# Direct Deposit Procedure

Employees and Students can use the HCM system online Direct Deposit function to manage the automated distribution of their pay into multiple accounts.

* **Note:** Mid-month direct deposit account changes must be completed by 5:00 pm on the 1st business day of the month. End of month direct deposit account changes must be completed by the 15th of the month.
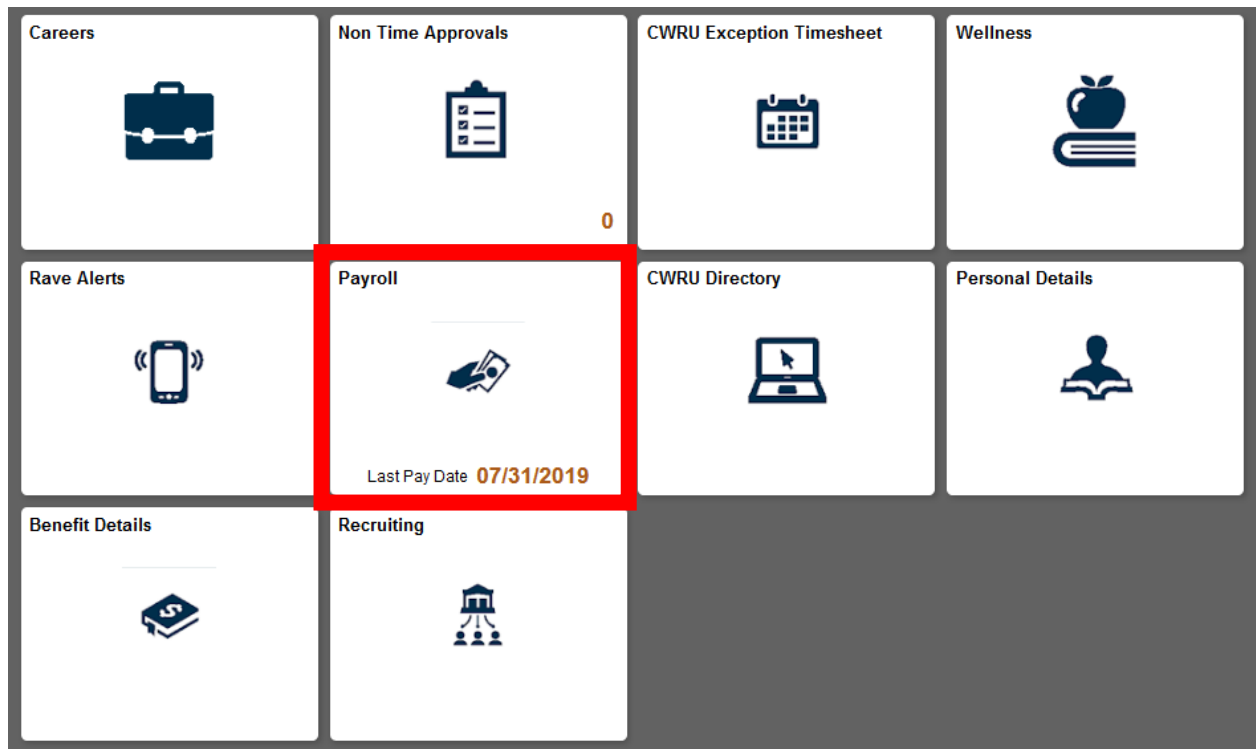
1. Select the **Payroll** tile

Paychecks			
Paychecks			
Check Date	**Company**		**Pay Begin Date / Pay End Date**
01/31/2020	Case Western Reserve Univ		01/01/2020 01/31/2020
12/31/2019	Case Western Reserve Univ		12/01/2019 12/31/2019
11/29/2019	Case Western Reserve Univ		11/01/2019 11/30/2019
10/31/2019	Case Western Reserve Univ		10/01/2019 10/31/2019

Side menu:
- Paychecks
- **Direct Deposit**
- W-4 Tax Information
- Compensation History
- View W-2/W-2c Forms
- Charity Choice
- Vacation Donation

2. Click the **Direct Deposit** link from the side menu.

3. Logging into the module:

   ○ For 1st time users, - Enter the last 4 digits of your SSN to gain access and proceed to the **New Users** Section.

Challenge Question

After entering response to the secret question, hit 'Submit' button.

For Additional Security

To setup your Direct Deposit enter the last 4 digits of your Social Security Number.

[   ]   **Submit**

   ○ To modify your current direct deposit: Enter your existing Bank Account number to gain access
   - Do not include the routing number
   - If you have more than one account set up, use the account that has the A/P option selected (Account where Travel & Expense reimbursements are deposited)
   - Continue to the **Update Existing Account** section

New Users

Direct Deposit

Direct Deposit Self Service
Account entry deadlines:
Mid month payroll changes must be completed by 5:00PM on the 1st business day of the month.
End of month payroll changes must be completed by the 15th of the month.
Editing updated account information does not guarantee information will be effective before payroll date.
Only one update is allowed per day.

Accounts

You have not added any direct deposit account information.

Add Account

1. Select the Add New Account Button

2. Complete Required Information

    a. Choose a Nickname to help you remember the account

    b. Routing Number (Must be 9 digits)

    c. Account Number

    d. Account Type

        i. Checking or Savings

    e. Deposit Type

        i. Amount – A Specific dollar amount

        ii. Percent – Percentage of deposit Amount

        iii. Remaining Balance – Any amount not covered by an amount or Percent balance **(Required)**

    f. Amount or Percent

        i. Will display based on deposit Type Selected

    g. T&E

        i. Account that any Travel and Expense reimbursements will be deposited to.

3. Select Save

Add Account

Cancel	Save

*Nickname Test

*Payment Method Direct Deposit

Bank

Routing Number 041202582 ⓘ

Account Number 123456789

Retype Account Number 123456789

Pay Distribution

*Account Type Checking

*Deposit Type Remaining Balance

T&E Yes

4. Additional accounts maybe added by using the +

Accounts

+ ▼

Order	Nickname	Payment Metho
1	Test Account	Direct Deposit

5. See the Additional Information sections for more information

Update Existing Accounts

Challenge Question

After entering response to the secret question, hit 'Submit' button.

For Additional Security

To modify your Direct Deposit enter the Account Number of your existing A/P deposit line.

[   ]   **Submit**

1. Login with the account number that was selected for T&E(AP) previously
   a. After three attempts
2. Click the Plus Sign to add accounts or click the account to modify

~~Only one update is allowed per day.~~

Accounts

[+]   [▼]

Order	Nickname	Payment Method	Routing Number
Last	Main	Direct Deposit	041202582

Information:

Example after adding a new account

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		T&E
1	Savings	Direct Deposit	041202582	XXXXX4321	Savings	$200.00	>	No
Last	Main	Direct Deposit	041202582	XXXXX6789	Checking	Remaining Balance	>	Yes

Additional Information

- ○ The Balance deposit type is required. All payments not managed by other accounts will be paid to this account. If only entering one account it should be setup with the balance type.
- ○ ***An e-mail will be generated from payroll@case.edu to the user once the account change has been completed. A 2nd email will be sent at the end of each month as a reminder.***
- ○ Users should limit accounts to no more than five.
- ○ If an account is inactive or closed when payroll is generated, no payment will be deposited to that account. The Payroll Department will contact the user once the payment has been rejected.
- ○ The T/E check box indicates the account to which any payments issued from Accounts Payable are deposited. Only one account should be selected.
- ○ Be sure to review the accuracy of your bank routing and account numbers prior to saving the entries. It is the user responsibility to ensure the accuracy of the data entered.