

Direct Deposit Setup

Introduction

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

Instructions

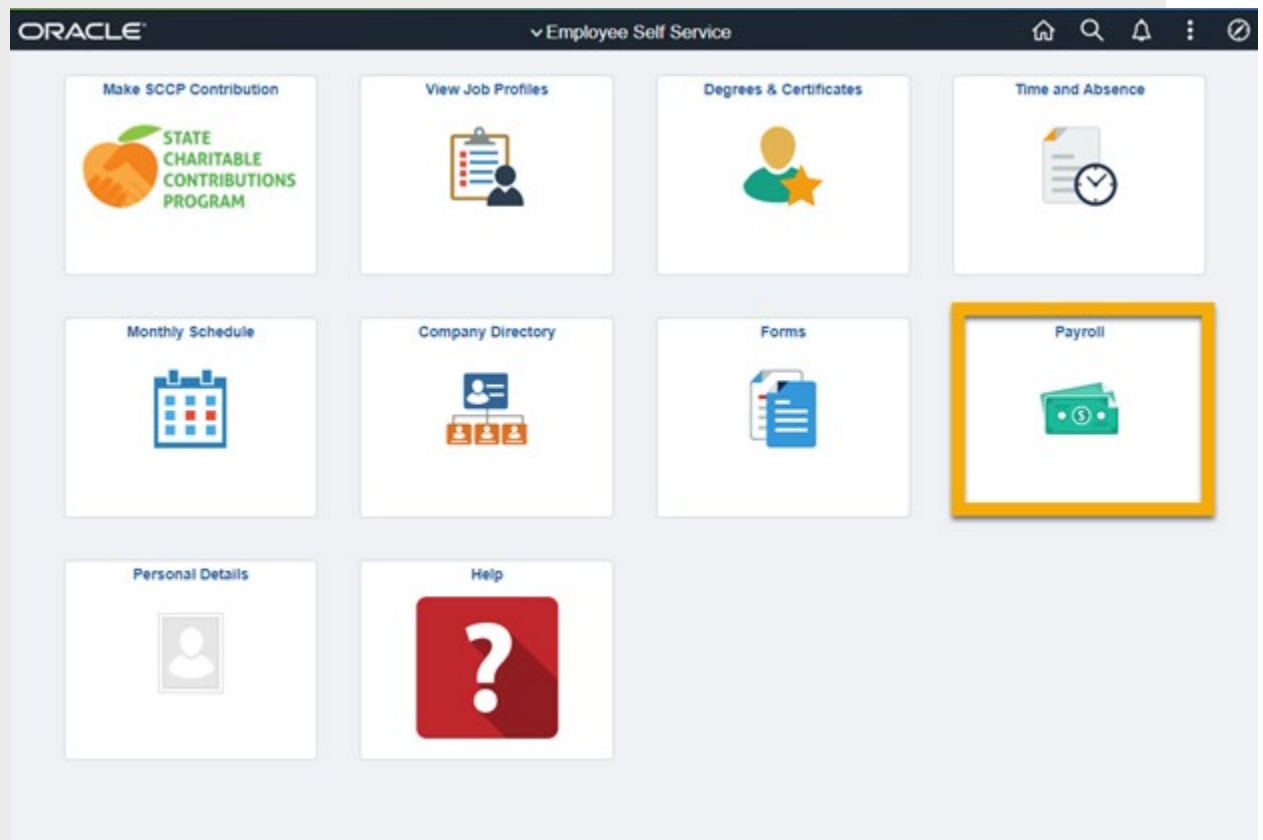
1. Log into **OneUSG Connect**.

Navigation:

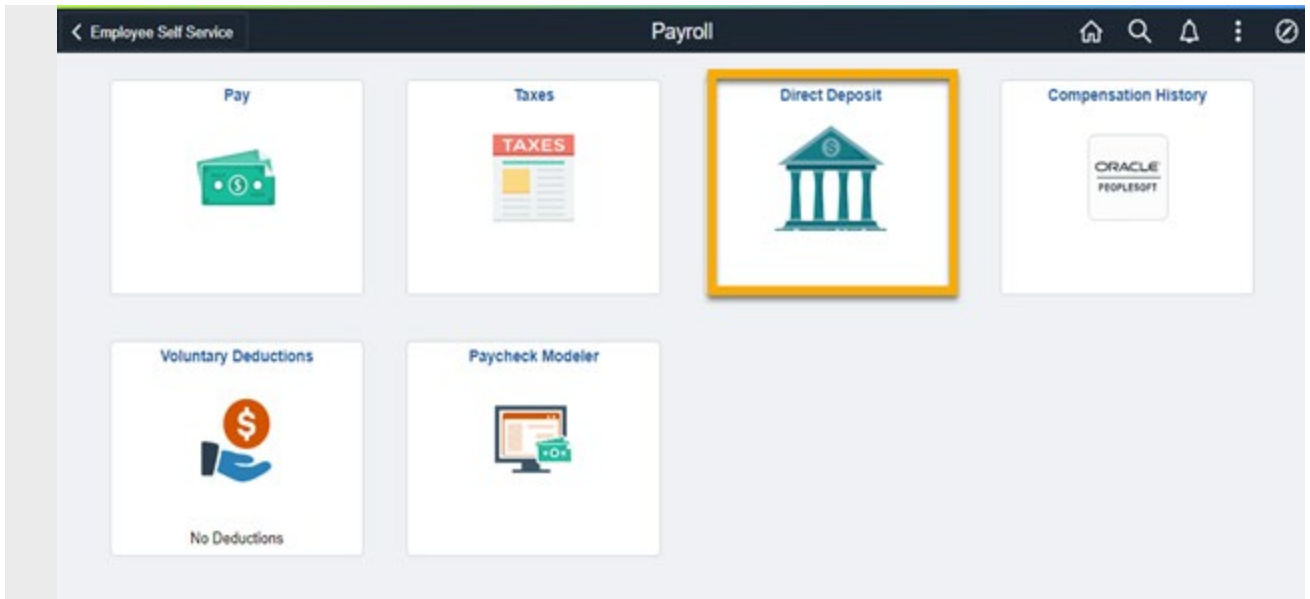
Employee Self Service > Payroll > Direct Deposit

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.

Employee Self Service Direct Deposit

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Amount	\$100.00	2		
Checking			Balance of Net Pay		999		

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:

Account	Account Type	Priority	Amount
1	Savings	100	\$150.00
2	Secondary Checking	200	\$100.00
3	Primary Checking	999	Remaining funds

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


5. Edit an existing Direct Deposit Account.

- 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).

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit
Checking			Balance of Net Pay		999	

[Add Account](#)

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.

[← employee Self Service](#) Direct Deposit

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)

* Required Field

[Return to Direct Deposit](#)

c. Click **Submit** when complete.

[← employee Self Service](#) Direct Deposit

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

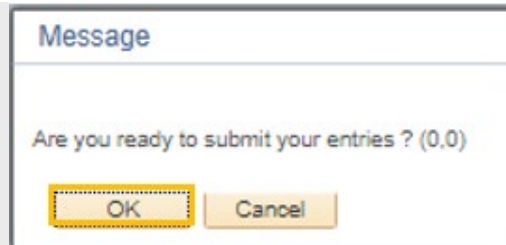
Amount or Percent

*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)

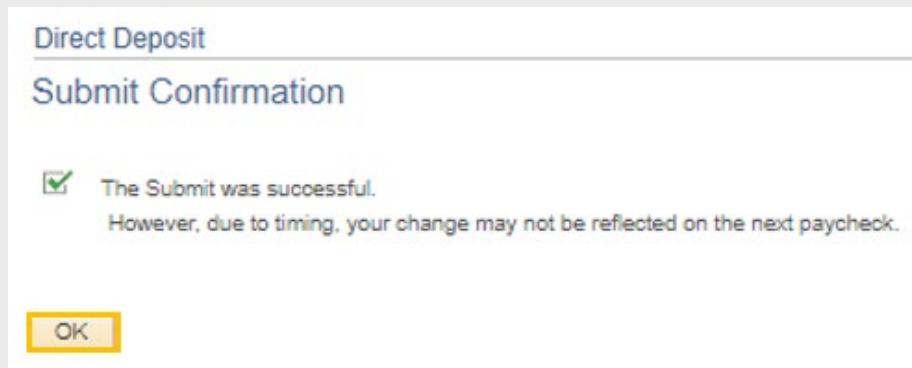
* Required Field

[Return to Direct Deposit](#)

d. Click **OK** to confirm your changes to your direct deposit Information.



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



! Important

- Changes to your direct deposit information have been updated in OneUSG Connect.
- Depending on the timing of your update, your change(s) may not be reflected on your next paycheck.

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).

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Balance of Net Pay		99		

Add Account

b. 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.

[← Direct Deposit](#)

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Percent

*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)

* Required Field

[Return to Direct Deposit](#)

- c. Click **Submit** when you are finished adding your new account.

[← Direct Deposit](#)

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Percent

*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)

* Required Field

[Return to Direct Deposit](#)

- d. Click **OK** to confirm your changes to your direct deposit information.

Message

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

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

Direct Deposit

Submit Confirmation

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

