

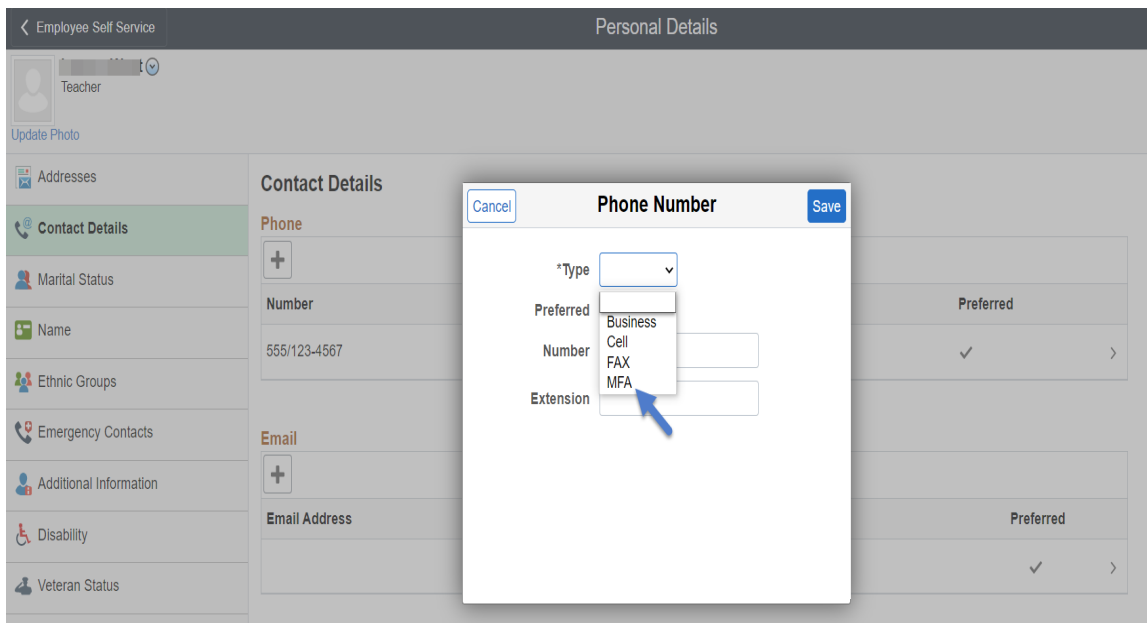
PeopleSoft ESS Direct Deposit Security Changes Template Article

We live in an increasingly complex time with deceptive phishing emails and other cyber security threats. This environment necessitated improved security procedures for making Direct Deposit changes to banking information in PeopleSoft Employee Self Service (ESS).

The improved security uses an [ESS Direct Deposit Verification Passcode](#) as a secondary authentication before you can make changes to your Direct Deposit bank information. You may already use similar secondary authentication procedures with online banking or other similar websites. The set-up to use the ESS Direct Deposit verification passcode must be completed in advance of making changes to your Direct Deposit bank information.

First, the verification passcode requires the set-up of an MFA (Multi-Factor Authentication) Contact Phone Number for communicating passcode information to you. This phone number must be set up 30 days in advance before you can change your Direct Deposit bank information:

[How to Enter MFA Contact Phone Number](#)



The screenshot displays the 'Personal Details' page in the PeopleSoft ESS system. The page is titled 'Employee Self Service' and 'Personal Details'. The user's name is 'Teacher'. The 'Contact Details' section is active, showing a 'Phone' number of '555/123-4567'. A modal window titled 'Phone Number' is open, allowing the user to select a phone type. The modal has 'Cancel' and 'Save' buttons. The phone type dropdown menu is open, showing options: Business, Cell, FAX, and MFA. A blue arrow points to the 'MFA' option. The background shows other contact details like 'Email Address' and 'Preferred' status.

You also need to validate or add a Primary Email Account to change your Direct Deposit bank information and receive notification of changes you have entered in ESS:

- [How to Validate/Enter Primary Email Account](#)

The screenshot shows the 'Contact Details' page in ESS. Under the 'Email' section, there is a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The 'Primary Email Account' checkbox is checked, and the 'Email Address' field contains 'atticus.finch@sdcoe.net'. Blue arrows point to the checkbox and the email address field.

An updated ESS Direct Deposit for Payroll Guide is also available. This guide provides instructions on how to set up/validate an MFA Contact Phone Number, Primary Email Account, and Direct Deposit using the verification passcode procedures.

- [ESS Direct Deposit for Payroll](#)

Direct Deposit

Review, add or update your direct deposit information.

Contact your Payroll Department to find out the Dire for the curren

We added additional security to this Direct Deposit screffication is nowode and a primary email account to receive change notifications. The MFA phone number must be set up 30 days in advance of making a change to your bank information. To set up yoer, go to the ES!

Disclaimer: I hereby authorize the School District(s), Q the San Diego Ins to previous deposits, to the account(s) specified below.

- By entering my bank information I am authorizing to c directly to the b
- All new accounts may go through a Pre-note verificae a paper warra
- It is my responsibility to keep apprised of any deposi
- It is also my responsibility to update My Profile email
- I understand that I have only one direct deposit reco

I agree to hold harmless and indemnify the School Dist here in.

This authorization replaces any previous agreements m Authorization received by my current employer(s).

User guide for managing direct deposit information

Accounts

Order	Nickname
Last	

The screenshot shows the 'MFA For Direct Deposit' dialog box. It contains a 'Phone' field with a masked number ending in 7890. Below it is a 'Select Your Channel' section with radio buttons for 'Call' and 'Text'. A 'Get a One-Time Passcode' button is also visible. Blue arrows and numbers 1, 2, and 3 indicate the flow of the process: 1 points to the right arrow in the Accounts table, 2 points to the 'Text' radio button, and 3 points to the 'Get a One-Time Passcode' button.

You will have the option to process Direct Deposit changes in-person should the online process not be preferred. District specific information should be added here