

Frontline Direct Deposit Setup Instructions

Step-by-step guidance to enable secure payments

June 2026

Overview and Purpose



Training Purpose

This presentation guides employees on how to securely and accurately add, edit, or end direct deposit accounts.

Importance of Accuracy

Accurate direct deposit setup prevents payment delays and errors, ensuring timely payroll delivery.

Process Scope

Instructions apply to new setups, updates, or inactivation of direct deposit accounts in the Frontline system.

Confirmation and Support

Employees receive email confirmations and should verify information before saving changes.

Before You Begin



Essential Banking Information

Employees must gather the bank routing number, account number, and account type before starting.

Importance of Accuracy

Correct selection of the account type is critical to avoid deposit failures and delays.

Set Beginning Check Date

Choose the start date carefully, considering payroll processing timelines to ensure timely deposits.

Preparation Benefits

Preparing information beforehand reduces errors and streamlines the direct deposit setup process.

Step 1: Log In



Accessing the Portal

Employees start by navigating to the [ClassLink portal](#) to begin login.

Using Assigned Credentials

Users log in with their assigned credentials to gain secure access to the system.

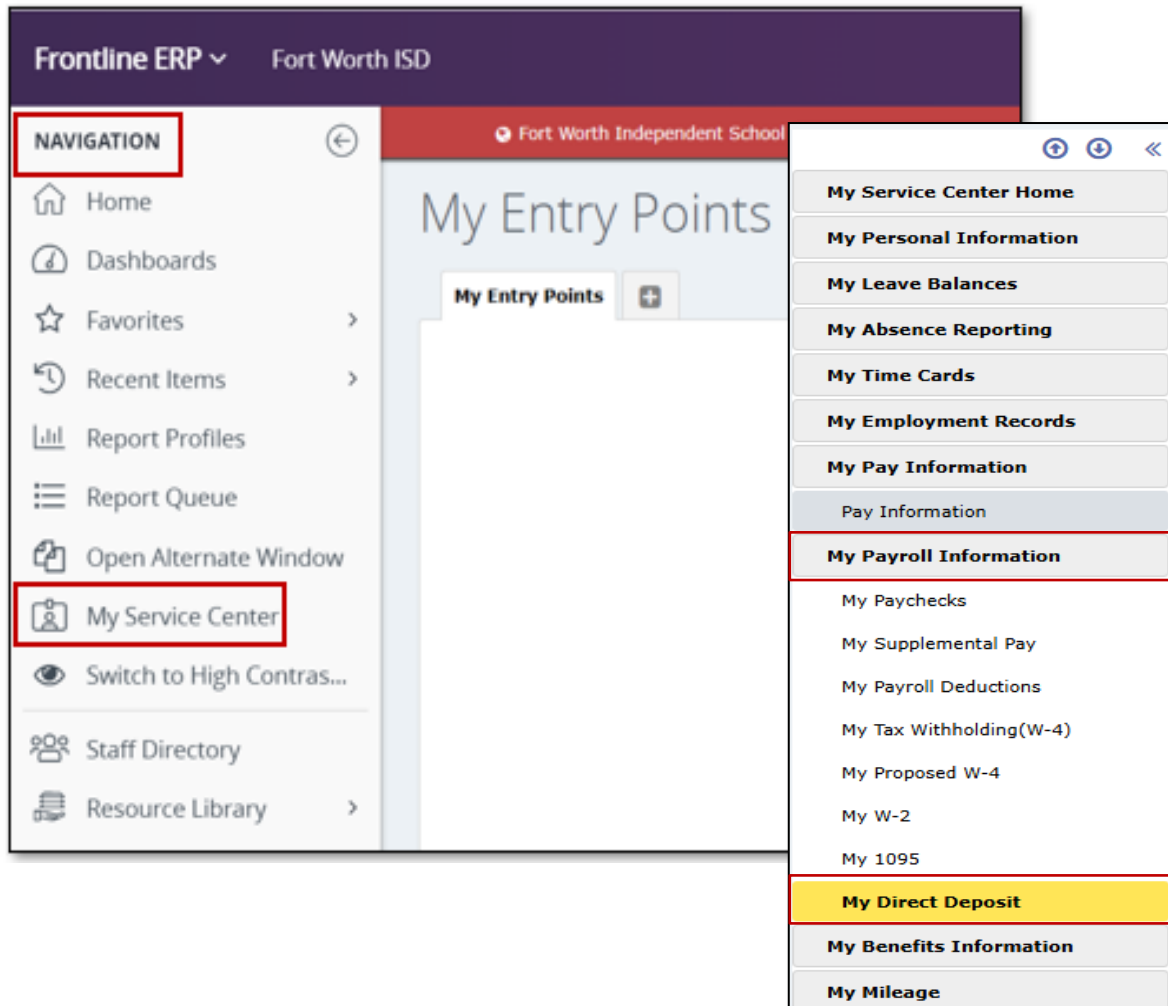
Navigating to Frontline ERP

After logging in, employees locate the Frontline folder and select Employee Service Center.

Importance of Secure Access

Proper login secures sensitive personal and financial information throughout the payroll process.

Step 2: Navigate to Direct Deposit



Accessing My Service Center

Employees start by clicking My Service Center in the navigation bar after logging in.

Selecting My Payroll Information

Users select My Payroll Information to view payroll and banking details.

Locating Direct Deposit

Employees scroll down to find and click the Direct Deposit option within the payroll section.

Step 3: Enter Bank Information

Complete Required Fields

Employees must fill all required fields marked with a red asterisk, including account type and routing number.

Careful Data Entry

Accurate entry is essential since errors can prevent successful payroll deposits and cause delays.

Beginning and Ending Check Dates

Selecting the correct Beginning Check Date activates deposits; use letter 'O' for indefinite Ending Check Date.

Review and Confirm Entries

Review all data carefully before submission to ensure uninterrupted and accurate payroll deposits.

ERP Fort Worth Independent School District

Direct Deposit

ID: 102135 Kimberly M Cummings State ID: 7533127226

000001

Direct Deposit

Primary Account: ☒ Yes ☐ No

Account Type: ☐ Saving ☒ Checking

Routing Number: Verify:

Account Number: Verify:

Beginning Check Date:

Ending Check Date: [OPEN]

☒ Save ☐ Clear

If you have any issues regarding the Direct Deposit, please contact the Payroll Department via the [Payroll Inquiry Form](#) or call (817) 814-2180.

Confirm Direct Deposit Information

JONATHAN A. SMITH
1344 Inwood Rd.
Irvine, CA 92714

DATE:

AMOUNT:

YOUR BANK NAME:

ACH R/T 28237366 ACH Routing / Transit #

DO NOT INCLUDE Check Number

Routing Number: Account Number:

Multiple Accounts

Multiple Account Usage

Employees can add multiple direct deposit accounts but must enter fixed dollar amounts for each.

No Percentage Allocations

Percentages are not allowed to ensure clarity and accuracy in fund distribution.

Preventing Entry Errors

Clear rules reduce payroll problems and rejected entries by guiding proper allocation.

Employee Guidance

Employees are encouraged to calculate and confirm amounts before submission for compliance.

Direct Deposit

Primary Account:

★

☐ Yes ☒ No

Account Type:

★

☒ Saving ☐ Checking

Routing Number:

★

Verify: ★

Account Number:

★

Verify: ★

Beginning Check Date:

★

Ending Check Date:

★

Dollar Amount:

★

OR

% of Net

File:

Choose File

No file chosen

Add

Clear

Step 4: Upload Supporting Document-Optional

Direct Deposit

ID: 00000 eyec Name State ID: 753312726

- My Service Center Home
- My Personal Information
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Employment Records
- My Pay Information
- My Payroll Information
- My Paychecks
- My Supplemental Pay
- My Payroll Deductions
- My Tax Withholding(W-4)
- My Proposed W-4
- My W-2
- My 1095
- My Direct Deposit**
- My Benefits Information
- My Mileage
- My Travel
- My Advance/Reimbursement

Direct Deposit

Primary Account: ✖ ☒ Yes ☐ No

Account Type: ✖ ☒ Saving ☒ Checking

Routing Number: ✖

Account Number: ✖

Verify: ✖

Beginning Check Date: ✖

Ending Check Date: ✖

Verify: ✖

EECU FORTWORTH, TX

Save Delete

If you have any issues regarding the Direct Deposit, please contact the Payroll Department via the Payroll Inquiry Form or call (817) 814-2180.

Confirm Direct Deposit Information

Attachment Maintenance

File: Choose File | No file chosen

Save Attachment

Attachment List: 0 Records ▼

Date Attached	File Name

View Delete

Optional Document Upload

Uploading a supporting document is optional but helps verify banking information and provides reference.

Attachment Process

Employees click Add/Edit Attachment, select a file, and save to attach supporting documents.

Accuracy and Flexibility

Review all entries for accuracy before saving, regardless of uploading an attachment to ensure correctness.

Best Practice Documentation

Including this optional step promotes transparency and accuracy without making it a strict requirement.

Step 5: Save Your Information

Direct Deposit

Primary Account: ☒ Yes ☐ No

Account Type: ☐ Saving ☒ Checking

Routing Number: Verify:

Account Number: Verify:

Beginning Check Date:

Ending Check Date:

File: Choose File | No file chosen

If you have any issues regarding the Direct Deposit, please contact the Payroll Department via the [Payroll Inquiry Form](#) or call (817) 814-2180.

Confirm Direct Deposit Information



☒ Show Active ☐ Show All

Direct Deposit 1 Record

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net	Attachment
08-15-2025	[OPEN]	Checking	EECU	123456	123456789	Y		0.00	

Importance of Reviewing

Employees must carefully review all details before saving to ensure accuracy and avoid errors.

Saving Confirms Submission

Clicking Save submits information to the Frontline system, making it a critical final step.

Visual Confirmation

After saving, direct deposit details appear for employees to visually confirm recorded information.

Personal Responsibility

Employees are encouraged to double-check entries to prevent delayed or incorrect payments.

Step 6: Edit or End a Direct Deposit Account

Direct Deposit

Start Date: 07-12-2025 End Date: 12-15-2025

Routing Number: 123456 EECU FORTWORTH, TX

Account Number: 123456789

Account Type: ☐ Saving ☒ Checking

Primary Account: ☒ Yes ☐ No

☒ Show Active ☐ Show All

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net	Attachment
08-15-2025	[OPEN]	Checking	EECU			Y		0.00	

Editing Direct Deposit Accounts

Employees select and edit direct deposit accounts by making changes and saving them easily through the system interface.

Ending Direct Deposit Accounts

To end an account, employees mark it inactive and specify an end date to ensure correct final payments.

Accuracy and Flexibility

Accurate end dates prevent payment errors, offering employees flexibility in managing their banking preferences.

Self-Service Convenience

Clear instructions empower employees to update direct deposit information without needing payroll assistance.

Direct Deposit

Start Date: 07-12-2025 End Date: [OPEN]

Routing Number: 311981614 EECU FORTW

Account Number: 1130000809921

Account Type: ☐ Saving ☒ Checking

Primary Account: ☒ Yes ☐ No

☒ Show Active ☐ Show All

End Date dropdown menu open showing dates: 11-14-2025, 11-26-2025, 12-15-2025, 12-19-2025, 01-15-2026, 01-30-2026, 02-13-2026, 02-27-2026, 03-13-2026, 03-31-2026

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net	Attachment
08-15-2025	[OPEN]	Checking	EECU	123456	123456789	Y		0.00	

Helpful Tips

Verify Account Details

Double-check routing and account numbers to ensure accuracy and prevent errors in direct deposit setup.

Align Start Date

Ensure the selected start date matches payroll timelines to avoid payment delays or confusion.

Use Correct Characters

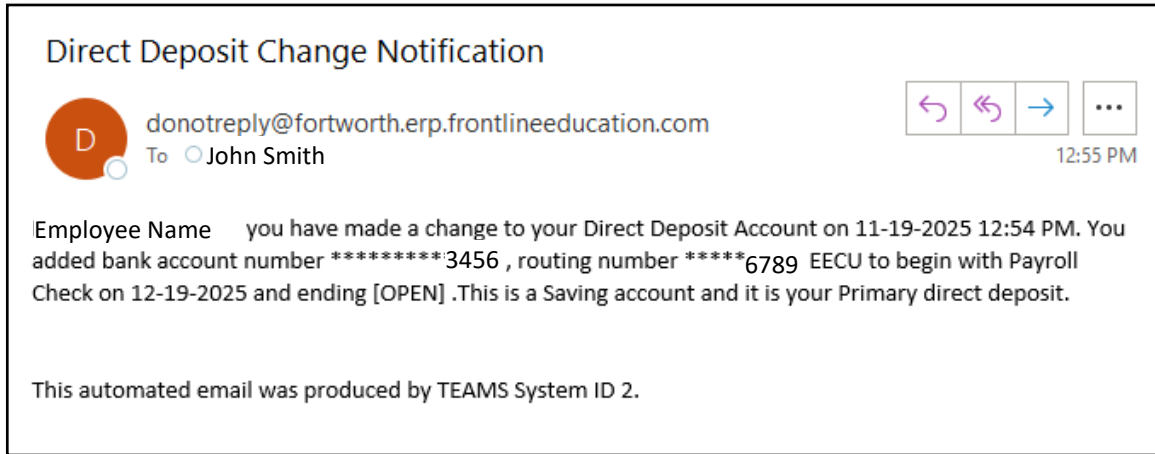
Use the letter “O” instead of zero for ongoing deposits to prevent common input mistakes.

Review Before Submission

Carefully review all entries before saving to avoid delays and ensure successful direct deposit setup.



Confirmation



Confirmation Email Sent

After saving, employees receive a confirmation email with their direct deposit details.

Review Email Carefully

Employees should carefully review the confirmation email to verify all information is accurate.

Contact Payroll for Issues

If any discrepancies are found, employees are advised to contact Payroll immediately.

Ensuring Successful Completion

This step provides reassurance that the direct deposit changes have been successfully processed.

Fort Worth

INDEPENDENT SCHOOL DISTRICT