
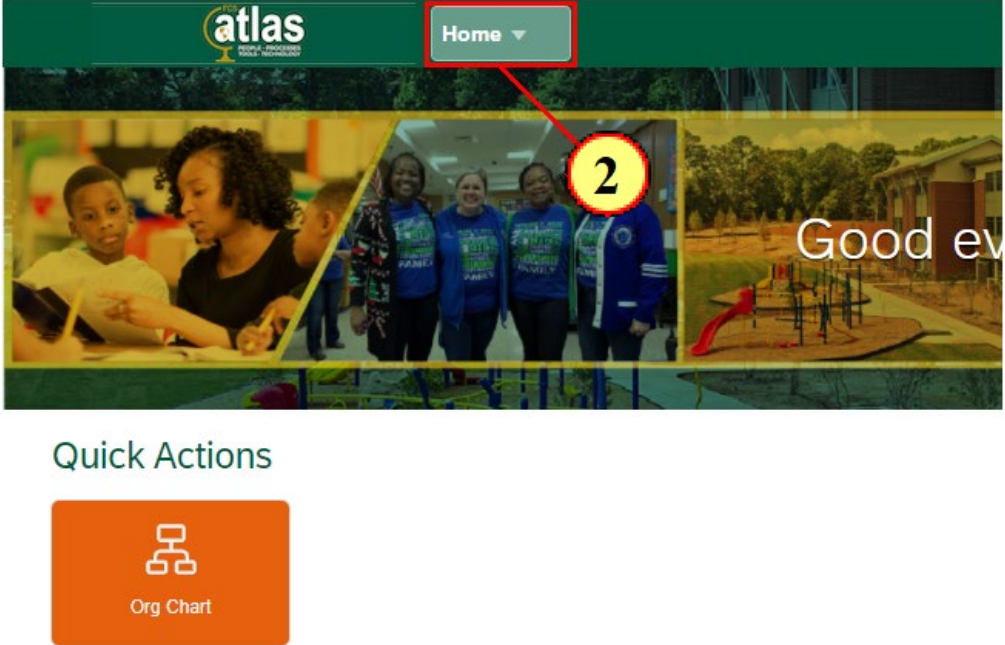





## Updating Pensioner Direct Deposit Information

## Updating Pensioner Direct Deposit Information

Explanation	Screenshot
<p>1. In this business scenario, you will learn how to update Direct Deposit Information in Atlas Talent powered by SuccessFactors.</p> <p>You will first see how add an additional bank.</p> <p>Secondly you will see how to change your main bank.</p>	
<p>2. Click <b>Home</b>.</p>	

Explanation	Screenshot
<p>3. Click <b>My Employee File</b>.</p>	
<p>4. Click <b>Personal Information</b>.</p>	

Explanation	Screenshot
<p>5. Click <b>Payment Details</b>.</p>	
<p> You will now see your current Payment details. In this example you already have a Main bank but can now add an additional bank.</p> <p>6. Click <b>Edit Payment Information</b>.</p>	

Explanation	Screenshot
<p>7. You have to select an effective start date for this record. It has to be the start date of the relevant payroll period. If not, you will receive an error message.</p> <p>Click <b>Open Calendar</b>.</p>	
<p>8. In this scenario, you will add a bank on the first of the month.</p> <p>Click <b>December 1, 2021</b>.</p>	

Explanation	Screenshot
<p>9. You can now add a new bank.</p> <p>Click <b>Add</b>.</p>	
<p>10. Click <b>Pay Type</b>.</p>	

Explanation	Screenshot
<p>11. Click <b>Additional Payment Method (additional)</b>.</p>	
<p>12. Click <b>Payment Method</b>.</p>	

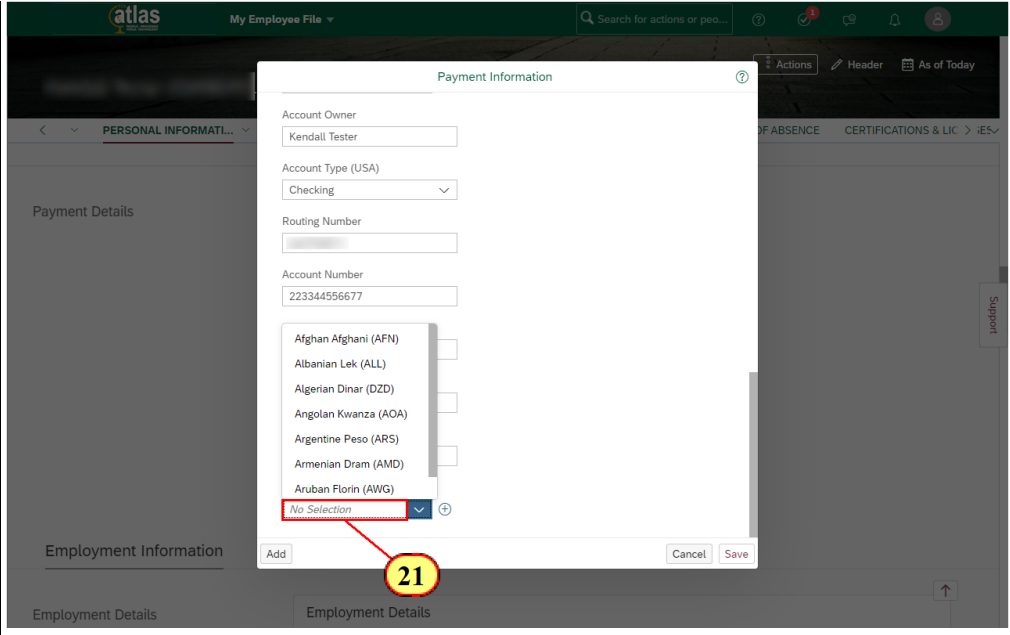
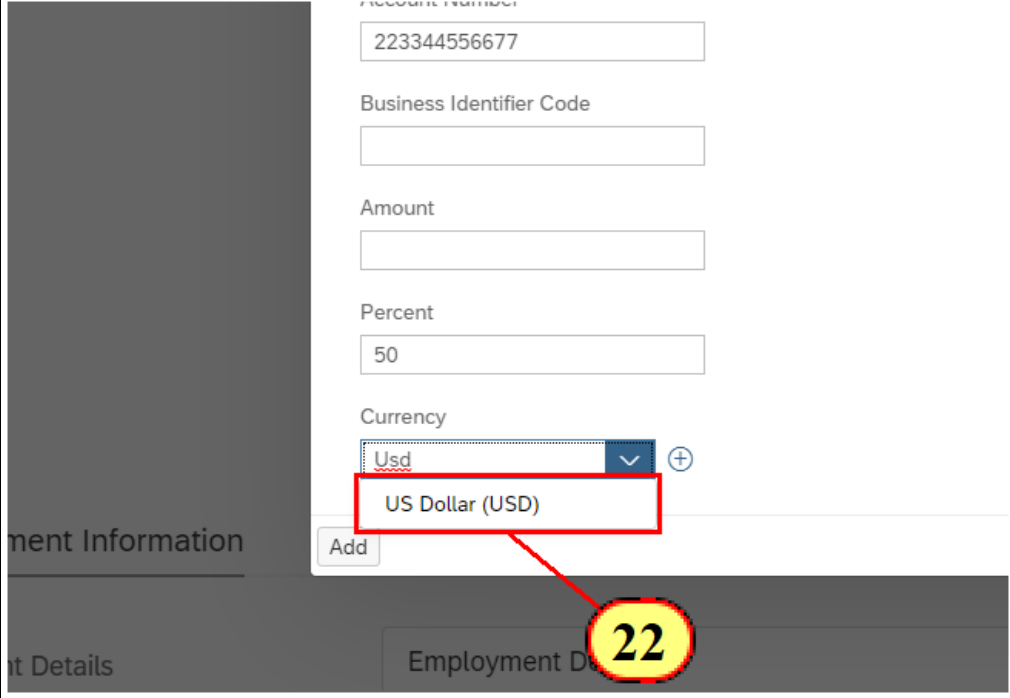
Explanation	Screenshot
<p>13. You have the option to use Bank Transfer or a Check.</p> <p>Click <b>Bank Transfer</b>.</p>	
<p>14. Click <b>Account Type (USA)</b>.</p>	





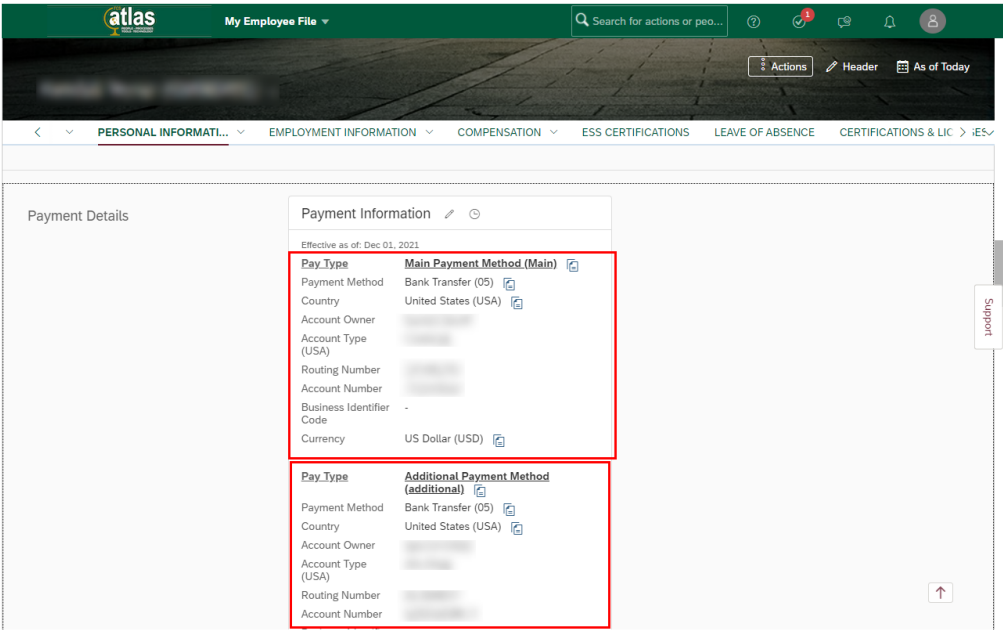
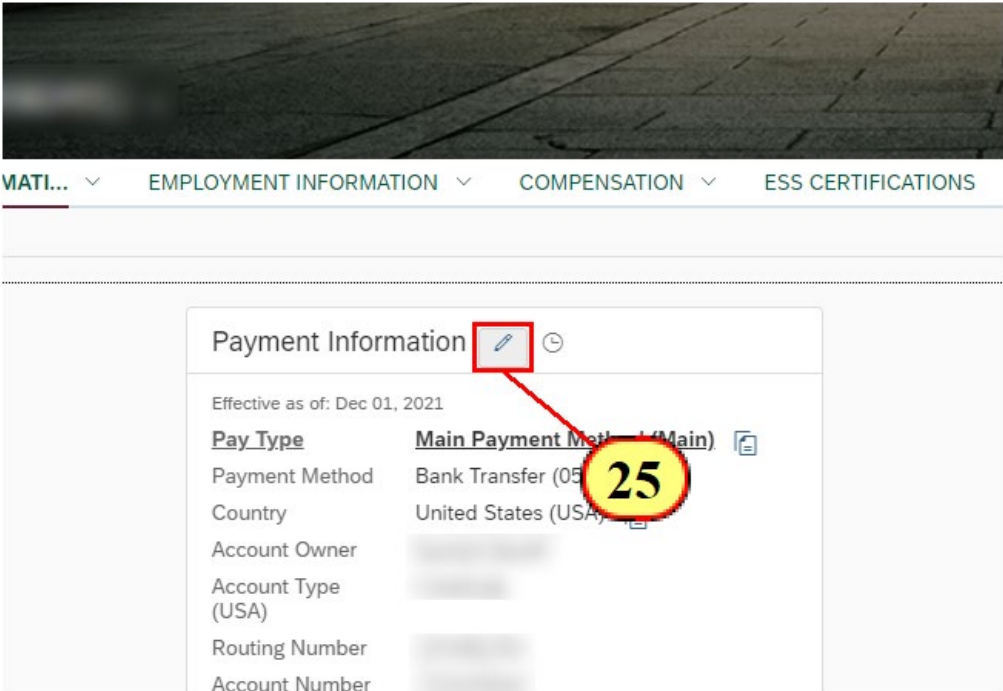
Explanation	Screenshot
<p>15. Click <b>Account type</b>.</p>	
<p>16. Click <b>Scrollbar</b>.</p>	

Explanation	Screenshot
<p>17. Enter the required value in the <b>Routing Number</b> field.</p>	<p>Payment Information</p> <p>Account Owner</p> <p>Account Type (USA)</p> <p>Routing Number</p> <p>Account Number</p> <p>Business Identifier Code</p> <p>Amount</p>
<p>18. Enter the required value in the <b>Account Number</b> field.</p>	<p>Payment Information</p> <p>Account Owner</p> <p>Account Type (USA)</p> <p>Routing Number</p> <p>Account Number</p> <p>Business Identifier Code</p> <p>Amount</p> <p>Percent</p>

Explanation	Screenshot
<p>19. You can now specify either an Amount or a Percentage of your Bank Payment to be transferred to this Bank account.</p> <p>For this demonstration you will use 50%.</p> <p><b>Enter</b> the required value in the <b>Percent</b> field.</p>	
<p>20. Click <b>Currency</b>.</p>	

Explanation	Screenshot
<p>21. Enter <b>Usd</b> in the <b>Currency</b> field.</p>	
<p>22. Always ensure that the currency is US Dollar (USD). Click <b>US Dollar (USD)</b>.</p>	

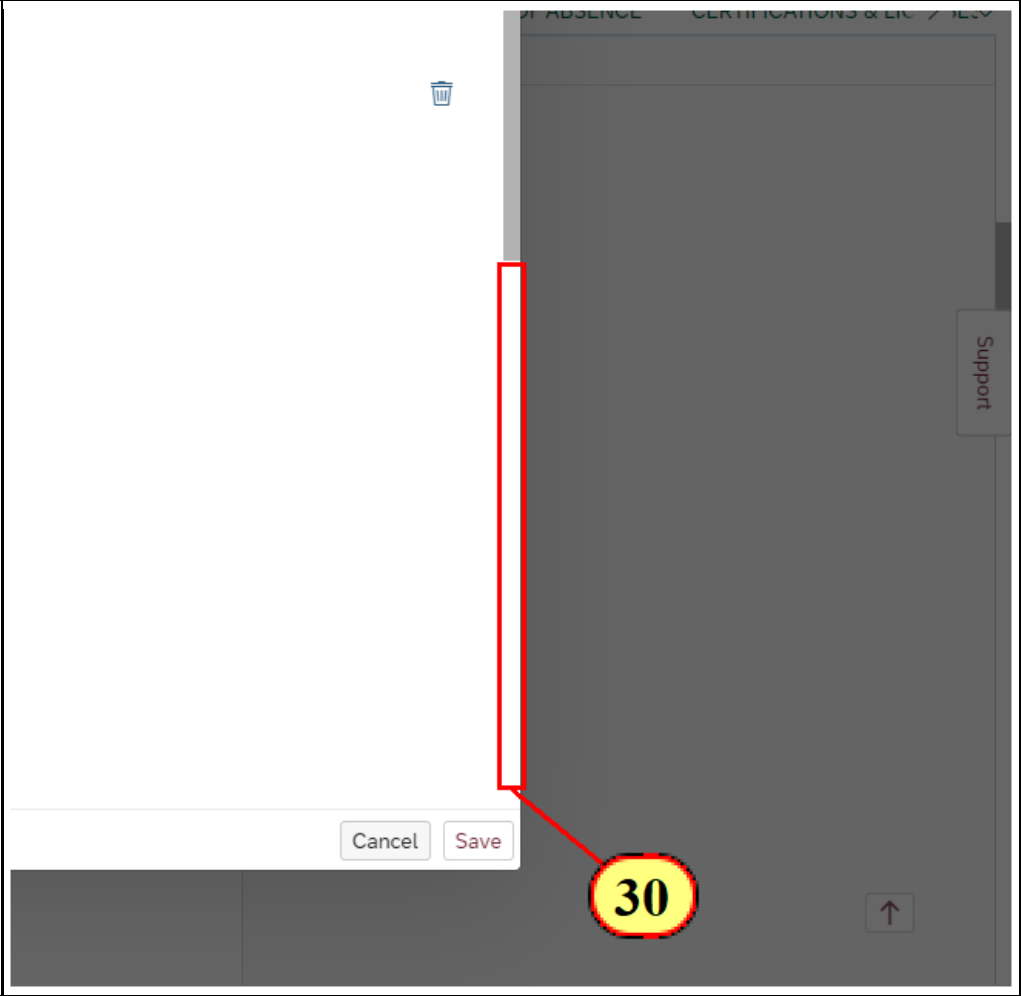
Explanation	Screenshot
<p>23. Click <b>Save</b>.</p>	
<p>24. You can now view the bank you just added.</p> <p>Click <b>Show More</b>.</p>	

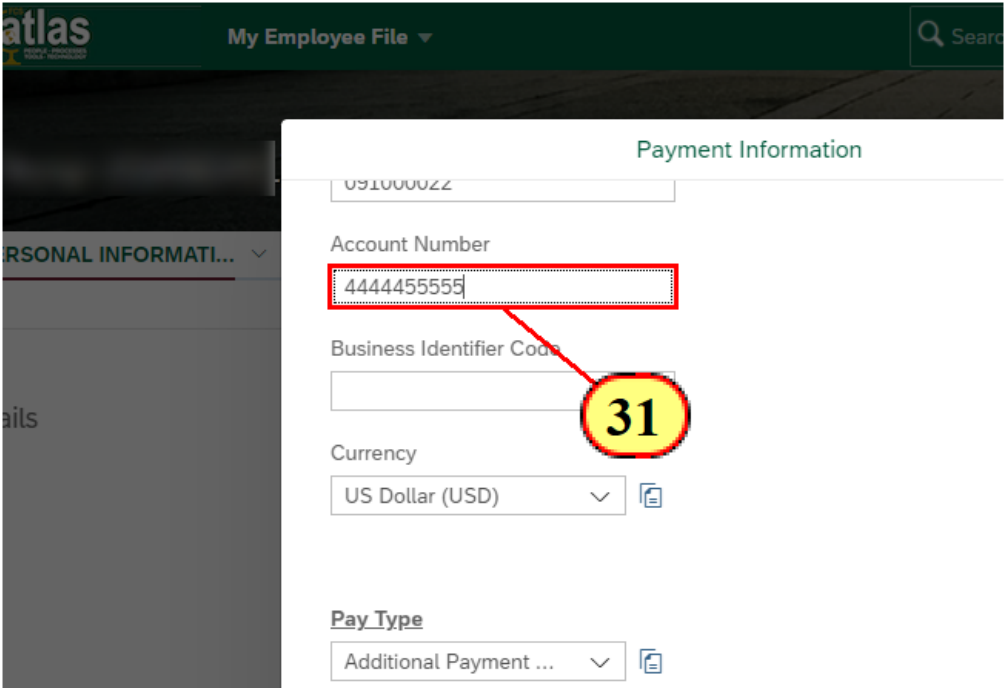
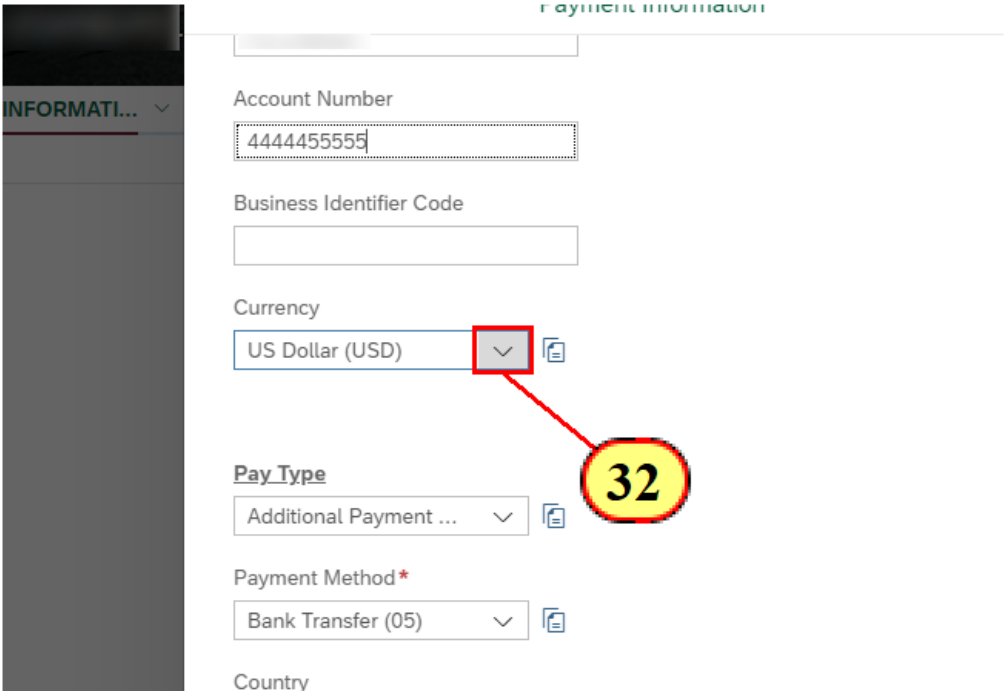
Explanation	Screenshot
<p> You can now see the additional bank that you added.</p> <p> You can also update your existing bank details for the main bank if you have moved to a new bank.</p> <p>Just note this cannot be changed in the past for payroll periods already processed.</p> <p>It can be done for payroll periods yet to be processed.</p>	 <p>The screenshot shows the 'My Employee File' page with a navigation menu. Under 'PERSONAL INFORMATION', the 'Payment Details' section is expanded. It shows two payment methods:</p> <ul style="list-style-type: none"> <li><b>Main Payment Method (Main):</b> Bank Transfer (05), United States (USA), US Dollar (USD).</li> <li><b>Additional Payment Method (additional):</b> Bank Transfer (05), United States (USA).</li> </ul>
<p>25. Click <b>Edit Payment Information</b>.</p>	 <p>This close-up screenshot focuses on the 'Payment Information' section. A red box highlights the edit icon (a pencil) next to the title 'Payment Information'. A yellow circle with the number '25' is overlaid on the edit icon, indicating the step number.</p>

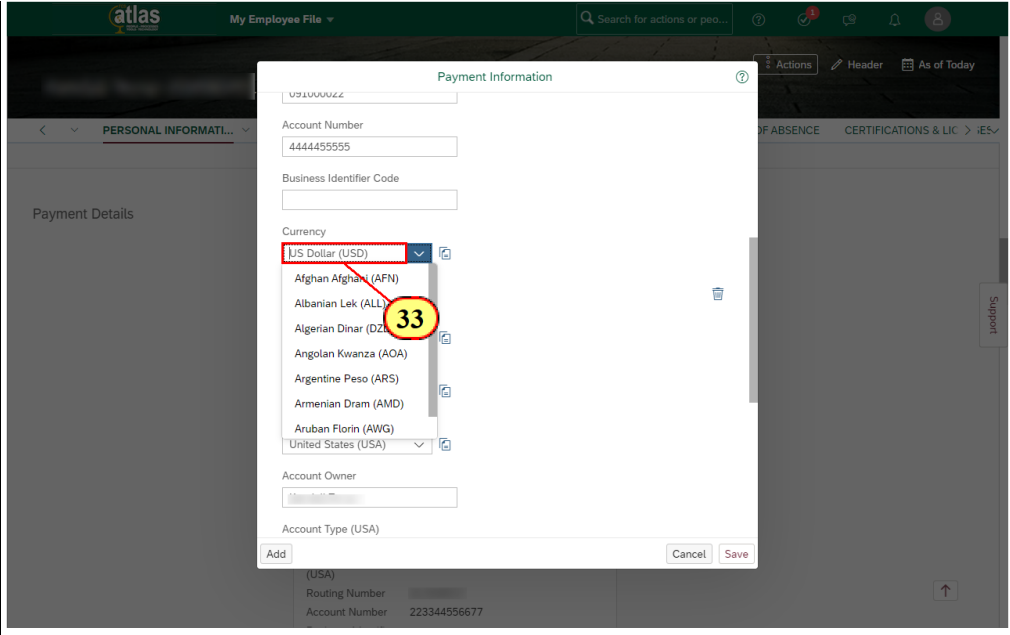
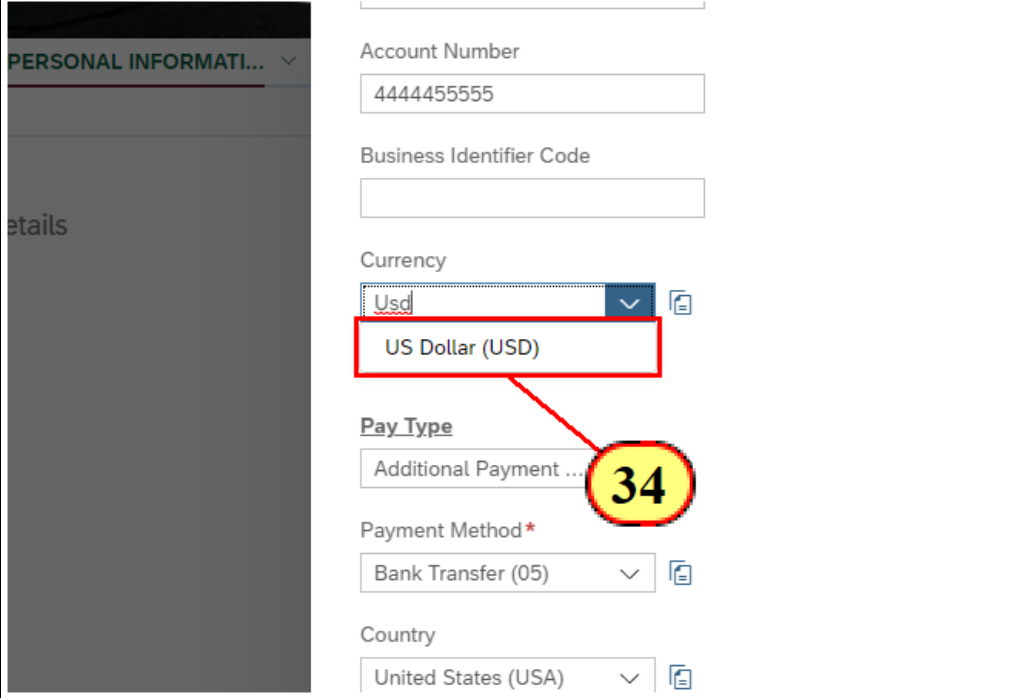
Explanation	Screenshot
<p>26. Click <b>Open Calendar</b>.</p>	
<p>27. Go to the next month. Click <b>Next</b>.</p>	

Explanation	Screenshot
<p>28. The date you select must start on the payroll start date of the current or future payroll period.</p> <p>Click <b>January 1, 2022</b>.</p>	
<p>29. Enter the required value in the <b>Routing Number</b> field.</p>	


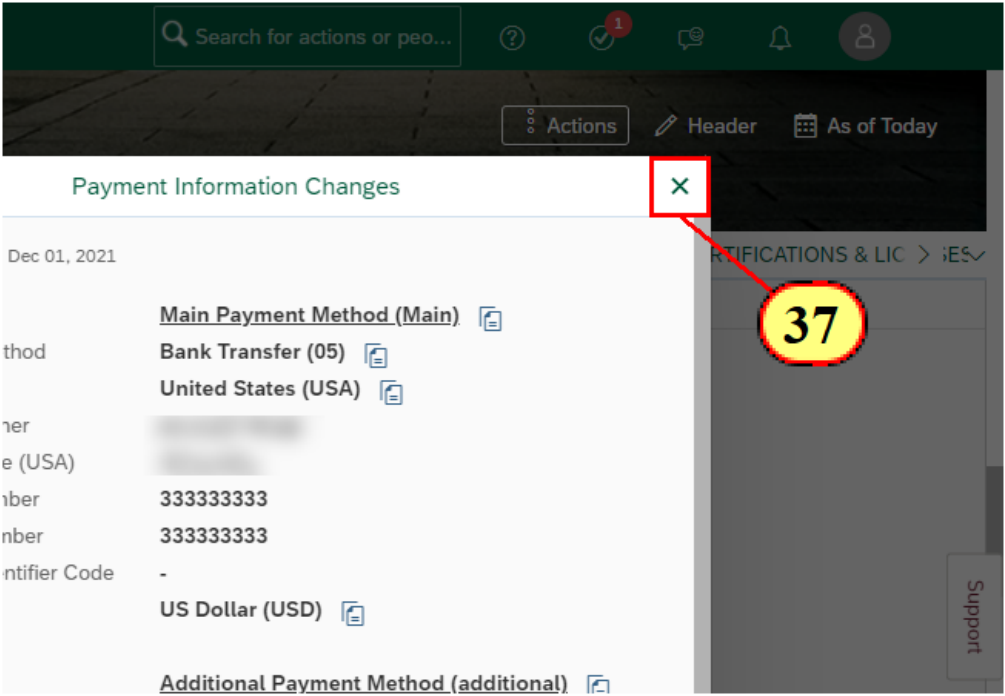
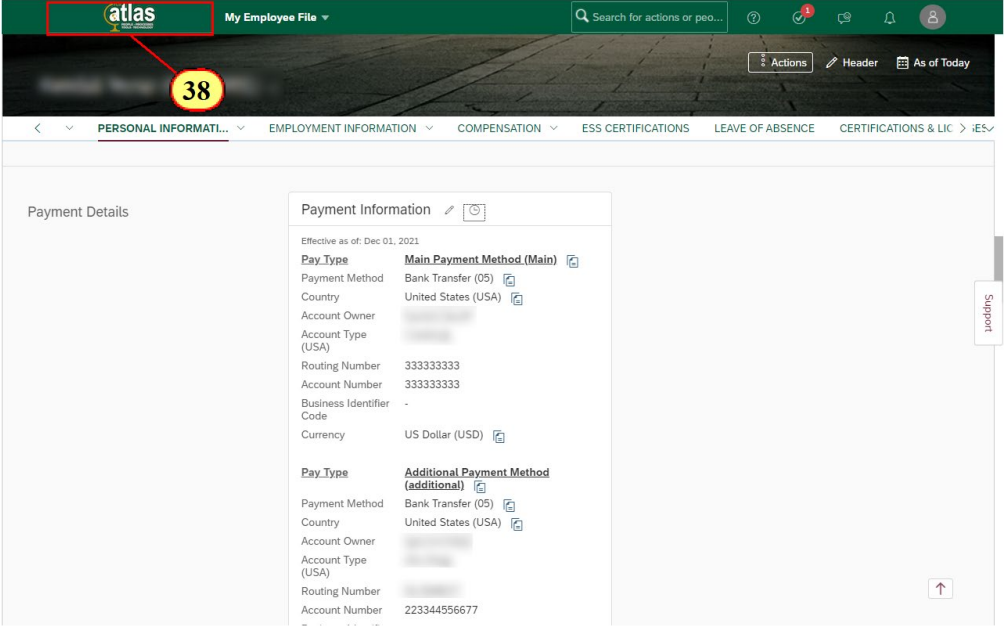


Explanation	Screenshot
<p>30. Click <b>Scrollbar</b>.</p>	

Explanation	Screenshot
<p>31. Enter your new account number, this is just an example number.</p> <p>Enter the required value in the <b>Account Number</b> field.</p>	 <p>The screenshot shows the 'Payment Information' form with the following fields: Account Number (4444455555), Business Identifier Code, Currency (US Dollar (USD)), and Pay Type (Additional Payment ...). A red box highlights the Account Number field, and a yellow circle with the number 31 points to it.</p>
<p>32. Always ensure that the currency is US Dollar (USD).</p> <p>Click <b>Currency</b>.</p>	 <p>The screenshot shows the 'Payment Information' form with the following fields: Account Number (4444455555), Business Identifier Code, Currency (US Dollar (USD)), Pay Type (Additional Payment ...), Payment Method* (Bank Transfer (05)), and Country. A red box highlights the Currency dropdown menu, and a yellow circle with the number 32 points to it.</p>

Explanation	Screenshot
<p>33. Enter the required value in the <b>Currency</b> field.</p>	
<p>34. Click <b>US Dollar (USD)</b>.</p>	

Explanation	Screenshot
<p>35. Click <b>Save</b>.</p>	
<p>36. Click <b>Payment Information History</b>.</p>	

Explanation	Screenshot
<p> You can now see all your payment details and the history as well with the changes you made.</p> <p>37. Click <b>Cancel</b>.</p>	
<p>38. You can now return to your Home screen.</p> <p>Click <b>atlas</b>.</p>	

Explanation	Screenshot
<p>39. In this business scenario, you have seen how to update your Direct Deposit Information in Atlas Talent powered by SuccessFactors..</p>	