

New Employee Bank for DD

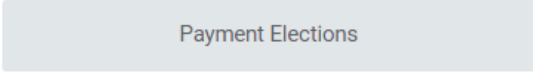


On your Home page click on the Menu on the left side of the page

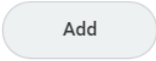


Pay

Click on the Pay widget



Click on Payment Elections



Click Add

Preferred Payment Method

Expense Direct Deposit *

Regular 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 *



Click Ok when done

This will route to payroll to be approved in order for it to go to the bank and verify the information

To update a bank account

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

 MENU

On your Home page click on the Menu on the left side of the page



Pay

Click on the Pay widget

Payment Elections

Click on Payment Elections

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	
United States of America	Jpmorgan Chase Bank Na	Checking	██████████	<div style="border: 1px solid red; padding: 2px;">Edit</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">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

This will update both the Expense Direct Deposit and the Regular Payroll Direct Deposit

This will route to payroll to be approved in order for it to go to the bank and verify the information

To Add a second Bank Account

If you want to **Add** a second bank account and want to split funds

Under Accounts **Accounts** 3 items Add 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 *

Click OK

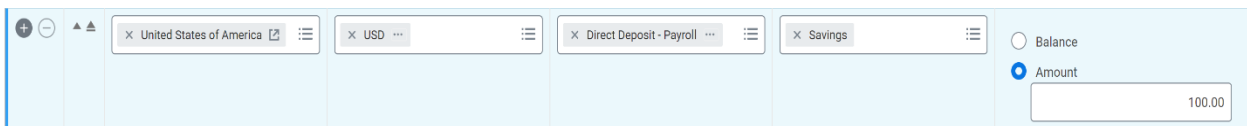
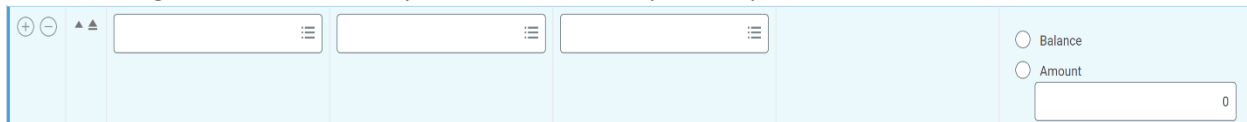
Once you have done that under your Payment Elections area and click on the Edit button on the Regular Payroll line ONLY



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.



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

This will route to payroll to be approved in order for it to go to the bank and verify the information

Please verify your Payment Elections match what you are trying to change after you save/submit to Payroll.

Payment Elections 3 items

Payment Elections				
Pay Type	Payment Type	Account	Account Number	Distribution

To Change Bank Accounts

You will first have to **Add** the new bank account information.

Under Accounts **Accounts** 3 items Add 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 *

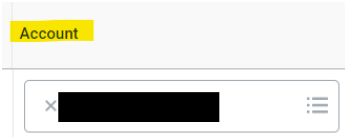
Click OK

Once you have done that, under your Payment Elections area, click on the Edit button on both the Expense and Regular lines

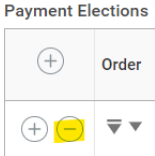
Payment Elections 3 items

Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Direct Deposit	Direct Deposit - Electronic Disbursements	[REDACTED]	[REDACTED]	Balance Yes	Edit
Regular Payroll	Direct Deposit - Payroll	[REDACTED]	[REDACTED]	Amount 100.00	Edit
	Direct Deposit - Payroll	[REDACTED]	[REDACTED]	Balance Yes	

For both the Expense and Payroll line you are just taking out the old account and adding the new one. You wont change anything else on that line.

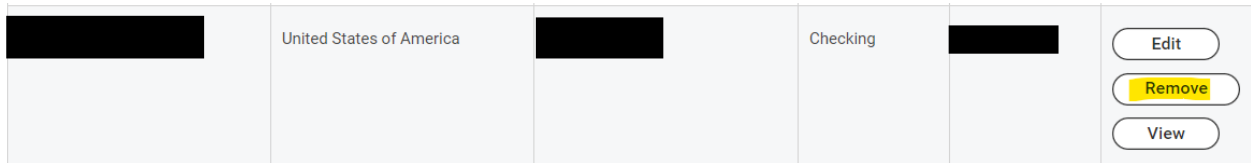


If you have split accounts on the payroll line and no longer want to have a split you will click on the negative sign the remove that line.



Click ok once done.

One more step to do is to remove the account that has been closed from underneath the Accounts Click on the Remove button on the far right.



Click OK

Anytime you update or change anything on you pay elections, it will go through payroll for approval. We will not always know if an account has been closed so please remember to remove that.