

## New Employee Bank for DD

 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

Add

Click Add

### Preferred Payment Method

Expense Direct Deposit \*

x Direct Deposit - Electronic Disbursements

Regular Payroll \*

x 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

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

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Pay

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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	[REDACTED]	<div>Edit</div> <div>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 click the Add button

Add

Fill in Account Information

### Account Information

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

**Payment Elections** 2 items

Regular Payroll	Direct Deposit - Payroll			Balance	<b>Edit</b>
				Yes	

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.

				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0"/>
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				<input type="text" value="United States of America"/>	<input type="text" value="USD"/>	<input type="text" value="Direct Deposit - Payroll"/>	<input type="text" value="Savings"/>	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/>
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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 click the Add button

Add

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
<b>Expense</b> Direct Deposit	Direct Deposit - Electronic Disbursements			Balance Yes
<b>Regular</b> Payroll	Direct Deposit - Payroll			Amount 100.00
	Direct Deposit - Payroll			Balance Yes

For both the Expense and Payroll line you are just taking out the old account and adding the new one. You won't 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 to 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.

[Redacted]	United States of America	[Redacted]	Checking	[Redacted]	<div>Edit</div> <div>Remove</div> <div>View</div>
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Click OK

Anytime you update or change anything on your 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.