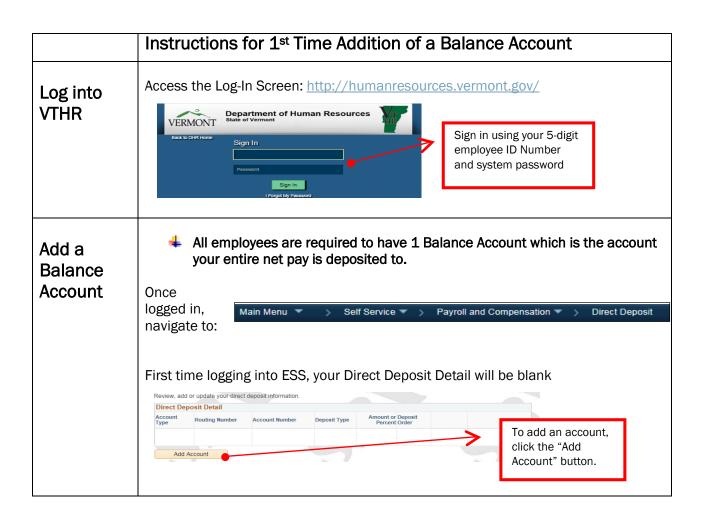


Personnel Policy 12.11: Pursuant to Section 101 of Act #4 of the Legislative Acts of 2009, all employees of the State of Vermont are required to receive their pay via Direct Deposit.

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 (<u>vthr.helpdesk@vermont.gov</u>) for additional assistance. A representative is available Monday through Friday 7:45 a.m. – 4:30 p.m.





| Complete all fields with your bank account details.   |
|---|
| ~~ For help locating the Routing and Account number, click on View<br>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 9999   |
| Click 'Return' to return to Add<br>Direct Deposit details.  |
| Routing Number<br>Enter the 9-Digit   |
| routing number Routing Number: 121000358 Q View check example                                       |
| associated to your Distribution Instructions  |
| Bank. Account Number 12345678   |
| To validate,  |
| Click on the hour glass.  |
| Results display bank (Example: 1 = First Account Processed)   |
| name and location   |
| Help-<br>Search by: Bank ID V begins with 121000358   |
| Look Up Cancel Advanced Lookup<br>Search Results  |
| Search results<br>View 100 First & 1 of 1 & Last<br>Bank Name Address Line 1 City State Postal Code |
| 121000358Bank of America PO Box 37178 San Francisco CA 94137-5176                                   |
|   |
|   |



| Account Number         |  |
|------------------------|--|
| Enter your bank        | Your Bank Information  |
| account number         |  |
|                        | Routing Number: 121000358 Q View check example   |
| Account Type           |  |
| From the drop down     | Distribution Instructions  |
| arrow, choose either   | Account Number: 12345678   |
| Checking or Savings    |  |
|                        | *Account Type: Checking  |
| Deposit Type           | *Deposit Type:   |
| Balance                | Amount:  |
| Dalance                |  |
| Deposit Order          | *Deposit Order: 999 (Example: 1 = First Account Processed)   |
| 999 is automatically   |  |
| -                      | Submit   |
| populated              |  |
|                        |  |
| Validate your entry b  | efore hitting the 'Submit' button as only one (1) entry per day can be made.   |
|                        |  |
|                        |  |
|                        | Your Bank Information  |
|                        |  |
|                        | Your Bank Information         Routing Number:       121000358         Q       View check example   |
|                        |  |
|                        | Routing Number:       121000358       View check example         Distribution Instructions   |
|                        | Routing Number: 121000358 View check example   |
| Submit                 | Routing Number:       121000358       View check example         Distribution Instructions         Account Number:       12345678  |
| Submit                 | Routing Number:       121000358       View check example         Distribution Instructions         Account Number:       12345678         *Account Type:       Checking                                      |
| Click to submit direct | Routing Number: 121000358   Distribution Instructions     Account Number:   12345678   *Account Type:   Checking   *Deposit Type:  |
|                        | Routing Number:       121000358       View check example         Distribution Instructions         Account Number:       12345678         *Account Type:       Checking                                      |
| Click to submit direct | Routing Number: 121000358   Distribution Instructions     Account Number:   12345678   *Account Type:   Checking   *Deposit Type:  |
| Click to submit direct | Routing Number: 121000358   Distribution Instructions     Account Number:   12345678   *Account Type:   Checking   *Deposit Type:   Balance   *Deposit Order:   999   (Example: 1 = First Account Processed) |
| Click to submit direct | Routing Number: 121000358   Distribution Instructions     Account Number:   12345678   *Account Type:   Checking   *Deposit Type:   Balance   Amount:  |
| Click to submit direct | Routing Number: 121000358   Distribution Instructions     Account Number:   12345678   *Account Type:   Checking   *Deposit Type:   Balance   *Deposit Order:   999   (Example: 1 = First Account Processed) |
| Click to submit direct | Routing Number: 121000358   Distribution Instructions     Account Number:   12345678   *Account Type:   Checking   *Deposit Type:   Balance   *Deposit Order:   999   (Example: 1 = First Account Processed) |



|                    | he following message is received if your submit was successful.  |     |
|--------------------|--|-----|
|                    | As changed in UAT:   |     |
|                    | Direct Deposit<br>Submit Confirmation<br>The Submit was successful.<br>Click "Ok"<br>to continue   |     |
|                    | Clicking "OK" returns you to the Direct Deposit Screen showing the added Bala<br>Account   | nce |
|                    | Review, add or update your direct deposit information.   |     |
|                    | Direct Deposit Detail Account Ture Deposit Account Ture Account Number Deposit   |     |
|                    | Account Type     Routing Number     Account Number     Deposit Type     Amount of Deposit<br>Percent Order       Checking     121000358     XXXX5678     Balance     999     Edit     Delete |     |
|                    | Add Account  |     |
| Email<br>Confirma- | Employees whose ESS Profile is up to date with an accurate email address will eceive an email confirming changes made to Direct Deposit account(s).  |     |
| tion               | Profile should be updated before making any changes in ESS.  |     |
|                    | Favorites  Main Menu  My System Profile  |     |
|                    | General Profile Information  |     |
|                    | Email Personalize   Find   💷   🔣 First 🕚 1 of 1 🕑 Last   |     |
|                    | Primary Email<br>Account Email Type Email Address  |     |
|                    | Work     roger.rabbit@vermont.gov  |     |
|                    |  |     |



| Add<br>an<br>Amount | To distribute a specific amount from your pay to a desired checking or savings account.<br>Log in to VTHR (see instructions above) and click on "Add Account"  |
|---------------------|--|
| Account             | Account Vup ate your direct deposit information.         Direct Deposit Detail         Account Type       Routing Number       Account Number       Deposit Type       Amount or Deposit<br>Percent Order       Delete         Checking       121000358       XXXX5678       Balance       999       Edit       Delete         Add Account       Version 1       Version 2       Version 2       Version 2       Version 2     |
|                     | Enter your bank account information.<br>~~ Routing Number, Account Number & Account Type (Checking or Savings)<br>Direct Deposit<br>Add Direct Deposit<br>Your Bank Information<br>Routing Number: 121000358<br>View check example<br>Distribution Instructions<br>Account Number: 456789<br>Account Type: Account Type: Account Processed)<br>Deposit Type: Amount<br>Deposit Order: 1 (Example: 1 = First Account Processed) |
|                     | Next, enter the specific amount of money to be deposited from your pay:     Direct Deposit   Add Direct Deposit   Your Bank Information   Routing Number:   121000358   View check example   Distribution Instructions   *Account Number:   456789   *Account Type:   Savings   *Account Type:   Information   *Deposit Type:   Amount   *Deposit Order:   1   (Example: 1 = First Account Processed)                          |



| Direct Deposit  |  |
|---|--|
| Add Direct  | Deposit  |
| Your Bank Info  | mation   |
| Routing Number  |  |
| Account Number<br>*Account Type:<br>*Deposit Type:<br>Amount: |  |
| *Deposit Order:   | 1 (Example: 1 = First Account Processed)   |
| Submit  | Review your entry to be sure data was entered correctly.   |
| Submit  | Review your entry to be sure data was entered correctly.<br>~~ Remember only 1 entry per day is permitted ~~   |
| Submit  |  |
| Submit  | ~~ Remember only 1 entry per day is permitted ~~   |
| Submit  | ~~ Remember only 1 entry per day is permitted ~~           Your Bank Information   |
| Submit  | ~~ Remember only 1 entry per day is permitted ~~         Your Bank Information         Routing Number:       121000358         View check example         Distribution Instructions         Account Number:  |
|   | ~~ Remember only 1 entry per day is permitted ~~     Your Bank Information   Routing Number:   121000358   View check example   Distribution Instructions   Account Number:   456789   *Account Type:     Savings  |
| Click Submit  | ~~ Remember only 1 entry per day is permitted ~~          Your Bank Information         Routing Number:       121000358         I21000358       View check example         Distribution Instructions         Account Number:       456789         *Account Type:       Savings |
|   | ~~ Remember only 1 entry per day is permitted ~~     Your Bank Information   Routing Number:   121000358   View check example     Distribution Instructions   Account Number:   456789   *Account Type:   Savings   *Deposit Type:   |



|                        | The follow             | ving messa     | ge is display               | ed:           |                                    |            |              |     |
|------------------------|------------------------|----------------|-----------------------------|---------------|------------------------------------|------------|--------------|-----|
|                        | The follow             | Dire<br>Su     | ge is displaye              | firmatio      | 5                                  |            |              |     |
|                        | details<br>Direct Depo | osit Detail    |                             |               | eposit screen d                    | isplaying  | added accou  | unt |
|                        |                        | Routing Number | Account Number              | Deposit Type  | Percent Order                      |            |              |     |
|                        | Savings                | 121000358      | XX6789                      | Amount        | \$100.00 1                         | Edit       | Delete       |     |
|                        | Checking<br>Add Ad     | 121000358      | XXXX5678                    | Balance       | 999                                | Edit       | Delete       |     |
| Edit<br>an<br>Eviating | -                      | •              | nation enter<br>ke changes: | ed, click the | e "Edit" button                    | for the ac | count in whi | ich |
| Existing               | Direct Depos           | sit Detail     |                             |               |                                    |            |              |     |
| Amount                 | Account Type           | Routing Number | Account Number              | Deposit Type  | Amount or Deposit<br>Percent Order |            |              | 2   |
| Account                | Savings                | 121000358      | XX6789                      | Amount        | \$100.00 1                         | Edit       | Delete       |     |
|                        | Checking               | 121000358      | XXXX5678                    | Balance       | 999                                | Edit       | Delete       |     |
|                        | Add Acc                | ount           |                             |               |                                    |            |              |     |



| amount will be<br>changed from<br>\$100.00 to<br>\$245.00:<br>Account Number: 121000358<br>Account Number: 145789<br>Account Number: 10000<br>Account Number: 10000<br>Account Number: 10000<br>Account Number: 10000<br>Account Number: 10000<br>Account Number: 121000358<br>View check example<br>Distribution Instructions<br>Account Number: 121000358<br>View check example<br>Distribution Instructions<br>Account Number: 121000358<br>Account Number: 121000358<br>Account Number: 121000358<br>View check example<br>Distribution Instructions<br>Account Number: 121000358<br>Account Number: 12100058<br>Account Number: 1210058<br>Account Account Number: 1210058<br>Account Number: 121   | In this example, the   | Your Bank Inform   | ation                       |                             |
|--|--|--|-----------------------------|-----------------------------|
| \$100.00 to<br>\$245.00:       Distribution Instructions         *Account Number:       456789         *Account Type:       Amount         *Deposit Type:       Amount         *Deposit Type:       Amount         *Deposit Order:       @ccample.1 = First Accourt         *Deposit Type:       Amount         *Account Number:       121000358         *Account Type:       Amount         *Deposit Type:       Amount         *Account Type:       Enter the<br>new amount         *Account Type:       Amount         *Deposit Order:       Exchanged in UAT:         messagge is<br>displayed:       Direct Deposit         *Direct Deposit       Submit Confirmation         *The Submit was auccessful.       ************************************  |  | Routing Number:  | 121000358                   | View check example          |
| Account Number:<br>'Account Type:<br>'Deposit Type:<br>'Deposit Order:<br>'Deposit Order:<br>'Deposit Order:<br>'Example: 1 = Fist Account<br>'Your Bank Information<br>Routing Number:<br>'121000359<br>'View check example<br>Distribution Instructions<br>Account Number:<br>'245 00<br>'Deposit Type:<br>'Deposit Type:<br>'Deposit Type:<br>'Deposit Type:<br>'Deposit Order:<br>'Deposit O |  | Distribution Instr   | uctions                     |                             |
| Routing Number:       121000358       View check example         Distribution Instructions       456769         Account Number:       456769         "Account Type:       Imount         "Deposit Type:       Imount         "Deposit Type:       Amount         "Deposit Type:       Imount         "Deposit Order:       Image: 1 = First Account in the new amount of \$245.00, then click 'submit'         Submit       Submit         Direct Deposit       Submit'         Submit       Submit Confirmation         Image:       The Submit was successful.         Image:       The Submit was successful.         Image:       Direct Deposit         Submit       Confirmation         Image:       The Submit was successful.         Image:       Direct Deposit         Submit       Confirmation         Image:       The Submit was successful.         Image:<   | -  | *Account Type:<br>*Deposit Type:<br>Amount:  | Savings<br>Amount<br>100.00 | Existing<br>Amount<br>to be |
| Noticity Number:       View Check Casingle         Distribution Instructions       Account Type:         Account Type:       Savings         'Deposit Type:       Amount         'Deposit Type:       Amount         'Deposit Type:       Amount         'Deposit Order:       Immount         'Deposit Order:       Immount         'Submit       Submit         'Submit       Submit         'Submit       Submit         'Submit       Submit         'Submit       Submit Confirmation         Immount       Immount         Immount       Immount         Immount       Immount         'Submit Wass successful.       Immount         Immount       <  | Your Bank Information  |  |                             |                             |
| Noticity Number:       View Check Casingle         Distribution Instructions       Account Type:         Account Type:       Savings         'Deposit Type:       Amount         'Deposit Type:       Amount         'Deposit Type:       Amount         'Deposit Order:       Immount         'Deposit Order:       Immount         'Submit       Submit         'Submit       Submit         'Submit       Submit         'Submit       Submit         'Submit       Submit Confirmation         Immount       Immount         Immount       Immount         Immount       Immount         'Submit Wass successful.       Immount         Immount       <  |  | 0250   |                             |                             |
| Account Number:       456739         *Account Type:       Savings         'Deposit Type:       Amount         'Deposit Order:       Image: Construction of \$245,00, then click         Submit       Submit         The following       As changed in UAT:         messsage is       Direct Deposit         displayed:       Direct Deposit         Submit       Confirmation         Image: The Submit was successful.       Image: The Submit was successful.         Direct Deposit       Direct Deposit screen displaying added accestalis         Direct Deposit       Reger Rabbit         Review, add or update your direct deposit Information.       Image: Three Submit was successful.         Direct Deposit       Reger Rabbit         Review, add or update your direct deposit Information.       Image: Three Submit was successful.         Direct Deposit       Reger Rabbit         Review, add or update your direct deposit Information.       Image: Three Submit Was was updated and the submit was successful.   | Roading Humber.  |  | View check example          |                             |
| *Account Type:       Savings         *Deposit Type:       Amount         *Deposit Order:       Enter the new amount of \$245.00, then click 'Submit'         Submit       Submit         The following       As changed in UAT:         message is       Direct Deposit         displayed:       Direct Deposit         Submit       The Submit was successful.         Image:       The Submit was successful.         Image:       Direct Deposit screen displaying added actions         Direct Deposit       Reger Rabbit         Reger Rabbit       Review, add or update your direct deposit information.         Direct Deposit       Direct Deposit         Direct Deposit       Review, add or update your direct deposit information.         Direct Deposit       Review, add or update your direct deposit information.  |  | /  |                             |                             |
| Pubposit Type:       Amount         Pubposit Type:       Pubposit Type:         Amount:       Pubposit Order:         Pubposit Order:       Pubposit Account         Submit       Pubposit Account         The following       As changed in UAT:         message is       Pirect Deposit         displayed:       Pirect Deposit         Submit Confirmation       Pirect Deposit         Clicking "OK" will return you to the Direct Deposit screen displaying added ac details         Direct Deposit         Roger Rabbit         Review, add or update your direct deposit information.         Precent Order         Precent Order   |  |  |                             |                             |
| Amount:       245.00       Enter the new amount of \$245.00, then click 'Submit'         "Deposit Order:       Example: 1 = First Account In the presence of \$245.00, then click 'Submit'         The following ressage is displayed:       Direct Deposit         Submit       Clicking "OK" will return you to the Direct Deposit screen displaying added act details         Direct Deposit       Roger Rabbit         Review, add or update your direct deposit information.       Direct Deposit         Preced Deposit Detail       Amount or Deposit Type         Account Type Routing Number       Account Number   |  |  |                             |                             |
| Deposit Order:       Image: I = First Account of \$245.00, then click 'submit'         Submit       Submit         The following message is displayed:       Direct Deposit         Submit       Direct Deposit         Submit       The Submit was successful.         Image: The Submit was successful.       Image: The Submit was successful.         Image: Direct Deposit       Submit was successful.         Image: Direct Deposit       Review, add or update your direct deposit information.         Image: Direct Deposit       Review, add or update your direct deposit information.         Image: Direct Deposit       Review, add or update your direct deposit information.         Image: Rabbit       Review, add or update your direct deposit information.         Image: Rabbit       Review, add or update your direct deposit information.  |  |  | Enter the                   |                             |
| Submit       then click<br>Submit         The following<br>message is<br>displayed:       As changed in UAT:<br>message is<br>Submit Confirmation         Image: Comparison of the property of the submit was successful.         Image: Clicking "OK" will return you to the Direct Deposit screen displaying added active<br>details         Direct Deposit<br>Roger Rabbit         Review, add or update your direct deposit information.         Direct Deposit<br>Roger Rabbit         Review, add or update your direct deposit information.   |  | 1 (Example: 1 = Fi   |                             |                             |
| The following       As changed in UAT:         message is       Direct Deposit         displayed:       Direct Deposit         Submit Confirmation       Image: The Submit was successful.         Image: The Submit was successful.       Image: The Submit was successful.         Image: Clicking "OK" will return you to the Direct Deposit screen displaying added active details         Direct Deposit         Review, add or update your direct deposit information.         Treet Deposit Detail         Account Number       Deposit Type         Amount of Deposit         Percent Order  |  | Chample, 1 – 11  |                             | 0,                          |
| message is<br>displayed:       Direct Deposit         Submit Confirmation         Image: The Submit was successful.         Image: The Submit was successful.         Image: Clicking "OK" will return you to the Direct Deposit screen displaying added active details         Direct Deposit         Review, add or update your direct deposit information.         Image: Direct Deposit Detail         Account Type Routing Number         Account Number         Deposit Type         Amount or Deposit         Percent Order   | Submit   |  | 'Submit'                    |                             |
| message is<br>displayed:       Direct Deposit         Submit Confirmation         Image: The Submit was successful.         Image: The Submit was successful.         Image: Clicking "OK" will return you to the Direct Deposit screen displaying added active details         Direct Deposit         Review, add or update your direct deposit information.         Image: Direct Deposit Detail         Account Type Routing Number         Account Number         Deposit Type         Amount or Deposit         Percent Order   |  |  |                             |                             |
| displayed:       Direct Deposit         Submit Confirmation  |  |  |                             |                             |
| Clicking "OK" will return you to the Direct Deposit screen displaying added ac details         Direct Deposit         Review, add or update your direct deposit information.         Direct Deposit         Review, add or update your direct deposit information.         Direct Deposit         Review, add or update your direct deposit information.   | The following  | As changed in UAT:   |                             |                             |
| Clicking "OK" will return you to the Direct Deposit screen displaying added ac<br>details<br>Direct Deposit<br>Roger Rabbit<br>Review, add or update your direct deposit information.<br>Direct Deposit Detail<br>Account Type Routing Number Review Percent Order   | message is   |  |                             | ]                           |
| Clicking "OK" will return you to the Direct Deposit screen displaying added ac<br>details<br>Direct Deposit<br>Roger Rabbit<br>Review, add or update your direct deposit information.<br>Direct Deposit Detail<br>Account Type Routing Number Account Number Deposit Type Amount or Deposit<br>Percent Order   | message is   | Direct Deposit   | ation                       |                             |
| Clicking "OK" will return you to the Direct Deposit screen displaying added ad<br>details<br>Direct Deposit<br>Roger Rabbit<br>Review, add or update your direct deposit information.<br>Direct Deposit Detail<br>Account Type Routing Number Account Number Deposit Type Amount or Deposit<br>Percent Order   | message is   | Direct Deposit<br>Submit Confirm   |                             |                             |
| details         Direct Deposit         Roger Rabbit         Review, add or update your direct deposit information.         Direct Deposit Detail         Account Type Routing Number         Account Type Routing Number         Account Number         Deposit Type         Amount or Deposit         Percent Order   | message is   | Direct Deposit<br>Submit Confirm   |                             |                             |
| details         Direct Deposit         Roger Rabbit         Review, add or update your direct deposit information.         Direct Deposit Detail         Account Type Routing Number         Account Type Routing Number         Deposit Type         Amount or Deposit         Percent Order  | message is   | Direct Deposit<br>Submit Confirm   |                             |                             |
| Roger Rabbit         Review, add or update your direct deposit information.         Direct Deposit Detail         Account Type       Routing Number         Account Type         Routing Number         Account Number         Deposit Type         Amount or Deposit         Percent Order  | message is   | Direct Deposit<br>Submit Confirm   |                             |                             |
| Review, add or update your direct deposit information.  Direct Deposit Detail  Account Type Routing Number Account Number Deposit Type Amount or Deposit Percent Order   | message is<br>displayed:<br>Clicking "OK" will retu  | Direct Deposit<br>Submit Confirm   | successful.                 | displaying added a          |
| Direct Deposit Detail           Account Type         Routing Number         Account Number         Deposit Type         Amount or Deposit<br>Percent Order   | message is<br>displayed:<br>Clicking "OK" will retu<br>details<br>Direct Deposit   | Direct Deposit<br>Submit Confirm   | successful.                 | displaying added a          |
| Account Type Routing Number Account Number Deposit Type Amount or Deposit Percent Order  | message is<br>displayed:<br>Clicking "OK" will retu<br>details<br>Direct Deposit   | Direct Deposit<br>Submit Confirm   | successful.                 | displaying added a          |
| Savings 121000358 XX6789 Amount \$245.00.1 Edit  | message is<br>displayed:<br>Clicking "OK" will retu<br>details<br>Direct Deposit<br>Roger Rabbit<br>Review, add or update your dire                          | Direct Deposit<br>Submit Confirm   | successful.                 | displaying added a          |
|  | message is<br>displayed:<br>Clicking "OK" will retu<br>details<br>Direct Deposit<br>Roger Rabbit<br>Review, add or update your dire<br>Direct Deposit Detail | Direct Deposit<br>Submit Confirm<br>The Submit was s<br>OK<br>urm you to the Direct<br>et deposit information. | ect Deposit screen          | displaying added a          |



| Edit<br>an<br>Existing<br>Balance<br>Account | To change your existing Balance Account to a different Bank, different Bank<br>Account number or Account Type.<br>Click on the Edit button for your balance account.<br>Direct Deposit Detail<br>Account Type Routing Number Account Number Deposit Type Amount or Deposit<br>Savings 121000358 XX6789 Amount \$100.001 Edit Delete<br>Checking 121000358 XXX5678 Balance 999 Edit Delete<br>Add Account   |
|--|--|
|  | Your account information is now ready for you to 'edit' or 'change'.<br>In this example, the Bank is changed to VSECU. Therefore both the Routing and<br>Bank Account Numbers need to be changed:<br>Direct Deposit<br>Change Direct Deposit<br>Benjy Hodgdon<br>Your Bank Information<br>Routing Number: 211801185 View check example<br>Distribution Instructions<br>Account Number: 211801185 View check example<br>Distribution Instructions<br>Balance<br>Deposit Type:<br>Account View check example<br>Deposit Type:<br>Balance<br>Balance<br>Poposit Type:<br>Return to Direct Deposit<br>Return to Direct Deposit |



## Employee Self Service: Direct Deposit Quick Reference Guide

|          | Review your entry to be  | sure data was entered correctly.   |
|----------|--|--|
|          | ~~ Remember only :   | L entry per day is permitted ~~  |
|          | Direct Deposit   |  |
|          | Change Direct De   | posit  |
|          | Benjy Hodgdon  |  |
|          | Your Bank Information  |  |
|          | Routing Number: 2116   | 91185 View check example   |
|          | Distribution Instruction                                       | ns   |
|          | Account Number:  | 97854612   |
|          | *Account Type:   | Checking V   |
|          | Click Submit *Deposit Type:                                    | Balance  |
|          | Amount:  |  |
|          | *Deposit Order:  | 999 (Example: 1 = First Account Processed)   |
|          | Submit   |  |
|          | * Required Field   |  |
|          | Return to Direct Deposit                                       |  |
|          | Direct Deposit   |  |
|          | Submit Confirmation  |  |
|          | The Submit was successful                                      |  |
|          | The Submit was successful.                                     |  |
|          | OK   |  |
|          |  |  |
|          |  |  |
|          | If multiple changes on the same day                            | are attempted, the following message will  |
| Multiple |  | screen and the 'Edit', 'Delete' and 'Add   |
| Multiple |  | accessible for the remainder of that day:  |
| Changes  | Account buttons are greyed out of u                            |  |
|          |  |  |
|          | Review, add or update your direct deposit information.         |  |
|          | Direct Deposit Detail  |  |
|          | Account Type Douting Number Account Number Deposit Type Amount | n Deposit<br>ti Order  |
|          | Savings 121000358 XX6789 Amount \$100.0                        |  |
|          | Checking 121000358 XXXX5678 Balance                            | 999 Edit Delete  |
|          |  |  |
|          | Add Account  | wed in the same day. As you have already entered a direct deposit change today, please try again tomorrow. |
|          | Aud Account  |  |



|                             | Hint ~~ To accomplish making multiple changes on the same day, do not leave the Direct Deposit page. You will likely get the following 'warning':   |
|-----------------------------|---|
|                             | Message<br>Warning You must have one Balance Deposit Type<br>OK Cancel  |
| Delete<br>Amount<br>Account | 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.                    |
|                             | System will prompt you asking if you are sure you want to delete the account.  Direct Deposit Delete Confirmation  Are you sure you want to delete this Deposit Account: 456789?  Click on  "Yes" to delete and continue No - Do Not Delete |



|                              | System will display this warning message  |
|------------------------------|---|
|                              | Since the Balance<br>account is not being<br>deleted, click "Ok" to<br>continue<br>OK Cancel  |
|                              | The following message is displayed:   |
|                              | As changed in UAT:<br>Direct Deposit<br>Submit Confirmation<br>Delete was<br>successful.<br>Click "Ok"<br>to finish<br>process                                  |
| Delete<br>Balance<br>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. |