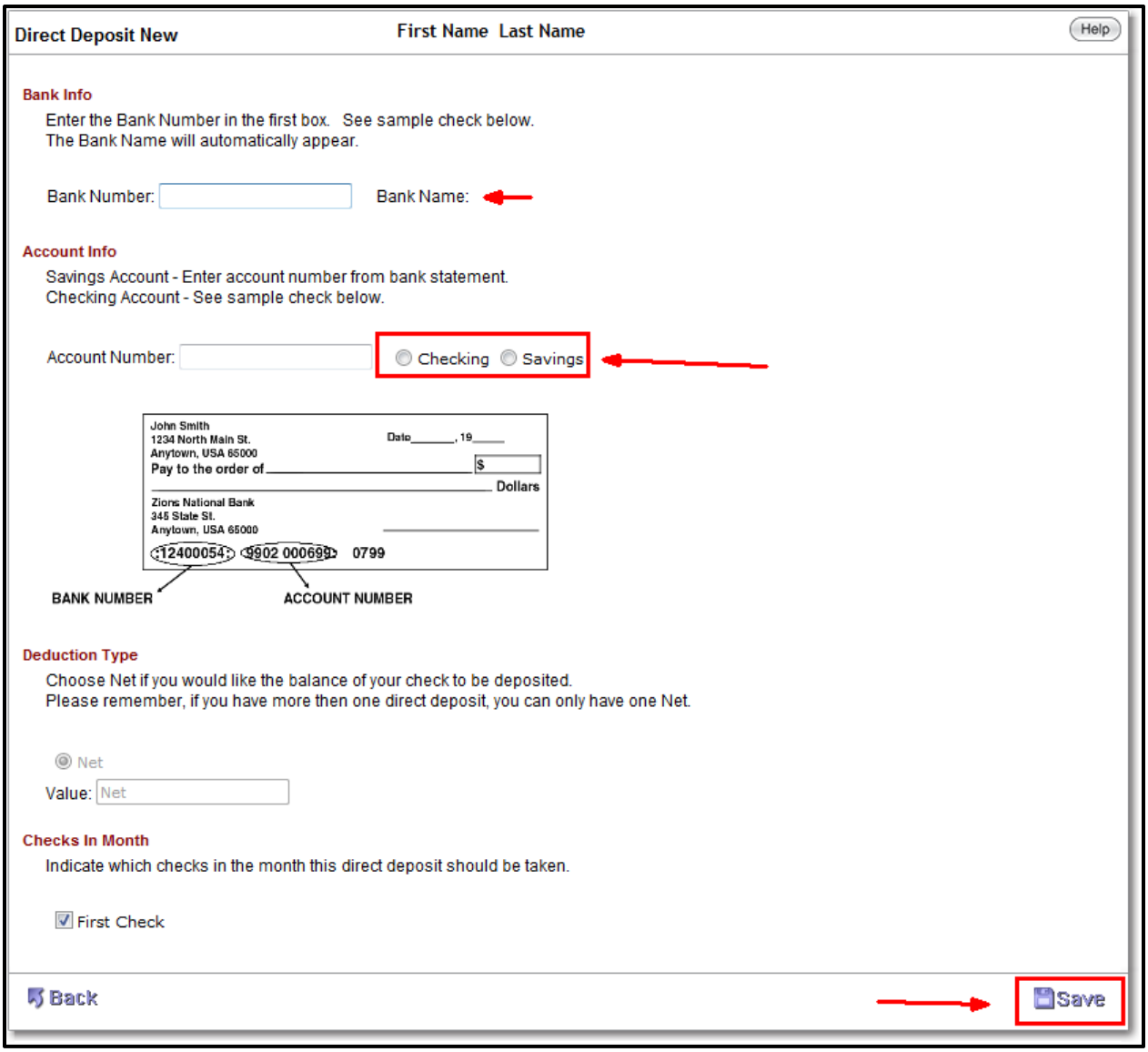
Message box will appear that you will need to add a NET direct deposit in order to keep an active direct deposit. You can now add the record back.



Click on Add to add a new direct deposit after closing your direct deposit.



Direct Deposit screen to enter the new bank account information.



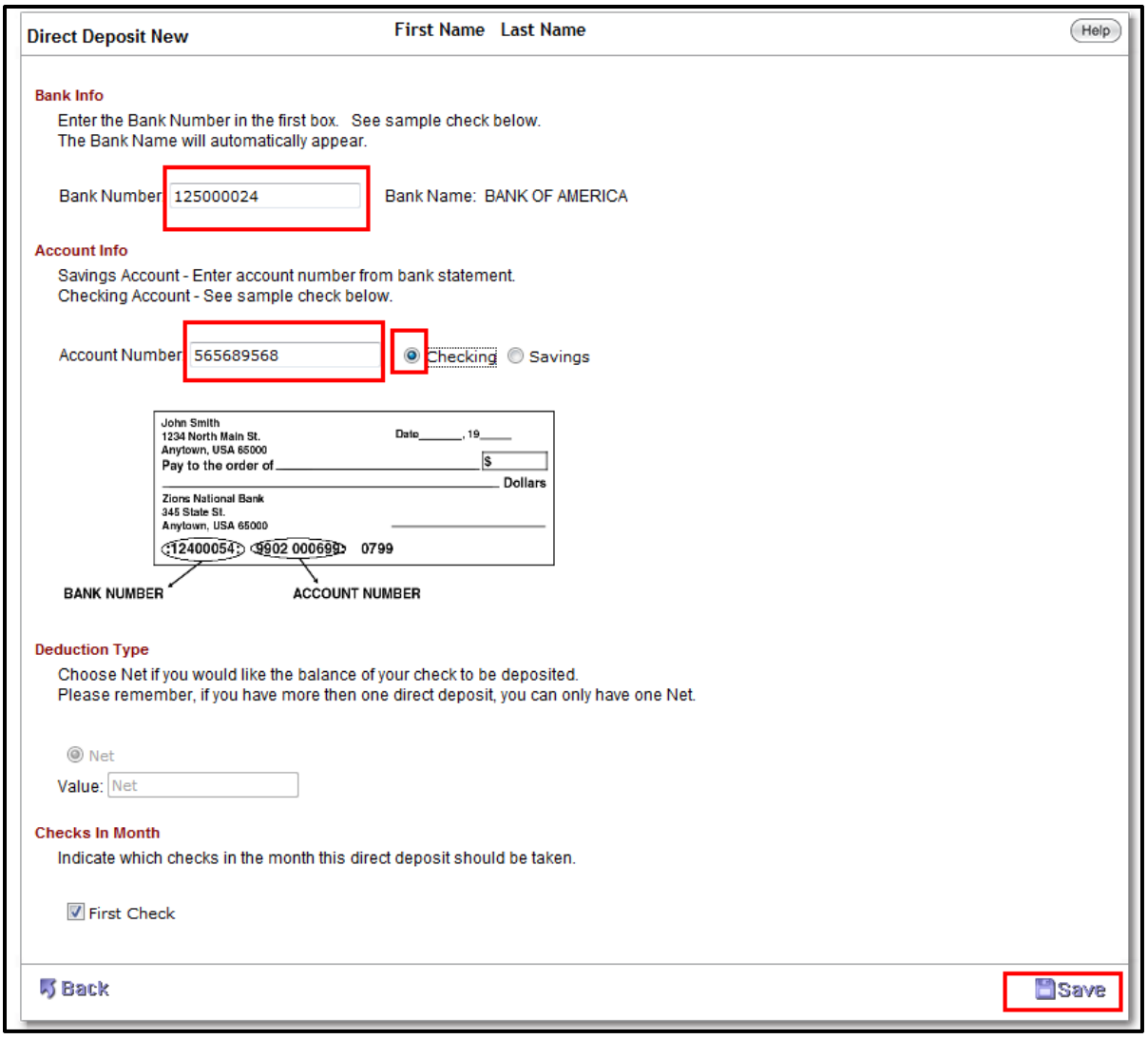
Enter information in the fields for your new bank information.

Bank Number: Bank account Routing number ex: 125000024

Account Number: Bank account number ex: 565689568

Select Checking or Savings by clicking the circle.

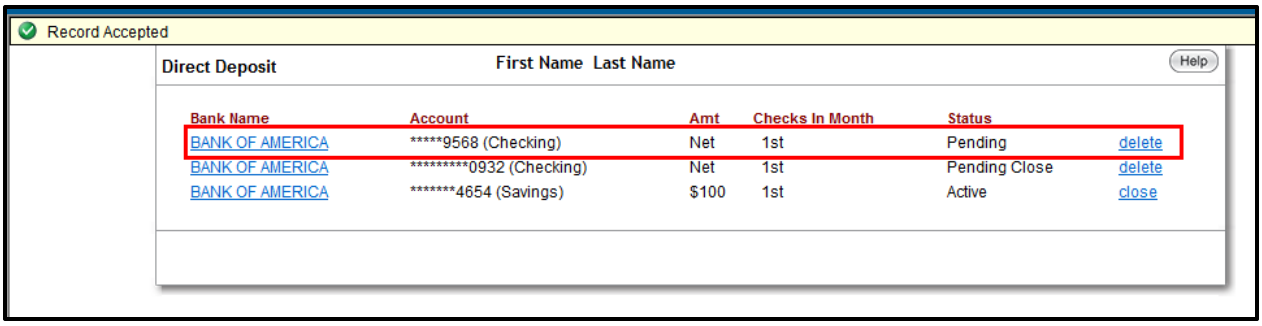
Click Save button when complete



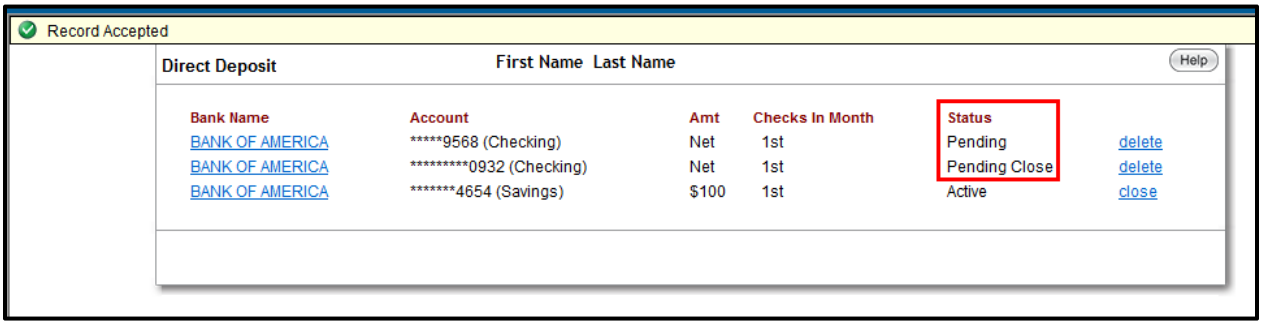
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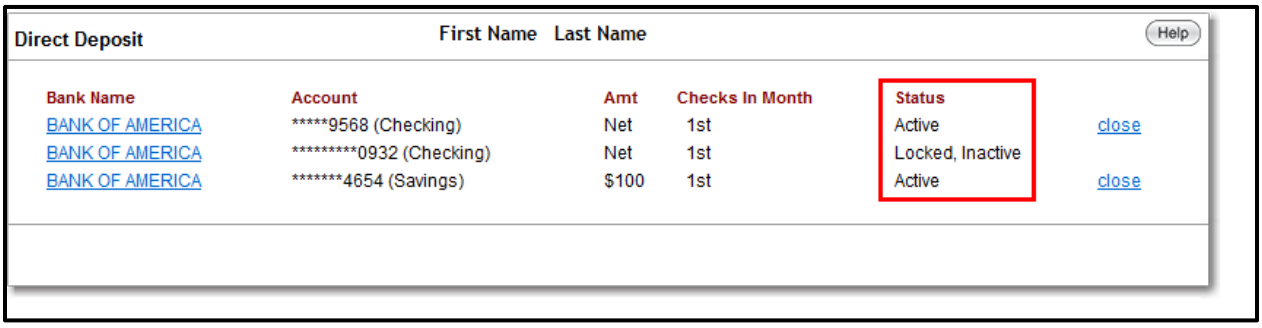
Read the statement to authorize your deposit. Click on **Save** button.



Record will be accepted and the status will show pending on the new direct deposit record.

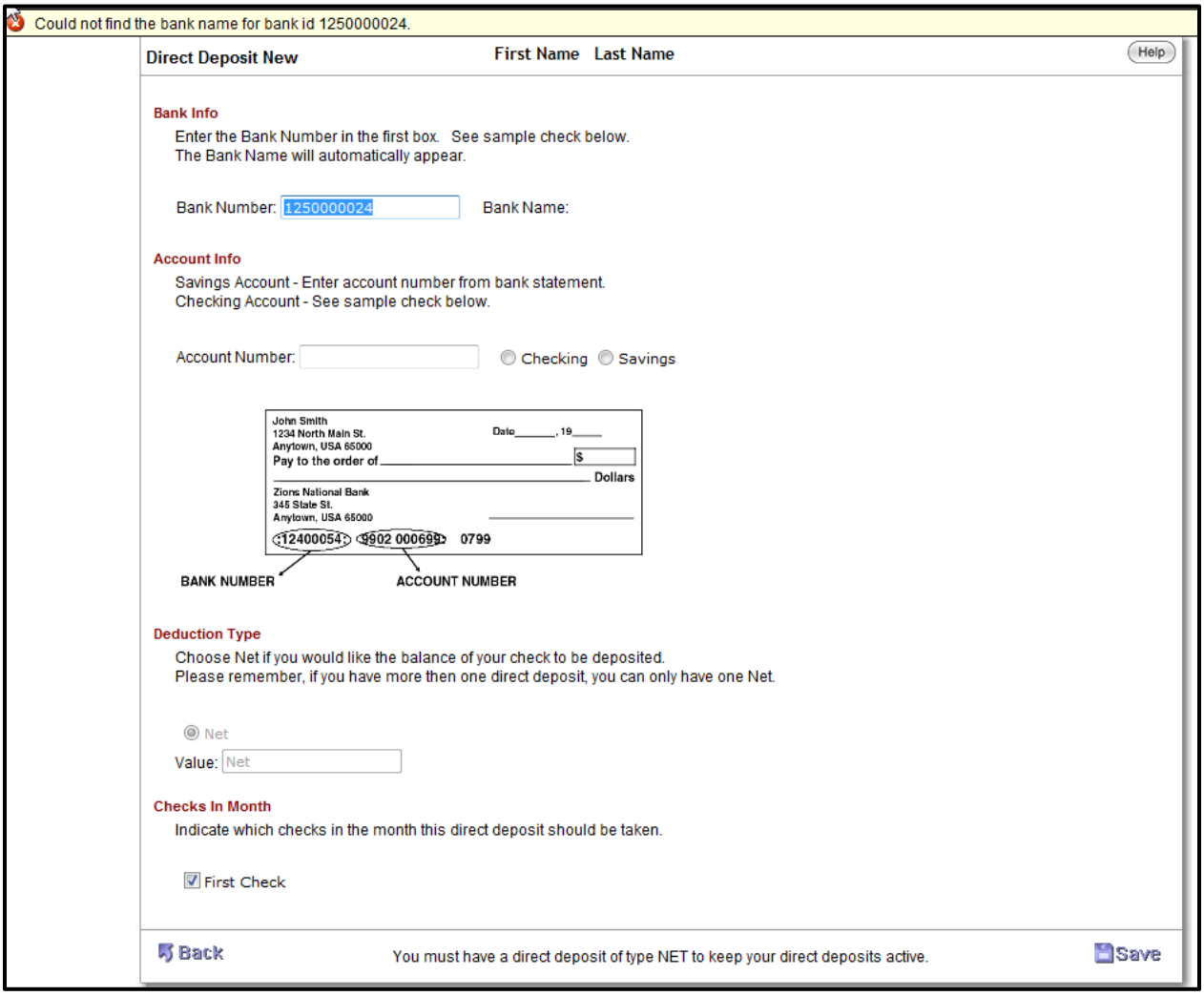


You will see Pending below status until payroll has accepted the records.



Once payroll has reviewed and accepted the record you will then see the status on each record.

Trouble Shooting:



- If you receive an error that indicate the bank id could not be found please review your entry of the routing number.
- If the routing number is correct we do not have this bank routing number in our system. Please contact Payroll.