

Employee Self Service: Direct Deposit

Quick Reference Guide

Personnel Policy 12.11: Pursuant to Section 101 of Act #4 of the Legislative Acts of 2009, all employees of the State of Vermont are required to receive their pay via Direct Deposit.

This guide has been developed to assist employees with the set-up and maintenance of their direct deposit accounts in Employee Self Service (ESS).

Contact the VTHR Helpdesk either by phone (802-828-6700) or email (vthr.helpdesk@vermont.gov) for additional assistance. A representative is available Monday through Friday 7:45 a.m. – 4:30 p.m.

Instructions for First Time Addition of a Balance Account

Log into VTHR: Access the Log-In Screen: <http://humanresources.vermont.gov/>

ORACLE PeopleSoft

User ID

Password

Select a Language
English

Sign In

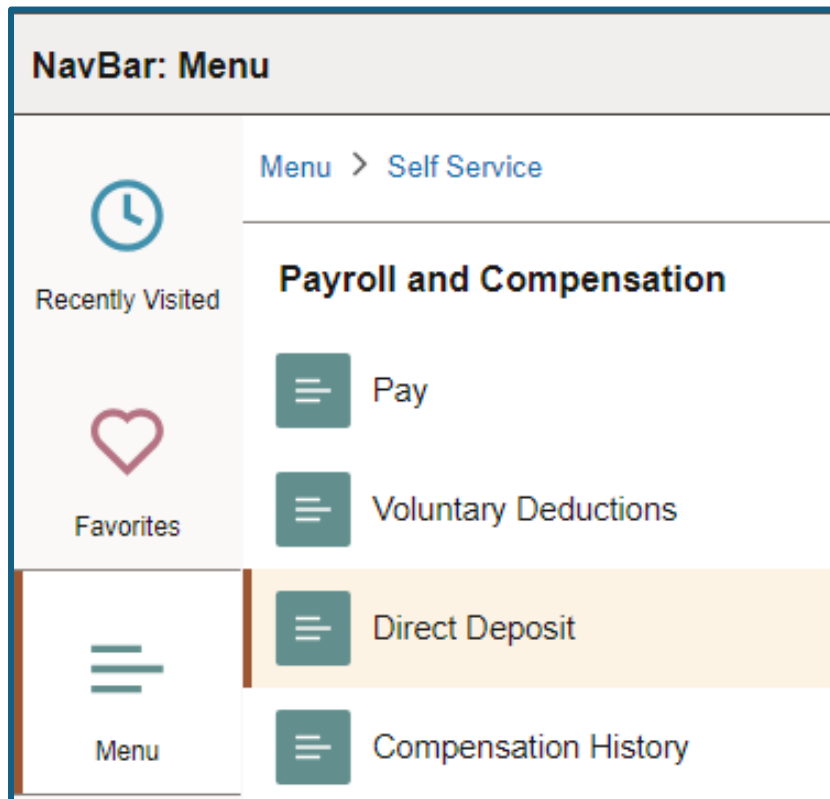
[I Forgot My Password](#)
 [Enable Screen Reader Mode](#)

Sign in using your 5-digit employee ID Number and system password

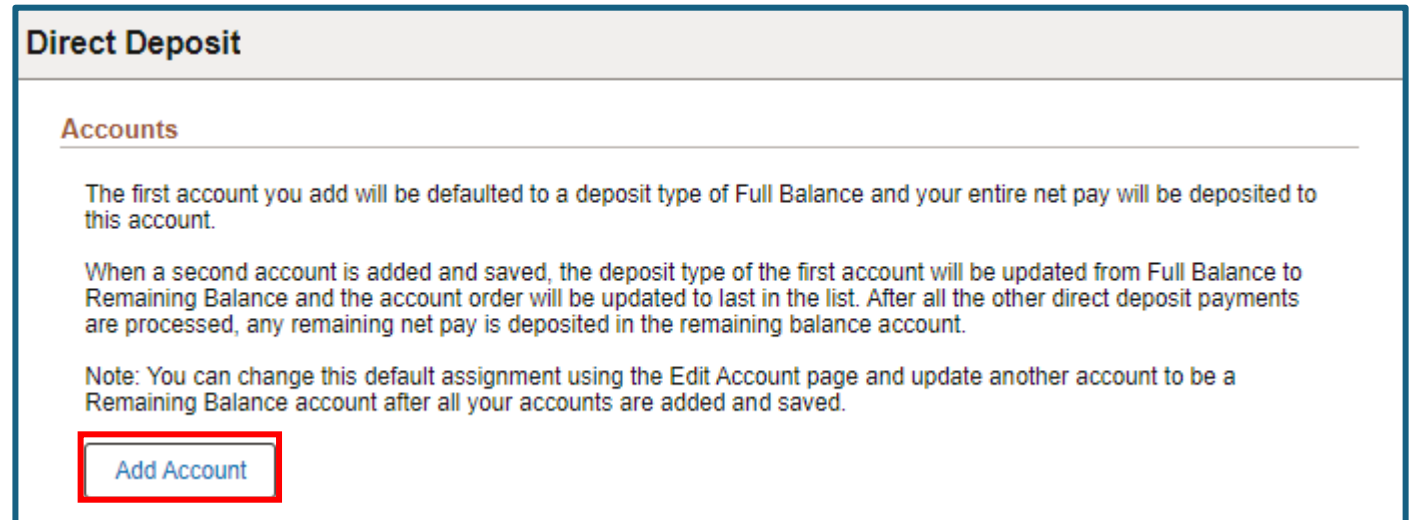
Add a Balance Account

All employees are required to have One (1) Balance Account which is the account your entire net pay is deposited to.

Once logged in, navigate to **Menu > Self Service > Payroll and Compensation > Direct Deposit:**



The first time you log into Employee Self Service (ESS), your Direct Deposit information will be blank. To add an account, click the “Add Account” button:



Add a Balance Account

Complete all fields with your bank account details.

For help locating the Routing and Account number, click on the information bubble next to “Routing Number.”

Add Account

** Indicates required field*

Nickname

*Payment Method

Bank

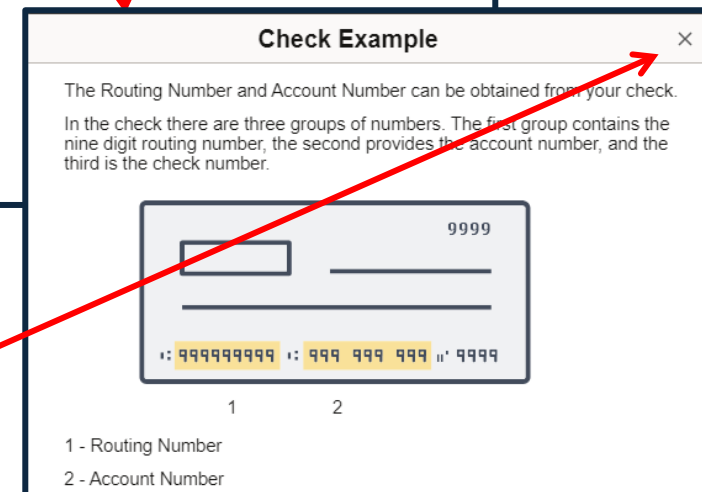
Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type



Click “X” in the top right of the box to return to the Add Account details screen.

Add a Balance Account

Routing Number:

Enter the 9-Digit routing number associated to your Bank.

Account Number:

Enter your bank account number.

Account Type:

From the drop down menu, choose either Checking or Savings.

Add Account

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number i

Account Number

Retype Account Number

Pay Distribution

*Account Type

If you enter an invalid Routing Number, you will receive this message and the field background will turn red:

Bank Routing Number is incorrect.
Obtain correct Bank Routing Number from financial institution.

Bank

Routing Number

Add a Balance Account

Submit:

Click “Save” to submit direct deposit information.

Cancel **Add Account** Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Email Confirmation: Employees whose ESS Profile is up to date with an accurate email address will receive an email confirming changes made to Direct Deposit account(s).

Profile should be updated *before* making any changes in ESS. Navigate to Menu > Self Service > Personal Details > Contact Details to update your email.

Email Address	Type	Preferred
DHR.TestWF@vermont.gov	Business	✓ >

A message will appear at the top of the screen indicating that your direct deposit information was saved successfully, and you will see the entry reflected below it:

Direct Deposit

You have successfully saved your direct deposit changes. ×

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test Account	Direct Deposit	121000358	XXXX5678	Checking	Full Balance >

Add an Amount Account

To distribute a specific amount from your pay to a desired checking or savings account. Log into VTHR (see instructions on Page 3), navigate to Menu > Self Service > Payroll and Compensation > Direct Deposit

To add an account, click the “+” button under “Accounts:”

Enter your bank account information:

Routing Number, Account Number & Account Type (Checking or Savings), and

The specific amount of money to be deposited from your pay:

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test Savings Account	Direct Deposit	121000358	XXXX5678	Savings	\$100.00 >

[Cancel](#) **Add Account** [Save](#)

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

Deposit Type – Select “Amount”

Enter specific dollar amount

Add an Amount Account

To establish the priority in which your money will be deposited, click on the “Reorder” button:

Accounts

+ ≡

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance	
1	Test Savings Account	Direct Deposit	121000358	XXXXX4321	Savings	\$100.00	>
2	Test Checking Acct	Direct Deposit	121000358	XXXXX4312	Checking	\$300.00	>
Last	Test Account	Direct Deposit	121000358	XXXXX6789	Checking	Remaining Balance	>

Reorder

Click on the = icon and drag to the new desired position. The account on the first row will be processed first.

Cancel **Reorder Accounts** Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
<input data-bbox="114 1110 267 1168" type="text" value="="/>	Test Savings Account	XXXXX4321	\$100.00
<input data-bbox="114 1182 267 1239" type="text" value="="/>	Test Checking Acct	XXXXX4312	\$300.00
	Test Account	XXXXX6789	Remaining Balance

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Test Checking Acct	XXXXX4321	\$300.00
=	Test Savings Account	XXXXX4312	\$100.00
	Test Account	XXXXX6789	Remaining Balance

Add an Amount Account

Review your entry to be sure data was entered correctly. Click “Save.”

After you click “Save,” you will return to the Direct Deposit screen. A message confirming your changes have saved will display, and you will see the added account details:

Cancel Reorder Accounts Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Test Checking Acct	XXXXX4321	\$300.00
=	Test Savings Account	XXXXX4312	\$100.00
	Test Account	XXXXX6789	Remaining Balance

Direct Deposit

You have successfully saved your direct deposit changes. ×

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance	
1	Test Checking Acct	Direct Deposit	121000358	XXXXX4312	Checking	\$300.00	>
2	Test Savings Account	Direct Deposit	121000358	XXXXX4321	Savings	\$100.00	>
Last	Test Account	Direct Deposit	121000358	XXXXX6789	Checking	Remaining Balance	>

Edit an Existing Amount Account

To change any information entered, click the arrow at the right end of the row for the account in which you would like to make changes:

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test Savings Account	Direct Deposit	121000358	XXXX5678	Savings	\$100.00
Last	Test Account	Direct Deposit	121000358	XXXX5678	Checking	Remaining Balance

Your account information is now ready for you to edit. In this example, the amount will be changed from \$100.00 to \$245.00:

Edit Account

Nickname: Test Savings Account

*Payment Method: Direct Deposit

Bank

Routing Number: 121000358

Account Number: 123456789

Retype Account Number:

Pay Distribution

*Account Type: Savings

*Deposit Type: Amount

Amount: 100.00

Remove

Save

Edit Account

Nickname: Test Savings Account

*Payment Method: Direct Deposit

Bank

Routing Number: 121000358

Account Number: 123456789

Retype Account Number:

Pay Distribution

*Account Type: Savings

*Deposit Type: Amount

Amount: 245.00

Remove

Save

Once you have updated, the amount, click on “Save.” A message displays letting you know your changes are successful, and you will see the updated account details:

You have successfully saved your direct deposit changes.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test Savings Account	Direct Deposit	121000358	XXXX5678	Savings	\$245.00
Last	Test Account	Direct Deposit	121000358	XXXX5678	Checking	Remaining Balance

Edit an Existing Balance Account

To change your existing Balance Account to a different Bank, different Bank Account Number, or Account Type:

Click on the arrow at the right end of the row of your balance account:

Accounts							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance	
1	Test Savings Account	Direct Deposit	121000358	XXXX5678	Savings	\$245.00	>
Last	Test Account	Direct Deposit	121000358	XXXX5678	Checking	Remaining Balance	>

Edit an Existing Balance Account

On the pop-up screen that appears, you can edit all fields except the Account Number and save your changes:

To edit an account number, click on the “Edit” button with pencil to the right of the Account Number and then click “Save:”

Edit Account [Cancel] [Save]

Nickname:

*Payment Method:

Bank

Routing Number:

Account Number:

Retype Account Number:

Pay Distribution

*Account Type:

*Deposit Type:

[Remove]

The Nickname, Routing and Account Numbers changed.

If the Routing Number changes, you must also update the Account Number. See instructions to the right.

Pay Distribution details did not change

Edit Account [Cancel] [Save]

* Indicates required field

Nickname:

*Payment Method:

Bank

Routing Number:

Account Number: [Edit]

Retype Account Number:

Pay Distribution

*Account Type:

*Deposit Type:

[Remove]

A pop up message will indicate a successful update and you will return to the Direct Deposit screen.

Direct Deposit

You have successfully saved your direct deposit changes.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test Savings Account	Direct Deposit	121000358	XXXX5678	Savings	\$245.00
Last	Test CheckingAccount	Direct Deposit	211691185	XXXXX4321	Checking	Remaining Balance

Delete Amount Account

1. From the Direct Deposit Detail screen, select the arrow at the end of the row of the 'Amount' account you wish to delete.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test Savings Account	Direct Deposit	121000358	XXXX5678	Savings	\$245.00 >
Last	Test CheckingAccount	Direct Deposit	211691185	XXXXX4321	Checking	Remaining Balance >

3. The system will prompt you asking if you are sure you want to remove the account.

Are you sure you want to remove the account?

Yes No

Click on "Yes" to remove and continue

2. In the pop-up screen, select "Remove

Cancel Edit Account Save

* Indicates required field

Nickname Test Checking Acct

*Payment Method Direct Deposit

Bank

Routing Number 211691185

Account Number 9876543210

Retype Account Number

Pay Distribution

*Account Type Savings

*Deposit Type Amount

Amount 250.00

Remove

Click on "Remove" to remove the distribution entirely from your Direct Deposit set up

4. The following message is displayed to confirm your changes:

Direct Deposit

You have successfully saved your direct deposit changes.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Balance
1	Test CheckingAccount	Direct Deposit	211691185	XXXXX4321	Checking	Full Balance >

Delete Balance Account

As stated at the beginning of this guide, all employees are required to have a Balance Account. Only Delete a Balance account when a new account will be added.