

## New Employee Bank for DD



Pay

On your Home page click on the Pay widget

Payment Elections

Click on Payment Elections

Add

Click Add

### Preferred Payment Method

Expense Direct Deposit \*  Direct Deposit - Electronic Disbursements

Regular Payroll \*  Direct Deposit - Payroll

The Preferred Payment Method will auto populate

At this point you will enter your routing, bank name and account number and click on checking or savings

### Account Information

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*  Checking  
 Savings

Account Number \*

OK

Click Ok when done

## To update or add a bank account

Remember your main bank account goes to both Payroll and Accounts Receivable even if you add a bank



Pay

From your main screen click on the Pay widget

Payment Elections

Payment Elections

From there click on Payment Elections

If you need to update the bank and/or account number click on the Edit button under Accounts

Accounts 2 items

Country	Bank Name	Account Type	Account Number	
<a href="#">United States of America</a>	Jpmorgan Chase Bank Na	Checking	██████████	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Edit</div> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Remove</div>

On the next screen make your changes

Account Informatic

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*

Account Number \*

Click ok when done

Add

If you want to Add a bank and split your funds click the Add button

Fill in Account Information

Account Informatic

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*

Account Number \*

Once you have done that under your Payment Elections area and click on the Edit button on the Regular Payroll line ONLY

Payment Elections 2 items

Regular Payroll	<a href="#">Direct Deposit - Payroll</a>	██████████	██████████	Balance Yes	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Edit</div>
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This is where you split your bank accounts

Click on the + button to add a row



This will bring in a blank row that you will need to use your drop downs to fill in.

The image shows two rows of a table interface. The first row is a blank template with four empty dropdown menus and a radio button labeled 'Balance' selected, with an 'Amount' field containing '0'. The second row is filled with specific data: the first dropdown is 'United States of America', the second is 'USD', the third is 'Direct Deposit - Payroll', and the fourth is 'Savings'. In this row, the 'Amount' radio button is selected, and the value in the field is '100.00'. Each dropdown menu has a small 'x' icon and a list icon.

Before clicking done if this is the second account you need to move it above the one that has Balance on it so that it is the second account touched.

Click ok when done