

ESS - Payroll – Direct Deposit/Bank Information

1. **Direct Deposit/Bank Information** – Allows employees to view and maintain their *Main Bank Account*, which primarily controls direct deposit of pay. Employees may also add up to five *Secondary Bank* accounts to allow for additional customized distribution of direct deposit pay.

Setting up/Maintaining Main Bank Account

- 1.1. Select the *Direct Deposit/Bank Information* link from the *Payroll* menu in ESS.
- 1.2. In the example used here, the employee has not yet setup direct deposit with PASSHE as indicated by the saved *Payment Method – Check*.
- 1.3. Click *Update Main bank Account* to enter bank routing and account number information.

Direct Deposit / Bank Information

Full Name: Test, Web
Employee Number: [REDACTED]

All changes processed today will be effective with the pay date of 03/21/2014.

To change the details of a Secondary Bank, select the bank in the Stored Bank Accounts section and then use the Change or End buttons in the Account Details section.

Bank Type	Name of Bank	Effective Date
Main bank		02/22/2014

[Add a Secondary Bank](#)

Account Details

Payee: Test, Web
Postal Code / City: 15330 Eighty Four
Bank Country: USA
Payment Method: Check
Routing Number:
Account Number: Checking Savings

[Update Main bank Account](#)

- 1.4. Enter the *Routing Number, Account Number*, choose whether the bank account type is *Checking or Savings*, and then to confirm the *Account Number*, complete *Re-enter Account Num.*. When finished, click *Save Changes*.

NOTE: For help determining where to locate your bank ABA and bank account numbers, refer to the link at the bottom of the Direct Deposit/Bank Information screen *Help Locating Routing/Account Numbers*.

Direct Deposit / Bank Information

Full Name: Test, Web
Employee Number: [REDACTED]

All changes processed today will be effective with the pay date of 03/21/2014.

To change the details of a *Secondary Bank*, select the bank in the *Stored Bank Accounts* section and then use the *Change* or *End* buttons in the *Account Details* section.

Bank Type	Name of Bank	Effective Date
Main bank		02/22/2014

[Add a Secondary Bank](#)

Account Details

Payee: Test, Web
Postal Code / City: 15330 Eighty Four
Bank Country: USA
Payment Method:
Routing Number:
Account Number: Checking Savings
Re-enter Account Num:

[Help Locating Routing/Account Numbers](#)

- 1.5. *Main Bank Account* information has been saved and the process of adding direct deposit information is complete. If adding one or more *Secondary Bank* accounts is not desired, 100% of the employee's paycheck will be deposited to the *Main bank*. Continue with step 2 below if adding *Secondary Bank* accounts is desired.

Direct Deposit / Bank Information

Account saved!

Full Name: Test, Web
Employee Number: [REDACTED]

All changes processed today will be effective with the pay date of 03/21/2014.

To change the details of a *Secondary Bank*, select the bank in the *Stored Bank Accounts* section and then use the *Change* or *End* buttons in the *Account Details* section.

Bank Type	Name of Bank	Effective Date
Main bank	PNC BANK, NATIONAL ASSOCIATION	02/22/2014

[Add a Secondary Bank](#)

Account Details

Setting up/Maintaining Secondary Bank Account

2. For employees who wish to have a percentage or a specific dollar amount of their paycheck directly deposited to more than just their *Main Bank*, one or more *Secondary Bank* accounts may be added up to a maximum of five. Only the *Secondary Bank* account provides fields to indicate either the *standard percentage* or a *standard value* of an employee's paycheck to be deposited. The *Main Bank* account does not provide these fields and will therefore retain the remaining percentage out of 100%. In the example used below, 70% of the employee's paycheck will be deposited to the *Main Bank* account, while 30% will be deposited to the *Secondary Bank* account as indicated.

- 2.1. From the *Direct Deposit/Bank Information* screen, click *Add a Secondary Bank*.

Direct Deposit / Bank Information

Full Name: Test, Web
Employee Number: [REDACTED]

All changes processed today will be effective with the pay date of 03/21/2014.

To change the details of a Secondary Bank, select the bank in the Stored Bank Accounts section and then use the Change or End buttons in the Account Details section.

Bank Type	Name of Bank	Effect
Main bank	PNC BANK, NATIONAL ASSOCIATION	02/22

[Add a Secondary Bank](#)

- 2.2. In the *Account Details* section, complete the *Routing Number*, *Account Number*, *Re-enter Account Num.*, and then complete either the *Standard Value* or *Standard Percentage* fields. The *Standard Value* field calls for a fixed dollar amount to be entered whereas the *Standard Percentage* calls for a fixed percentage out of 100 to be entered. However, only one of the two fields should be completed; otherwise, the system will display an error. Simply leave the field not being completed as blank, and upon clicking *Save Changes*, the system will default a zero value.

Account Details

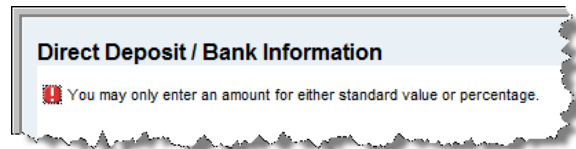
Payee: Test, Web
Postal Code / City: 15330 Eighty Four
Bank Country: USA
Payment Method: Direct Deposit

Routing Number: 231381116
Account Number: 123456789 Checking Savings
Re-enter Account Num: 123456789
Standard Value: 0.00
Standard Percentage: 30

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

[Help Locating Routing/Account Numbers](#)

NOTE: This is an example of the error message displayed if both the *Standard Value* and *Standard Percentage* fields are completed with values and *Save Changes* is attempted:



2.3. *Secondary Bank* account information has been saved.

Direct Deposit / Bank Information

Account saved!

Full Name: Test, Web
Employee Number: [REDACTED]

All changes processed today will be effective with the pay date of 03/21/2014.

To change the details of a *Secondary Bank*, select the bank in the *Stored Bank Accounts* section and then use the *Change* or *End* buttons in the *Account Details* section.

Stored Bank Accounts		
Bank Type	Name of Bank	Effective Date
Main bank	PNC BANK, NATIONAL ASSOCIATION	02/22/2014
Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	02/22/2014

[Add a Secondary Bank](#)

2.4. To add additional *Secondary Bank* accounts, repeat steps 2.1 through 2.3 above. Otherwise, the process of adding direct deposit information for the *Secondary Bank* account is complete. If changing the amount, percentage, or type of bank account for *Secondary Bank* is desired, or to remove a *Secondary Bank* completely, continue to step 2.4.1 below.

- 2.4.1. To modify details entered for a *Secondary Bank*, highlight the row of the desired *Secondary Bank* for changes, and then click *Change Amount or Percentage of Bank Account*.

Direct Deposit / Bank Information

Full Name: Test, Web
Employee Number: [REDACTED]

All changes processed today will be effective with the pay date of 03/21/2014.

To change the details of a *Secondary Bank*, select the bank in the *Stored Bank Accounts* section and then use the *Change* or *End* buttons in the *Account Details* section.

Stored Bank Accounts			
Bank Type	Name of Bank	Effective Date	
Main bank	PNC BANK, NATIONAL ASSOCIATION	02/22/2014	
Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	02/22/2014	

[Add a Secondary Bank](#)

Account Details

Payee: Test, Web
Postal Code / City: 15330 Eighty Four
Bank Country: USA
Payment Method: Direct Deposit
Routing Number: PENNSYLVANIA STATE EMPLOYEES CU
Account Number: Checking Savings
Standard Value:
Standard Percentage:

[Change Amount or Percentage of Bank Account](#) [End Secondary Bank Account](#)

- 2.4.2.** Make the desired changes and then confirm the changes by re-entering your account number in the *Re-enter Account Num.* field. When finished, click *Save Changes*.

Account Details

Payee: Test , Web

Postal Code / City: 15330 Eighty Four

Bank Country: USA

Payment Method: Direct Deposit

Routing Number: 231381116 PENNSYLVANIA STATE EMPLOYEES CU

Account Number: 123456789 Checking Savings

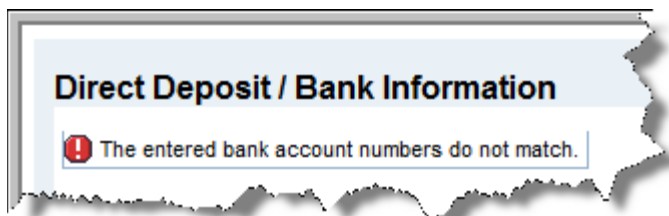
Re-enter Account Num:

Standard Value: 0.00

Standard Percentage: 50.00

[Help Locating Routing/Account Numbers](#)

NOTE: Failure to re-enter your account number to confirm account changes will result in this error being displayed at the top of the page:



- 2.4.3. If completely removing/ending a *Secondary Bank* is desired, highlight the row of the desired *Secondary Bank* for changes, and then click *End Secondary Bank Account*.

Stored Bank Accounts

Bank Type	Name of Bank	Effective Date
Main bank	PNC BANK, NATIONAL ASSOCIATION	02/22/2014
Secondary Bank	PENNSYLVANIA STATE EMPLOYEES CU	02/22/2014

[Add a Secondary Bank](#)

Account Details

Payee: Test , Web
 Postal Code / City: 19560 Temple
 Bank Country: USA
 Payment Method: Direct Deposit
 Routing Number: 231381116 PENNSYLVANIA STATE EMPLOYEES CU
 Account Number: 123456789 Checking Savings
 Standard Value: 0.00
 Standard Percentage: 30.00

[Change Amount or Percentage of Bank Account](#) [End Secondary Bank Account](#)

- 2.4.4. Depending on the timing of the change being made, one of the following confirmation messages will appear. If a deposit has never been made to the *Secondary Bank*, this message will display:

Direct Deposit / Bank Information

This account has been deleted.

If a deposit has already been made to the *Secondary Bank* being removed/ended, a message similar to the following example will display stating the effective date of the last deposit to be made to the account.

Direct Deposit / Bank Information

The last deposit to this account will be made on 03/07/2014.