

# Managing Your Direct Deposit Information in Employee Self-Serve (ESS)

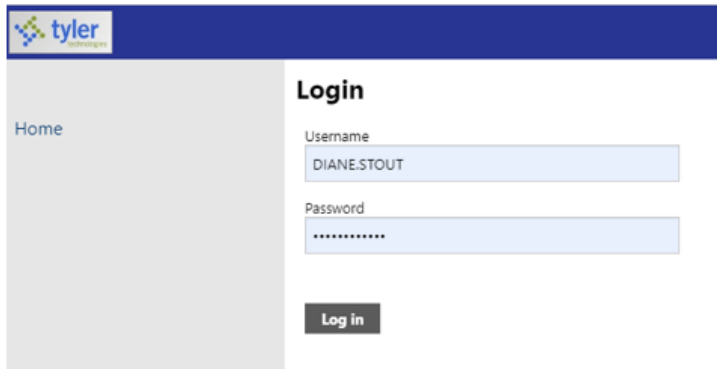
Beginning September 15th, 2023



# Logging Into ESS

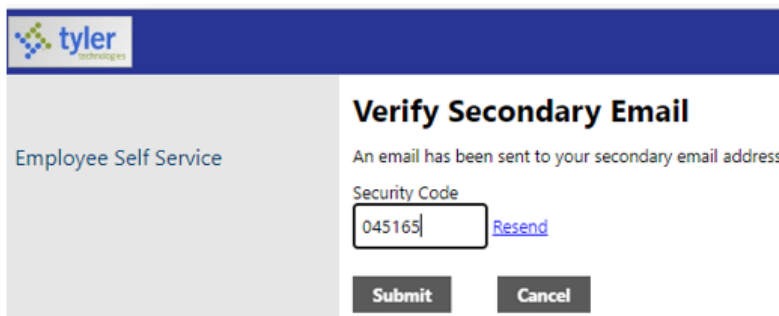
Log into the Employee Self-Serve Application. Link can be accessed from the employee page of the FWISD website.

Use first name dot last name. Do not include the @FWISD.ORG



The screenshot shows the Tyler Technologies login interface. At the top left is the Tyler Technologies logo. Below it is a navigation menu with a 'Home' link. The main content area is titled 'Login' and contains two input fields: 'Username' with the text 'DIANE.STOUT' and 'Password' with masked characters. Below the password field is a 'Log in' button.

On the following screen enter the dual authentication code that was sent to your secondary email and submit.



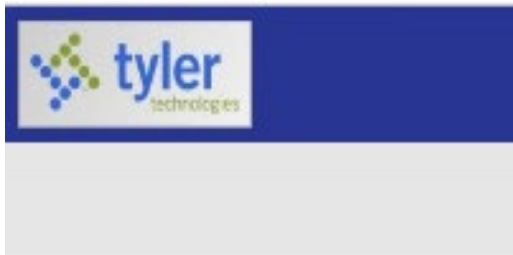
The screenshot shows the Tyler Technologies 'Verify Secondary Email' page. At the top left is the Tyler Technologies logo. Below it is a navigation menu with an 'Employee Self Service' link. The main content area is titled 'Verify Secondary Email' and contains the text 'An email has been sent to your secondary email address.' Below this is a 'Security Code' input field containing '045165' and a 'Resend' link. At the bottom are 'Submit' and 'Cancel' buttons.

# Navigating to Direct Deposit

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You will need your bank's name, routing number and your account number to start.

Select Pay/Tax Information option



## Employee Self Service

Employee Notifications

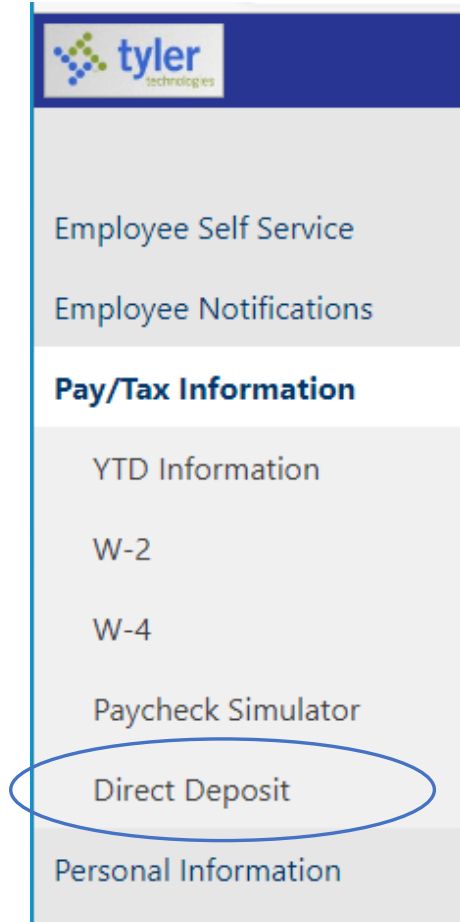
Pay/Tax Information

Personal Information

# Navigating to Direct Deposit

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Select Direct Deposit



# Editing existing accounts

Existing direct deposit accounts are displayed upon logging in. You may edit or delete by selecting the appropriate button and updating the routing number, account number and account type. If the account is the **Primary**, you will **not** be able to specify an amount. Click Save.

## Direct Deposit Accounts

The primary account is used for funds that are not d

[Add an amount-based account](#)

BANK OF AMERICA  
Bank

\*\*3456  
Account number

Checking  
Account type

100%  
Percentage

[Edit](#) | [Delete](#)

## Direct Deposit Accounts

The primary account is used for funds that are not disbursed to s

BANK OF AMERICA  
Bank

\*\*3456  
Account number

Checking  
Account type

100%  
Percentage

[Edit](#) | [Delete](#)

Bank name or routing number  
311981614 (EDUCATIONA

Account number  
000001

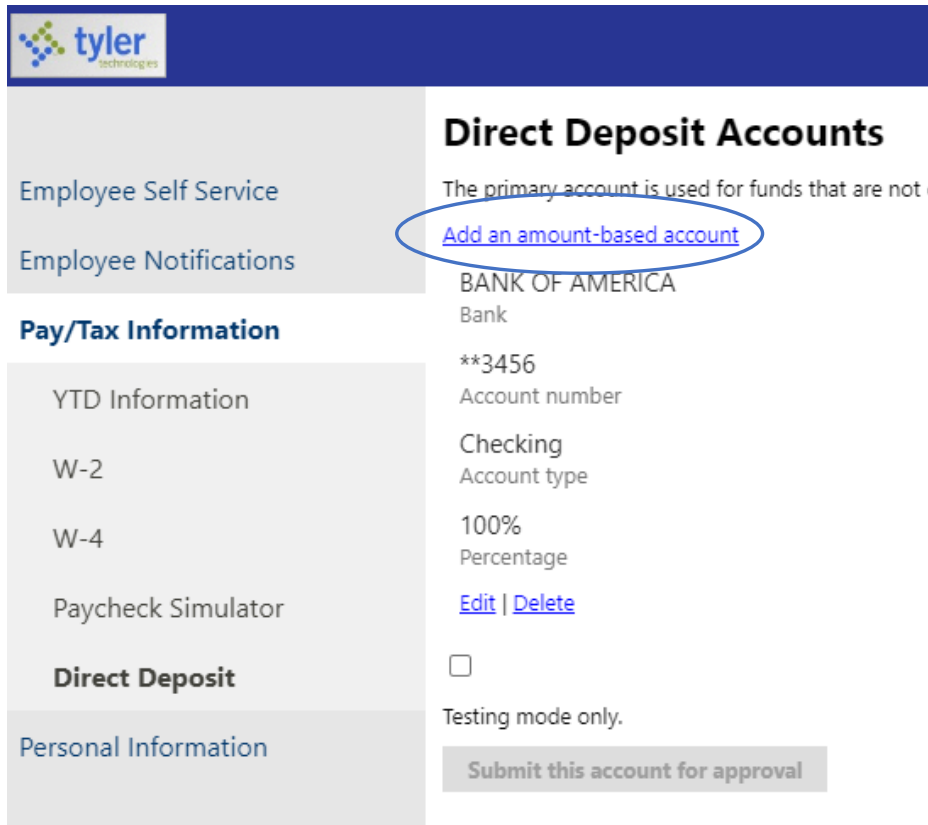
Account type  
Savings

Amount

[Save](#) [Cancel](#)

# Adding additional account (amount based)

**Optional**-Adding an additional account into which a specific dollar amount will be sent. Remaining balance of deposit will go to the primary account.



The screenshot shows the Tyler Technologies interface for managing Direct Deposit Accounts. On the left is a navigation menu with options: Employee Self Service, Employee Notifications, Pay/Tax Information (with sub-items YTD Information, W-2, W-4, Paycheck Simulator), Direct Deposit, and Personal Information. The main content area is titled "Direct Deposit Accounts" and includes a description, a circled link "Add an amount-based account", details for a "BANK OF AMERICA" account (Bank, Account number \*\*3456, Checking Account type, 100% Percentage), and "Edit | Delete" links. There is also an unchecked checkbox and a "Testing mode only." note, followed by a "Submit this account for approval" button.

# Adding additional account (cont.)

Add routing number and account number. Specify the dollar amount to be sent to this account and save.

## Direct Deposit Accounts

The primary account is used for funds that are not disbursed to s

BANK OF AMERICA  
Bank

\*\*3456  
Account number

Checking  
Account type

100%  
Percentage

[Edit](#) | [Delete](#)

Bank name or routing number

311981614 (EDUCATIONA

Account number

000001

Account type

Savings ▼

Amount

200.00

Save

Cancel

# Submit for approval

Select the check mark box and click “Submit these accounts for approval”

## Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary

[Add an amount-based account](#)

BANK OF AMERICA Bank	EDUCATIONAL EMPLOYEES CREDIT UN Bank
**3456 Account number	**0001 Account number
Checking Account type	Savings Account type
100% Percentage	\$200.00 Amount
<a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Edit</a>   <a href="#">Delete</a>



**Submit these accounts for approval**



# Notification of submission

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You will receive notification email that your direct deposit change request has been received.



Thu 1/5/2023 4:42 PM

workflow@fwisd.org

**Your Direct Deposit Change Request**

To  Stout, Diane

This is an automatic notification.

Hello Janice,

You have submitted a direct deposit change request in Employee Self Service. Your request is pending.


Thank You!

# Approval

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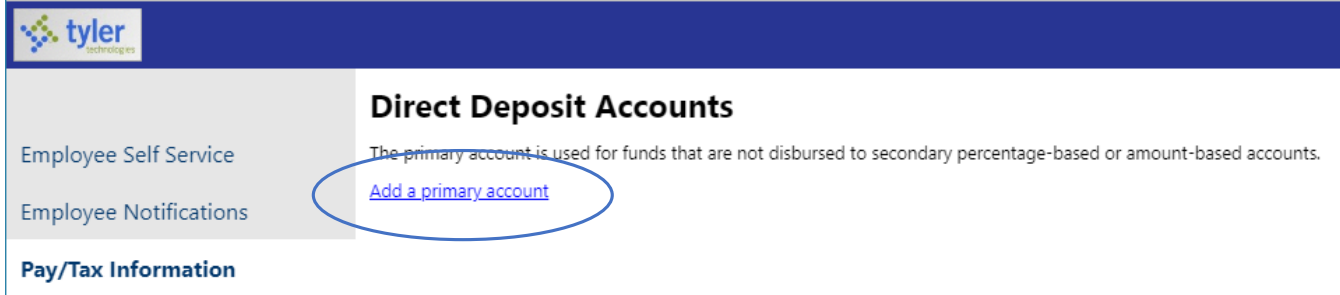
Once your changes have been approved, you will no longer see this message.

## **Direct Deposit Accounts**

 This direct deposit configuration is awaiting approval. No changes can be made at this time.

# Adding a Primary Account (New Hires)

Adding an account for deposit.



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**Direct Deposit Accounts**

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

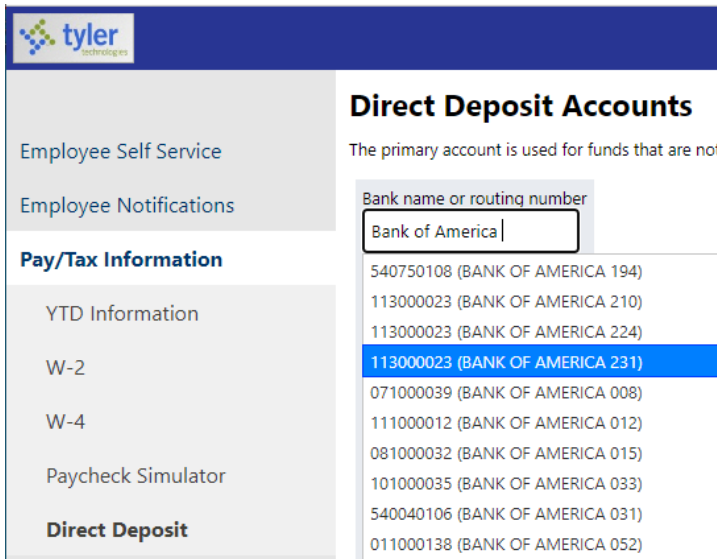
[Add a primary account](#)

Employee Self Service

Employee Notifications

**Pay/Tax Information**

Enter routing number or search by bank name and select appropriate number.



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**Direct Deposit Accounts**

The primary account is used for funds that are not

Bank name or routing number

Bank of America

540750108 (BANK OF AMERICA 194)

113000023 (BANK OF AMERICA 210)

113000023 (BANK OF AMERICA 224)

**113000023 (BANK OF AMERICA 231)**

071000039 (BANK OF AMERICA 008)

111000012 (BANK OF AMERICA 012)

081000032 (BANK OF AMERICA 015)

101000035 (BANK OF AMERICA 033)

540040106 (BANK OF AMERICA 031)

011000138 (BANK OF AMERICA 052)

Employee Self Service

Employee Notifications

**Pay/Tax Information**

YTD Information

W-2

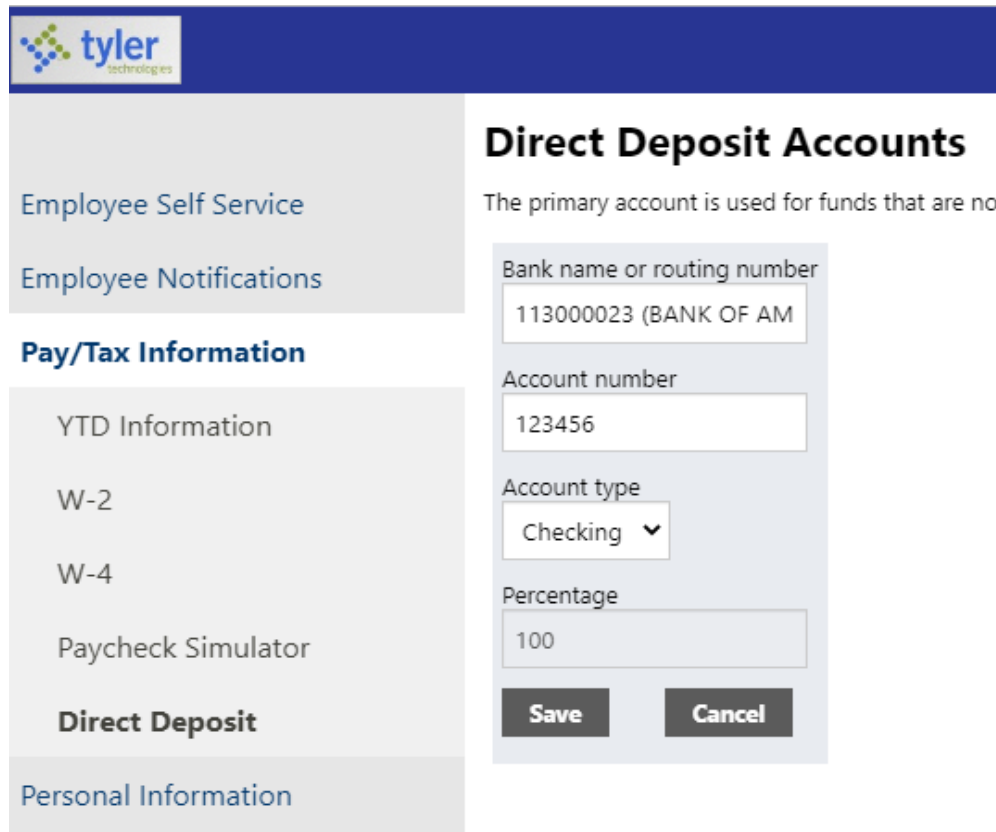
W-4

Paycheck Simulator

**Direct Deposit**

# Adding a Primary Account (continued)

Enter account number and select checking or savings and save.



The screenshot shows the Tyler Technologies Employee Self Service interface. On the left is a navigation menu with options: Employee Self Service, Employee Notifications, Pay/Tax Information, YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit, and Personal Information. The 'Direct Deposit' option is highlighted. The main content area is titled 'Direct Deposit Accounts' and includes a description: 'The primary account is used for funds that are not'. Below this is a form with the following fields: 'Bank name or routing number' (113000023 (BANK OF AM)), 'Account number' (123456), 'Account type' (Checking), and 'Percentage' (100). At the bottom of the form are 'Save' and 'Cancel' buttons.

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Employee Self Service

Employee Notifications

**Pay/Tax Information**

YTD Information

W-2

W-4

Paycheck Simulator

**Direct Deposit**

Personal Information

## Direct Deposit Accounts

The primary account is used for funds that are not

Bank name or routing number  
113000023 (BANK OF AM

Account number  
123456

Account type  
Checking ▾

Percentage  
100

**Save** **Cancel**

# Adding a Primary Account (continued)

Select the check mark box and click “Submit these accounts for approval”

## Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary

[Add an amount-based account](#)

BANK OF AMERICA Bank	EDUCATIONAL EMPLOYEES CREDIT UI Bank
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**3456 Account number	**0001 Account number
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Checking Account type	Savings Account type
--------------------------	-------------------------

100% Percentage	\$200.00 Amount
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[Edit](#) | [Delete](#)

[Edit](#) | [Delete](#)



**Submit these accounts for approval**

# Effective Dates of Changes

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Direct Deposit changes will be applied based on the effective dates in the published payroll calendars.

Contact Payroll for cut-off dates for the months of March, November, and December.



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