Direct Deposit Setup

Introduction
This job aid describes the steps necessary to review/update your direct deposit information in OneUSG Connect.

Instructions

1. Log into OneUSG Connect.
   
   Navigation:
   Employee Self Service > Payroll > Direct Deposit

2. Click on the Payroll tile.
   
   Note: Employee Self Service tile options may vary depending on your employee type.

3. On the Payroll Dashboard click the Direct Deposit tile.
4. Review your existing Direct Deposit information.

Notes:

a. **Balance of Net Pay**: The account that will be sent to PeopleSoft Financials for Travel & Expense reimbursements.
   - All employees must have at least one (1) **Balance of Net Pay** deposit type.
   - If the Balance of Net Pay account has an **Account Type** of “Issue Check”, no banking information will be sent to PeopleSoft Financials for Travel & Expense reimbursements.

b. **Deposit Order**: During direct deposit processing, distributions are made to accounts in order of priority.
• Funds are deposited into the account with the lowest priority first.

• The Balance of Net Pay account should always have the highest priority because all remaining funds will be deposited into this account. Best practice is to give this account the priority of “999.”

• If the Balance of Net Pay account is set for a priority lower than other accounts, the remaining funds will be deposited into this account.

• Example: you have three accounts you wish to set up for direct deposit:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Type</th>
<th>Priority</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Savings</td>
<td>100</td>
<td>$150.00</td>
</tr>
<tr>
<td>2</td>
<td>Secondary Checking</td>
<td>200</td>
<td>$100.00</td>
</tr>
<tr>
<td>3</td>
<td>Primary Checking</td>
<td>999</td>
<td>Remaining funds</td>
</tr>
</tbody>
</table>

• There is a limit of 10 direct deposit accounts for OneUSG Connect.

5. **Edit an existing Direct Deposit Account.**

  a. To make changes to the balance of net pay account, you will need to edit the details of that account by clicking the **pencil** icon.

  • Click the **Edit** icon (pencil) for the direct deposit account you would like to update.

  • **Important**
    For security purposes, you may only make one (1) direct deposit change in a 24 hour period. This applies to any change (i.e., deletion, edit, addition).
b. Update your following direct deposit information, as needed.

- **Routing Number** for the account.

- **Account Number**.

- **Account Type**.

- In the **Deposit Type** drop down, select whether the deposit is based on a set "amount", a "percentage" of your net pay, or if it is to be the "Balance of Net Pay" account. **Note:** A "Balance of Net Pay" account is required, if you only have one (1) account, it should have a deposit type of "Balance of Net Pay."

- **Account or Percent**.
  - If your Deposit Type is "Amount" or "Percent", enter the corresponding value.
  - If your Deposit Type is "Balance of Net Pay", leave this field blank.

- Enter a sequence number from 1 to 999 in the **Deposit Order** field to indicate the priority of Direct Deposit authorizations.
c. Click **Submit** when complete.

d. Click **OK** to confirm your changes to your direct deposit information.
6. Add a Direct Deposit Account.

   a. Click Add Account.

   ! Important
   For security purposes, you may only make one (1) direct deposit change in a 24 hour period. This applies to any change (i.e., deletion, edit, addition).
Add the following direct deposit account information.

- **Routing Number** for the account.

- **Account Number**.

- **Account Type**.

- In the **Deposit Type** drop down, select whether the deposit is based on a set "amount", a "percentage" of your net pay, or if it is to be the “Balance of Net Pay” account.
  
  **Note**: A “Balance of Net Pay” account is required, if you only have one (1) account, it should have a deposit type of “Balance of Net Pay.”

- **Account or Percent**.
  
  - If your Deposit Type is “Amount” or “Percent”, enter the corresponding value.
  - If your Deposit Type is “Balance of Net Pay”, leave this field blank.

- Enter a sequence number from 1 to 999 in the **Deposit Order** field to indicate the priority of Direct Deposit authorizations.
c. Click **Submit** when you are finished adding your new account.
d. Click **OK** to confirm your changes to your direct deposit information.

![Message dialog]

```
Are you ready to submit your entries? *(0,0)*

[OK] [Cancel]
```

e. Click **OK** to **Submit Confirmation**.

![Submit Confirmation dialog]

```
Direct Deposit
Submit Confirmation

[✓] The Submit was successful.
   However, due to timing, your change may not be reflected on the next paycheck.

[OK]
```