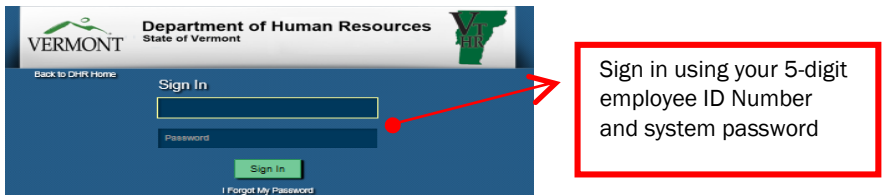

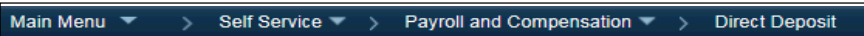
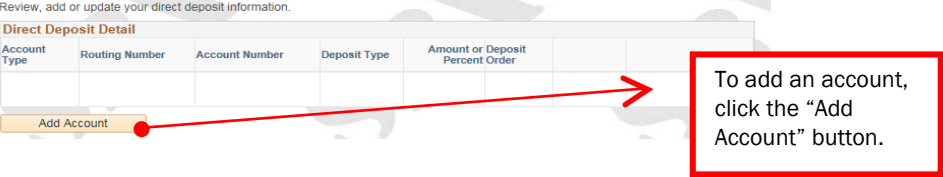


Personnel Policy 12.11: Pursuant to Section 101 of Act #4 of the Legislative Acts of 2009, all employees of the State of Vermont are required to receive their pay via Direct Deposit.

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

	Instructions for 1 st Time Addition of a Balance Account
<p>Log into VTJR</p>	<p>Access the Log-In Screen: http://humanresources.vermont.gov/</p> 
<p>Add a Balance Account</p>	<p> All employees are required to have 1 Balance Account which is the account your entire net pay is deposited to.</p> <p>Once logged in, navigate to:</p>  <p>First time logging into ESS, your Direct Deposit Detail will be blank</p> <p>Review, add or update your direct deposit information.</p> 

Complete all fields with your bank account details.

~~ For help locating the Routing and Account number, click on View Check Example ~~

Direct Deposit

Add Direct Deposit

Roger Rabbit

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

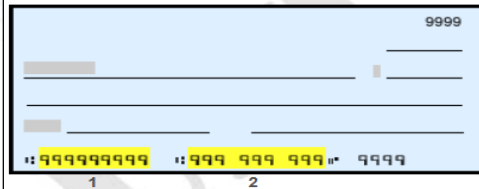
*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account Processed)

Submit

Check Example



1 - Routing Number
2 - Account Number

Return

Click 'Return' to return to Add Direct Deposit details.

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

To validate, Click on the hour glass. Results display bank name and location

Your Bank Information

Routing Number:



[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account Processed)

Submit


Look Up Routing Number

Search by: begins with

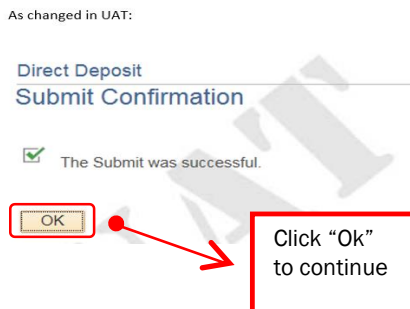
Look Up Cancel Advanced Lookup

Search Results

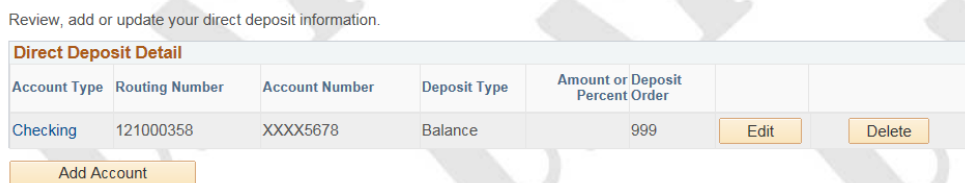
Bank ID	Bank Name	Address Line 1	City	State	Postal Code
121000358	Bank of America	PO Box 37178	San Francisco	CA	94137-5178

	<p>Account Number Enter your bank account number</p> <p>Account Type From the drop down arrow, choose either Checking or Savings</p> <p>Deposit Type Balance</p> <p>Deposit Order 999 is automatically populated</p> <div data-bbox="711 262 1339 709"> <p>Your Bank Information</p> <p>Routing Number: <input type="text" value="121000358"/> View check example</p> <p>Distribution Instructions</p> <p>Account Number: <input type="text" value="12345678"/></p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Deposit Type: <input type="text" value="Balance"/></p> <p>Amount: <input type="text"/></p> <p>*Deposit Order: <input type="text" value="999"/> (Example: 1 = First Account Processed)</p> <p><input type="button" value="Submit"/></p> </div>
	<p style="text-align: center;">Validate your entry before hitting the 'Submit' button as only one (1) entry per day can be made.</p>
	<p>Submit Click to submit direct deposit</p> <div data-bbox="711 989 1339 1444"> <p>Your Bank Information</p> <p>Routing Number: <input type="text" value="121000358"/> View check example</p> <p>Distribution Instructions</p> <p>Account Number: <input type="text" value="12345678"/></p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Deposit Type: <input type="text" value="Balance"/></p> <p>Amount: <input type="text"/></p> <p>*Deposit Order: <input type="text" value="999"/> (Example: 1 = First Account Processed)</p> <p><input type="button" value="Submit"/></p> </div> 

The following message is received if your submit was successful.



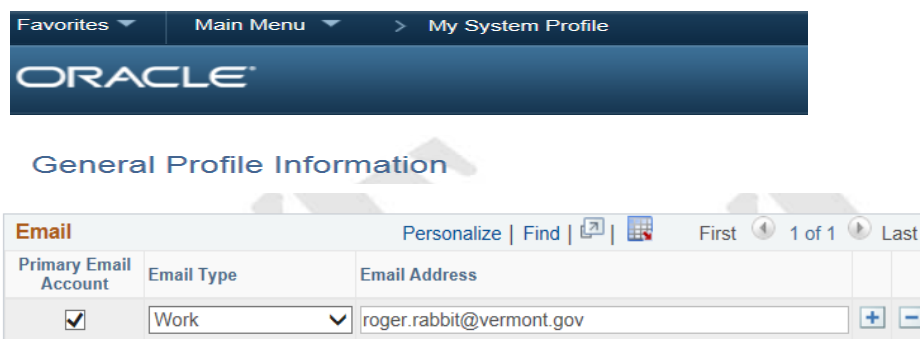
Clicking "OK" returns you to the Direct Deposit Screen showing the added Balance Account




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.



<p>Add an Amount Account</p>	<p>To distribute a specific amount from your pay to a desired checking or savings account.</p> <p>Log in to VTHR (see instructions above) and click on “Add Account”</p> <p>Review, add or update your direct deposit information.</p> <table border="1"> <thead> <tr> <th colspan="7">Direct Deposit Detail</th> </tr> <tr> <th>Account Type</th> <th>Routing Number</th> <th>Account Number</th> <th>Deposit Type</th> <th>Amount or Deposit Percent</th> <th>Order</th> <th></th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td>121000358</td> <td>XXXX5678</td> <td>Balance</td> <td>999</td> <td></td> <td> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table> <p><input type="button" value="Add Account"/></p>	Direct Deposit Detail							Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order		Checking	121000358	XXXX5678	Balance	999		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Direct Deposit Detail																						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order																	
Checking	121000358	XXXX5678	Balance	999		<input type="button" value="Edit"/> <input type="button" value="Delete"/>																
	<p>Enter your bank account information. ~~ Routing Number, Account Number & Account Type (Checking or Savings)</p> <p>Direct Deposit Add Direct Deposit</p> <p>Your Bank Information</p> <p>Routing Number: <input type="text" value="121000358"/> <input type="button" value="View check example"/></p> <p>Distribution Instructions</p> <p>Account Number: <input type="text" value="456789"/></p> <p>*Account Type: <input type="text" value="Savings"/></p> <p>*Deposit Type: <input type="text" value="Amount"/> </p> <p>Amount: <input type="text" value="100.00"/></p> <p>*Deposit Order: <input type="text" value="1"/> (Example: 1 = First Account Processed)</p> <p><input type="button" value="Submit"/></p>																					
	<p>Next, enter the specific amount of money to be deposited from your pay:</p> <p>Direct Deposit Add Direct Deposit</p> <p>Your Bank Information</p> <p>Routing Number: <input type="text" value="121000358"/> <input type="button" value="View check example"/></p> <p>Distribution Instructions</p> <p>Account Number: <input type="text" value="456789"/></p> <p>*Account Type: <input type="text" value="Savings"/></p> <p>*Deposit Type: <input type="text" value="Amount"/></p> <p>Amount: <input type="text" value="100.00"/></p> <p>*Deposit Order: <input type="text" value="1"/> (Example: 1 = First Account Processed)</p> <p><input type="button" value="Submit"/></p>																					

Finally, enter a number in the “Deposit Order” from 1-998. This number establishes the priority in which your money will be deposited, with #1 being the first account processed.

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account Processed)

Submit

Review your entry to be sure data was entered correctly.

~~ Remember only 1 entry per day is permitted ~~

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account Processed)

Click **Submit**

Submit

The following message is displayed:

**Direct Deposit
Submit Confirmation**

 The Submit was successful.

OK

Clicking “OK” will return you to the Direct Deposit screen displaying added account details

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	
Savings	121000358	XX6789	Amount	\$100.00	1	Edit Delete
Checking	121000358	XXXX5678	Balance		999	Edit Delete

[Add Account](#)

**Edit
an
Existing
Amount
Account**

To change any information entered, click the “Edit” button for the account in which you would like to make changes:

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	
Savings	121000358	XX6789	Amount	\$100.00	1	Edit Delete
Checking	121000358	XXXX5678	Balance		999	Edit Delete

[Add Account](#)

Your account information is now ready for you to 'Edit' or change.

In this example, the amount will be changed from \$100.00 to \$245.00:

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account)

Existing Amount to be changed

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account)

Enter the new amount of \$245.00, then click 'Submit'

The following message is displayed:

As changed in UAT:

Direct Deposit
Submit Confirmation

The Submit was successful.

Clicking "OK" will return you to the Direct Deposit screen displaying added account details

Direct Deposit
Roger Rabbit

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order		
Savings	121000358	XX6789	Amount	\$245.00	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	121000358	XXXX5678	Balance		999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**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 Edit button for your balance account.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	121000358	XX6789	Amount	\$100.00 1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	121000358	XXXX5678	Balance	999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Your account information is now ready for you to 'edit' or 'change'.

In this example, the Bank is changed to VSECU. Therefore both the Routing and Bank Account Numbers need to be changed:

Direct Deposit
Change Direct Deposit
Benjy Hodgdon

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

Routing and Account Numbers Changed

Account type did not change

Review your entry to be sure data was entered correctly.

~~ Remember only 1 entry per day is permitted ~~

Direct Deposit
Change Direct Deposit
Benjy Hodgdon

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

Click **Submit**

Direct Deposit
Submit Confirmation

The Submit was successful.

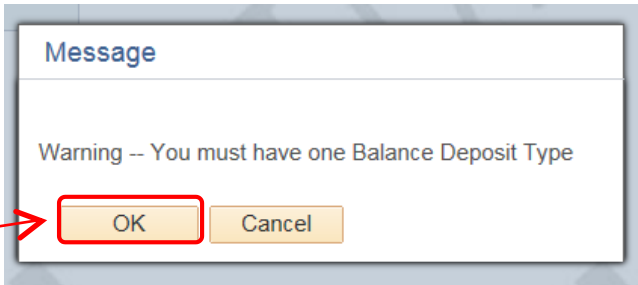
Multiple Changes

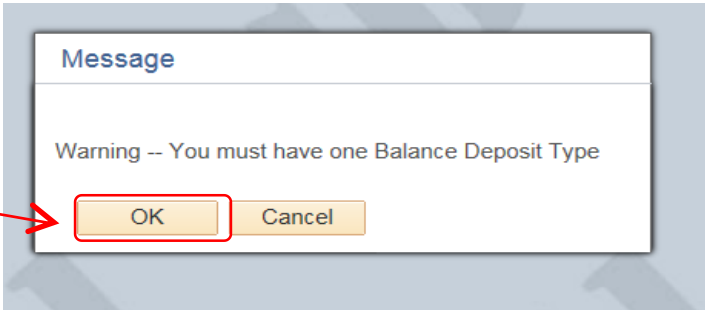
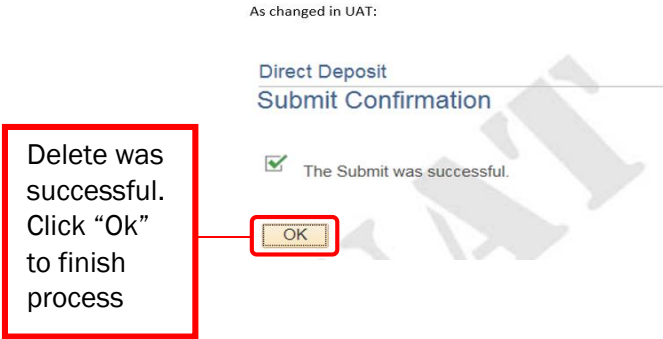
If multiple changes on the same day are attempted, the following message will appear on your Direct Deposit Detail screen and the 'Edit', 'Delete' and 'Add Account' buttons are greyed out or unaccessible for the remainder of that day:

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	121000358	XX8789	Amount	\$100.00 1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	121000358	XXX5678	Balance	999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

	<p>Hint ~~ To accomplish making multiple changes on the same day, do not leave the Direct Deposit page. You will likely get the following 'warning':</p>  <p>Simply click "OK" to continue</p>																								
<p>Delete Amount Account</p>	<p>From the Direct Deposit Detail screen, select the 'Amount' account you wish to delete. This process will stop the amount from being deposited to that account and all net pay will be deposited to your Balance account.</p> <p>Direct Deposit Roger Rabbit</p> <p>Review, add or update your direct deposit information.</p> <table border="1" data-bbox="422 924 1161 1039"> <thead> <tr> <th colspan="6">Direct Deposit Detail</th> </tr> <tr> <th>Account Type</th> <th>Routing Number</th> <th>Account Number</th> <th>Deposit Type</th> <th>Amount or Deposit Percent Order</th> <th></th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td>121000358</td> <td>XX6789</td> <td>Amount</td> <td>\$245.00 1</td> <td>Edit Delete</td> </tr> <tr> <td>Checking</td> <td>121000358</td> <td>XXXX5678</td> <td>Balance</td> <td>999</td> <td>Edit Delete</td> </tr> </tbody> </table> <p>Click on 'Delete' to remove the distribution entirely from your Direct Deposit set up</p>	Direct Deposit Detail						Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		Savings	121000358	XX6789	Amount	\$245.00 1	Edit Delete	Checking	121000358	XXXX5678	Balance	999	Edit Delete
Direct Deposit Detail																									
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order																					
Savings	121000358	XX6789	Amount	\$245.00 1	Edit Delete																				
Checking	121000358	XXXX5678	Balance	999	Edit Delete																				
	<p>System will prompt you asking if you are sure you want to delete the account.</p> <p>Direct Deposit Delete Confirmation</p> <p>? Are you sure you want to delete this Deposit Account: 456789?</p> <p>Click on "Yes" to delete and continue</p> <p>Yes - Delete No - Do Not Delete</p>																								

	<p>System will display this warning message</p> <p>Since the Balance account is not being deleted, click "Ok" to continue</p> 
	<p>The following message is displayed:</p> <p>As changed in UAT:</p> <p>Direct Deposit Submit Confirmation</p> <p><input checked="" type="checkbox"/> The Submit was successful.</p> <p>Delete was successful. Click "Ok" to finish process</p> 
<p>Delete Balance Account</p>	<p>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.</p>