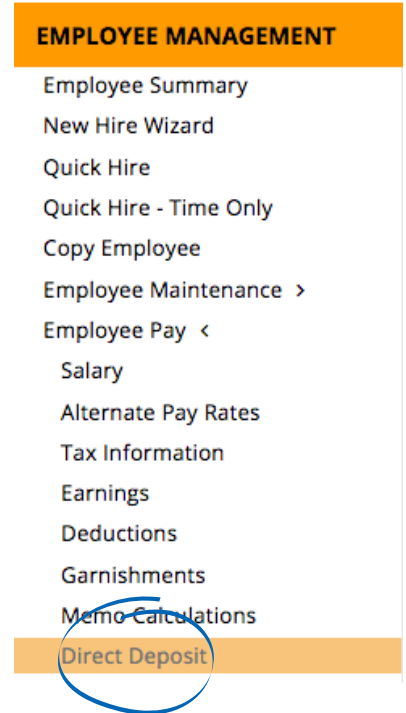


Adding Direct Deposit to a Single Account



There are two options for navigation to an employee's direct deposit information:

- Employee Management>Employee Pay>Direct Deposit
- Type "Direct Deposit" into Search the menu and look for the link listed above

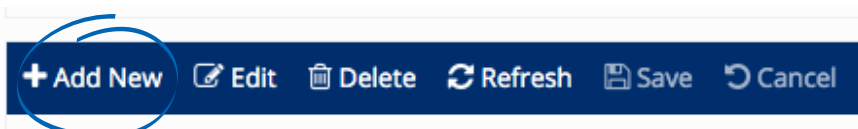


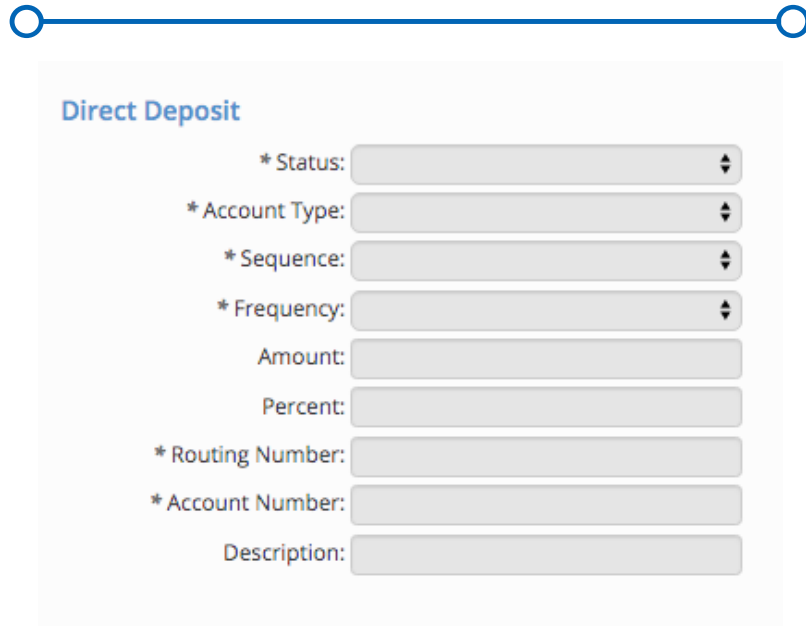
On the next screen, select the employee

Employee List

Company	Pay Group	Employee #	First Name	Preferred ...	Middle Na...	Last Name	SSN
Joanna Unicor...	HOURLY EE	1233	Hazel		D	Arnold	111-22-3361
Joanna Unicor...	HOURLY EE	1234	Riley			Baldino	111-22-3362
Joanna Unicor...	HOURLY EE	1224	Issac		A	Castillo	111-22-3356
Joanna Unicor...	HOURLY EE	1231	Henry		P	Clawson	111-22-3367
Joanna Unicor...	HOURLY EE	1218	Grayson		H	Cvetkovic	111-22-3350
Joanna Unicor...	HOURLY EE	1216	Carla		A	Garcia	111-22-3348
Joanna Unicor...	HOURLY EE	1232	Felix			Gray	012-34-5678

From the blue action bar, select "Add New"





Direct Deposit

* Status:

* Account Type:

* Sequence:

* Frequency:

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

When "Add New" is selected, there are several options:

Status

- Active: Pay will be deposited in this account with the next processed payroll
- Inactive: The account will no longer be used for direct deposit
- Prenote: Sends zero dollars to this account with the next processed payroll to check for validity of the account information entered. If the bank doesn't send anything back stating that the account is invalid, the account will be active for the next payroll period

Account Type

- Checking: For any account opened as a checking account
- Savings: For any account opened as a savings account
- Pay Card (Savings): A debit card account opened as a savings account
- Pay Card (Checking): A debit card account opened as a checking account

Sequence

- In this example, we are depositing the employee's paycheck into one account, so we'll select "Remaining Net"

Frequency

- This defaults to "Every Pay", which is the most common option



Direct Deposit

* Status:

* Account Type:

* Sequence:

* Frequency:

Amount:

Percent:


* Routing Number:

* Account Number:

Description:

Amount & Percent can be skipped, since we are not segmenting this paycheck into separate accounts

Enter the routing and account number. The routing number will be validated and an error message will pop up if it is not a valid number.

* Routing Number:  Routing Number must contain 9 digits. ✕

* Account Number:

Description:

You may also add a description, but it's not required.

Click "Save" in the blue action bar and you're finished! You will now see the account listed under the Direct Deposit list.

Direct Deposit iSolved

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing Number	Account Number
Active	Checking	Remaining Net	Every Pay			321173742	12345678