

Self Service
Created on 10/2/2014 1:37:00 PM

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Self Service

Payroll & Compensation

Direct Deposit - Current Employee

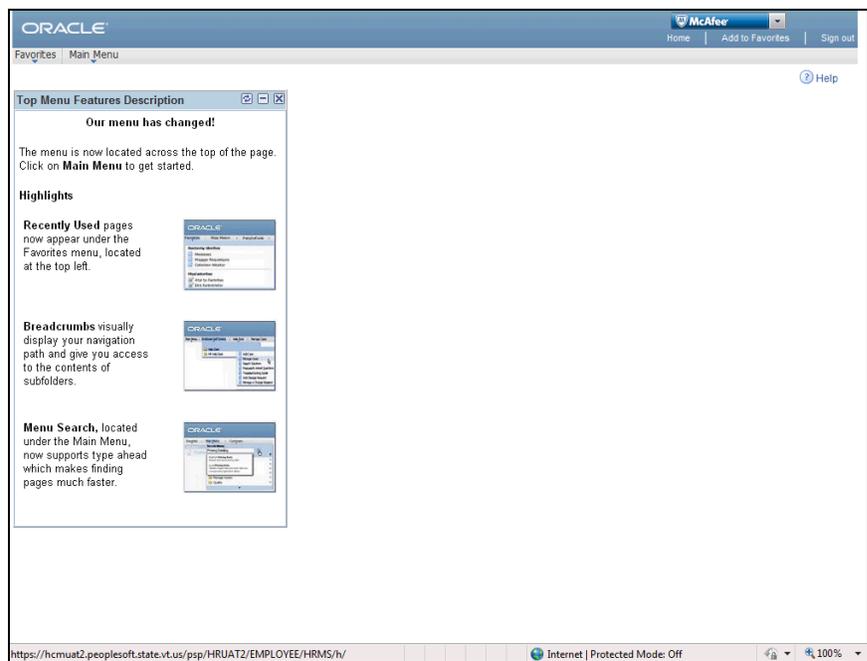
Procedure

This example is for employees who had direct deposit in the 'old' system and shows how that information now appears.

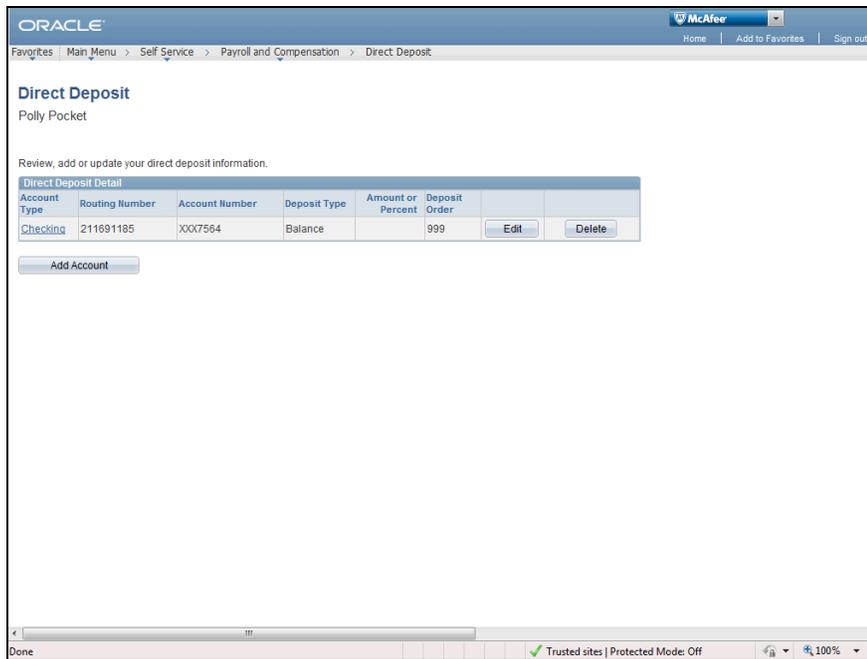
This example also shows how to add an additional direct deposit account.

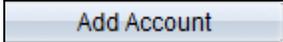
Approximate time to complete topic: **Less than 5 minutes**

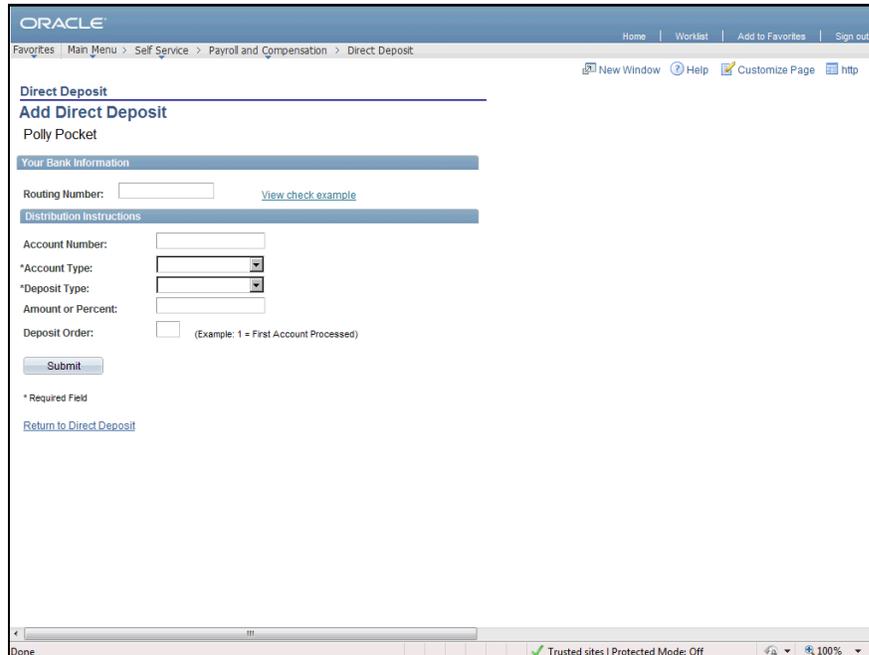
Step	Action
1.	<p>WARNING: You can only submit one change per account per day.</p> <p><i>It may take one to two paychecks in order for your direct deposit changes to take effect.</i></p>



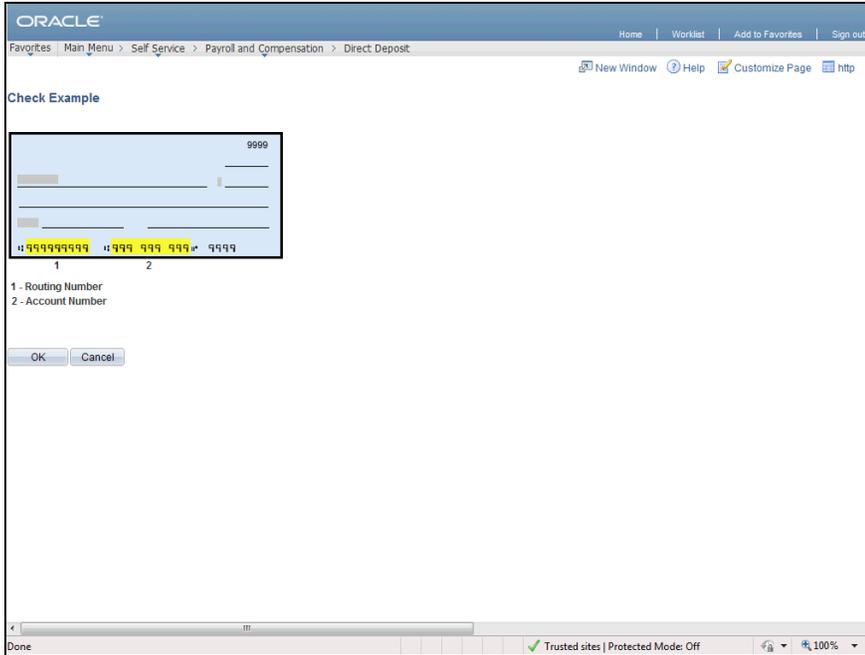
Step	Action
2.	Click the Main Menu button. 
3.	Click the Self Service menu. 
4.	Click the Payroll and Compensation menu. 
5.	Click the Direct Deposit menu. 
6.	This page displays current direct deposit information. For go-live, information was carried over from the old system into the new system. Notice Deposit Type is "balance" and Deposit Order is "999". This is your net pay account.

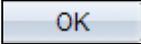


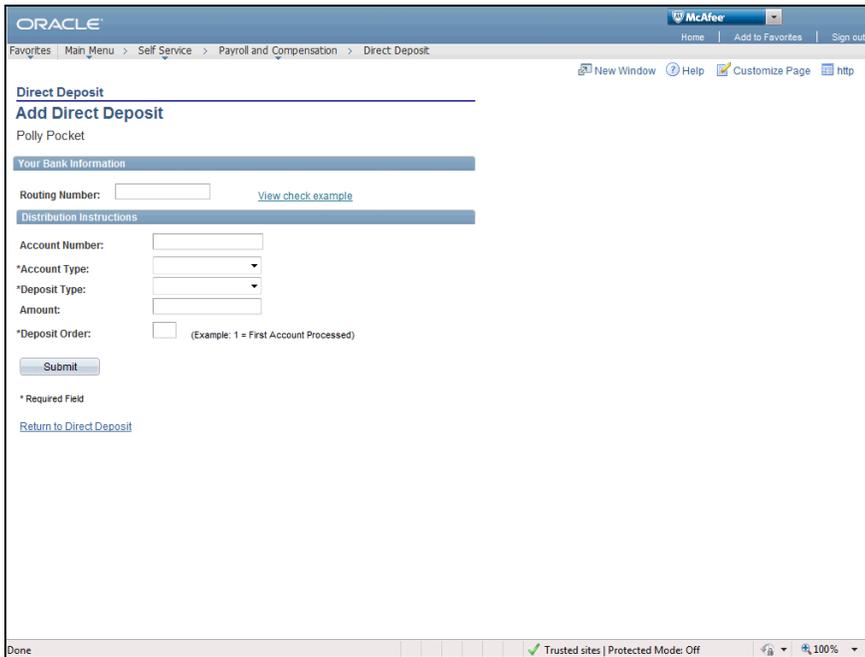
Step	Action
7.	To add another direct deposit account, click the Add Account button. 



Step	Action
8.	<p>You must provide the routing and account information for the financial institution where you would like your paycheck deposited.</p> <p>You can get the required information from a personal check or the financial institution. By clicking on "View check example", you will see where to get the routing and account information.</p> <p>Click the View check example link.</p> <p>View check example</p>
9.	<p>The Check Example highlights where the routing and account numbers appear on a check.</p> <p>Section 1 is the routing number, this identifies your financial institution.</p> <p>Section 2 is the account number.</p>

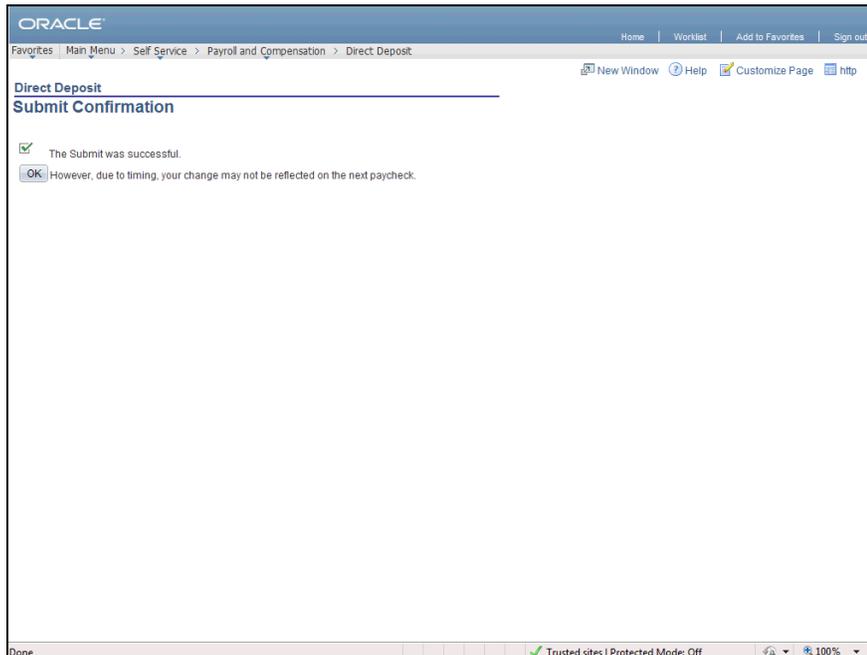


Step	Action
10.	Click the OK button to return to the direct deposit screen. 

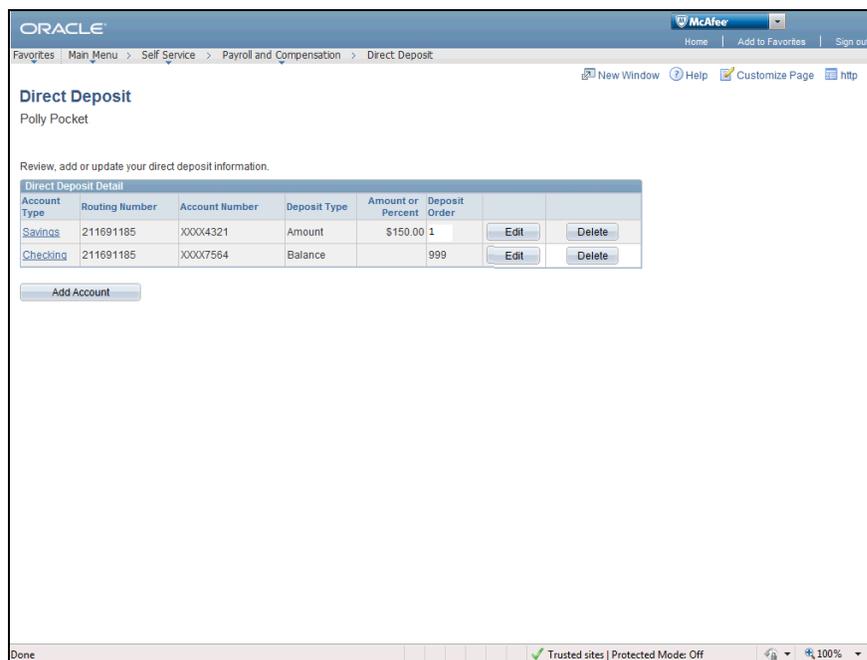


Step	Action
11.	Enter the Routing Number into the field. For this example, enter " 211691185 ".
12.	Enter the Checking or Savings account information into the Account Number field. In this example, enter " 000004321 ". CAUTION: Make sure the account number you have entered is correct! For your security, only the last 4 digits of your account number will be visible.
13.	Click the Account Type list. <input data-bbox="440 636 480 678" type="text"/>
14.	You must select either a Checking or Savings account. It is important that the Account Type reflects the Account Number. For this example, click the Savings list item. <input data-bbox="440 831 691 863" type="text"/>
15.	Click the Deposit Type list. <input data-bbox="440 915 480 957" type="text"/>
16.	<p><u>Deposit Type Definitions:</u></p> <p>"Amount" allows you to enter a specific dollar amount that you would like deposited.</p> <p>"Balance" is the account where all remaining pay will be deposited.</p> <p>NOTE: You <i>MUST</i> have one account designated as "Balance". If you receive an expense reimbursement or travel advance, it will be deposited into your Balance account.</p>
17.	Click the Amount list item. <i>(Remember that this employee already has a Balance deposit type.)</i> <input data-bbox="440 1423 691 1455" type="text"/>
18.	Enter the dollar amount for this account into the Amount field. For this example, enter " 150.00 ".

Step	Action
19.	<p>Deposit Order is the order by which deposits are processed.</p> <p>For example, if you deposited your paycheck into three accounts, one for your mortgage, one for holiday shopping, and one for your net pay (i.e., everything left over), you may select the following Deposit Orders:</p> <p>Mortgage = 1 Shopping = 2 Net Pay = 999</p> <p>This means that your mortgage account is the first one processed. After that amount has been satisfied, the shopping account is processed. Then, the remaining balance is deposited into Net Pay.</p>
20.	<p>Enter the priority number into the Deposit Order field.</p> <p>For this example, enter "1".</p>
21.	<p>Click the Submit button.</p> <p>WARNING: <i>You can only click the submit button for this direct deposit ONCE per day. If you click submit and need to make a change, you cannot make the change until the next day.</i></p> <div data-bbox="344 1037 529 1079" style="border: 1px solid black; padding: 2px; text-align: center;">Submit</div>



Step	Action
22.	<p>Notice the message that indicates that it may take one to two paychecks for your direct deposit to take effect.</p> <p>Click the OK button.</p> 
23.	<p>Notice the "Edit" and "Delete" buttons to change or remove an individual direct deposit.</p> <p>NOTE: <i>You can only make ONE change per day to an account.</i></p>



Step	Action
24.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the Sign out link to exit the system.</p> 

Step	Action
25.	<p><u>Recap:</u></p> <ol style="list-style-type: none">1. Direct deposit information was converted from the old system for active employees.2. Your net pay account is a "balance" Deposit Type with a Deposit Order of "999".3. Expense reimbursements, if you have them, are made to your balance account.4. You can only make one change to an account per day.5. Direct Deposit information may take one to two paychecks to take effect. <p>End of Procedure.</p>