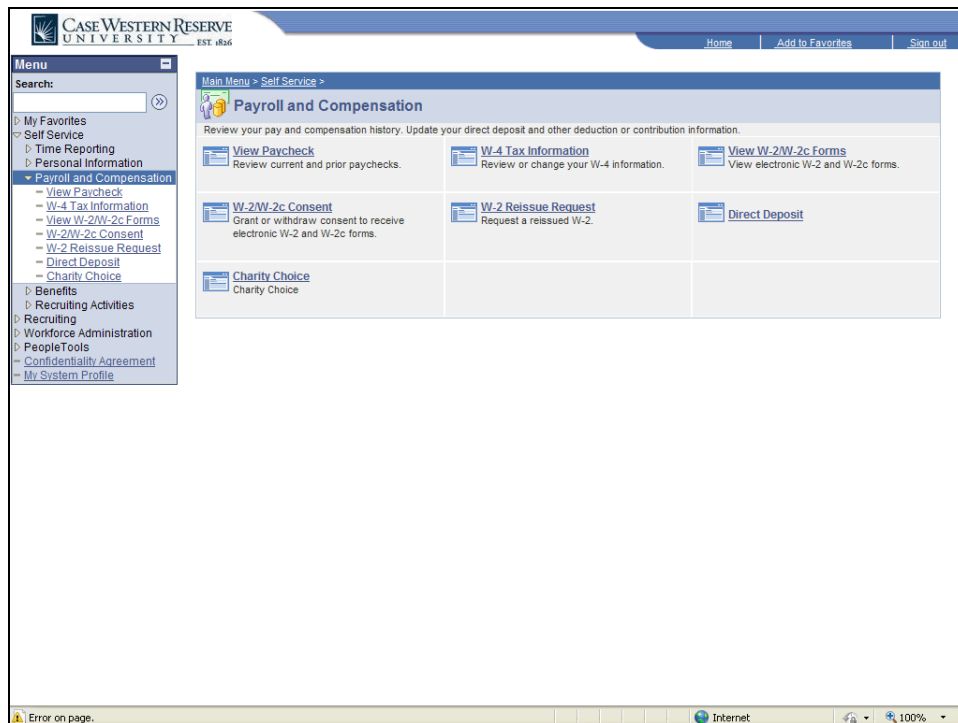


Using Direct Deposit

Procedure

This guide explains how to use the online Direct Deposit in the HCM system.

To access HCM go to <http://www.case.edu/hcm> and log in with your CWRU ID and password.

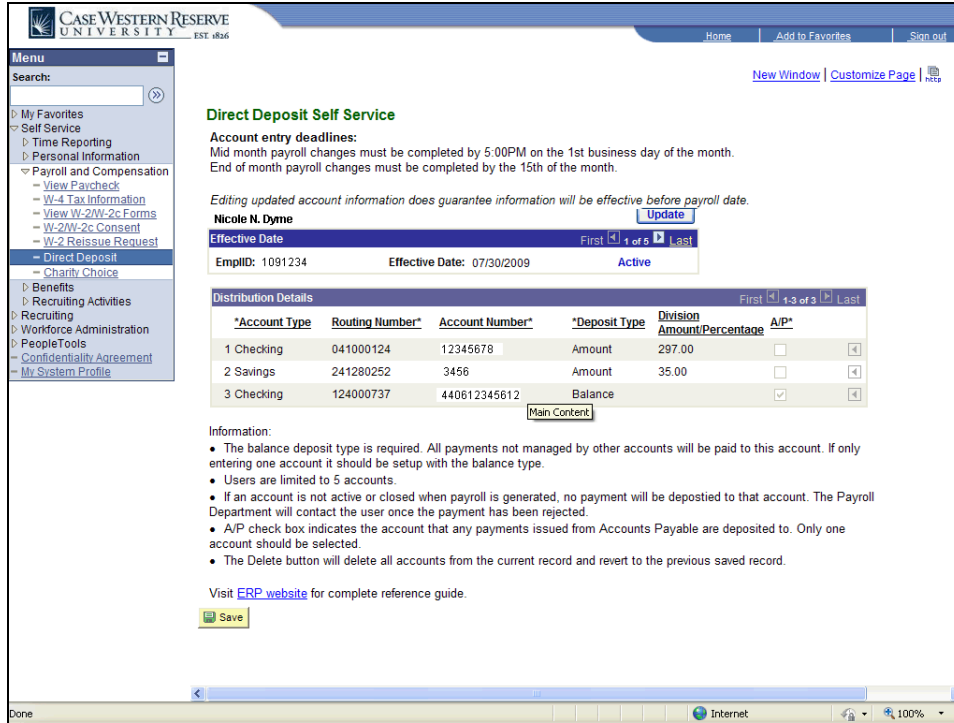




Step	Action
1.	From the Employee Self Service menu, click the Direct Deposit link. Direct Deposit

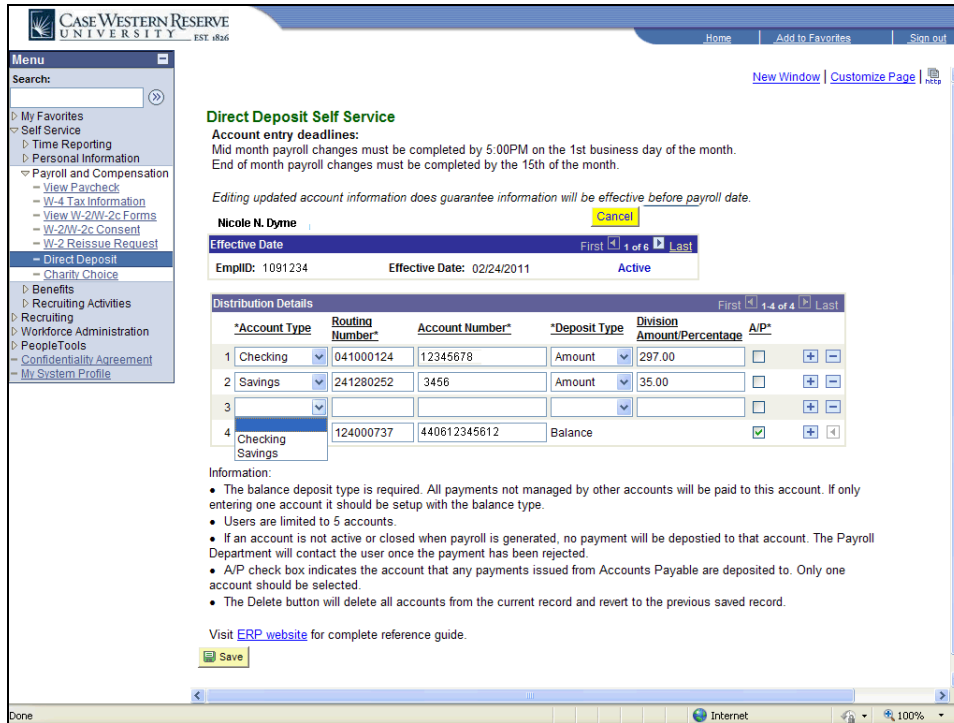
Mid month direct deposit account changes must be completed by 5:00PM on the 1st business day of the month.
End of month direct deposit account changes must be completed by the 15th of the month.

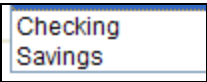
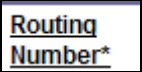
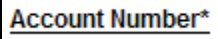
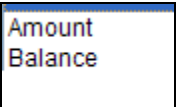
Reference Guide

Using Direct Deposit



Step	Action
2.	To begin, read the information about cut off dates and and then click the Update button. 
3.	Use the +, Add a new row button to add a new account. Use the -, Delete a row button to delete an account. 



Step	Action
4.	The new row will show blank fields. Choose the *Account Type from the drop down. 
5.	Enter the bank or credit union routing number in the Routing Number* field. 
6.	Enter the bank or credit union account number into the Account Number* field. 
7.	Choose the type of deposit from the *Deposit Type drop down list. Amount - Deposit of a specific dollar amount. Balance - Deposit the Balance of the check after the above deposits. The Balance will always be the last entry on the list. Percent - Deposit a percentage of your pay into an account. 
8.	Enter the dollar amount or percentage into the Division Amount/Percentage field.
9.	Read the Information and notes below.

Reference Guide

Using Direct Deposit

- 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.
- Users are limited to 5 accounts.
- If an account is not active 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.
- A/P check box indicates the account that any payments issued from Accounts Payable are deposited to. Only one account should be selected.
- The Delete button will delete all accounts from the current record and revert to the previous saved record.

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 guarantee information will be effective before payroll date.

Nicole N. Dyme Cancel

Effective Date: 02/24/2011 First 1 of 6 Last

EmplID: 1091234 Effective Date: 02/24/2011 Active

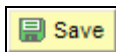
Account Type	Routing Number	Account Number*	*Deposit Type	Division Amount/Percentage	A/P*
1 Checking	041000124	12345678	Amount	297.00	<input type="checkbox"/>
2 Savings	241280252	3456	Amount	35.00	<input type="checkbox"/>
3 Savings	124000737	123456	Amount	10.00	<input type="checkbox"/>
4 Checking	124000737	440612345612	Balance		<input checked="" type="checkbox"/>

Information:

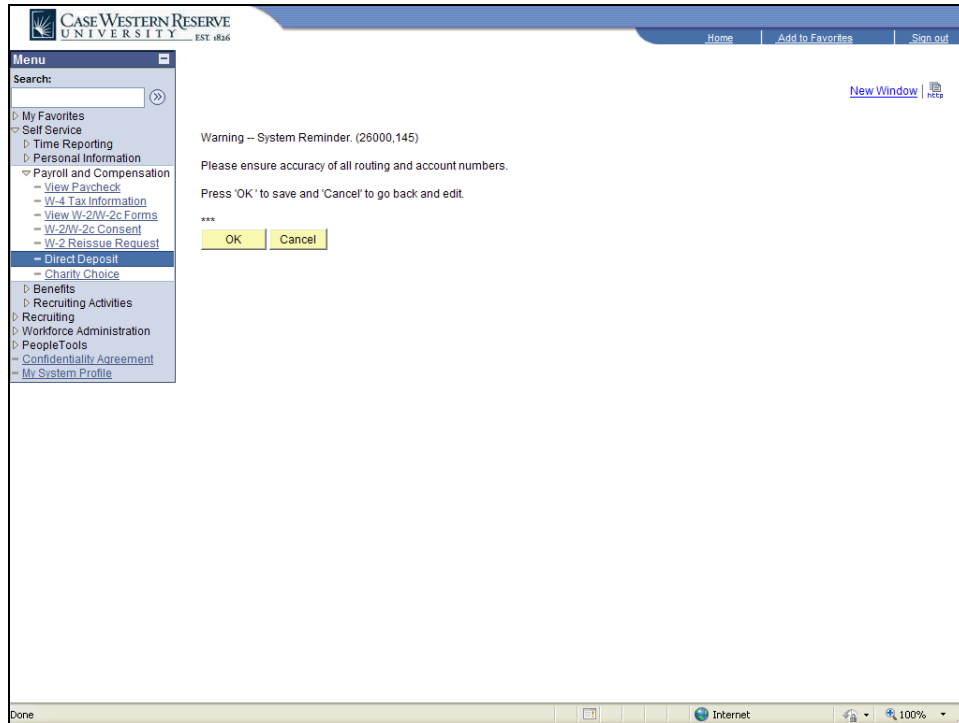
- The balance deposit type is required. All payments not managed by other accounts will be paid to this account. If only entering one account it should be setup with the balance type.
- Users are limited to 5 accounts.
- If an account is not active or closed when payroll is generated, no payment will be deposited to that account. The Payroll Department will contact the user once the payment has been rejected.
- A/P check box indicates the account that any payments issued from Accounts Payable are deposited to. Only one account should be selected.
- The Delete button will delete all accounts from the current record and revert to the previous saved record.

Visit [ERP website](#) for complete reference guide.

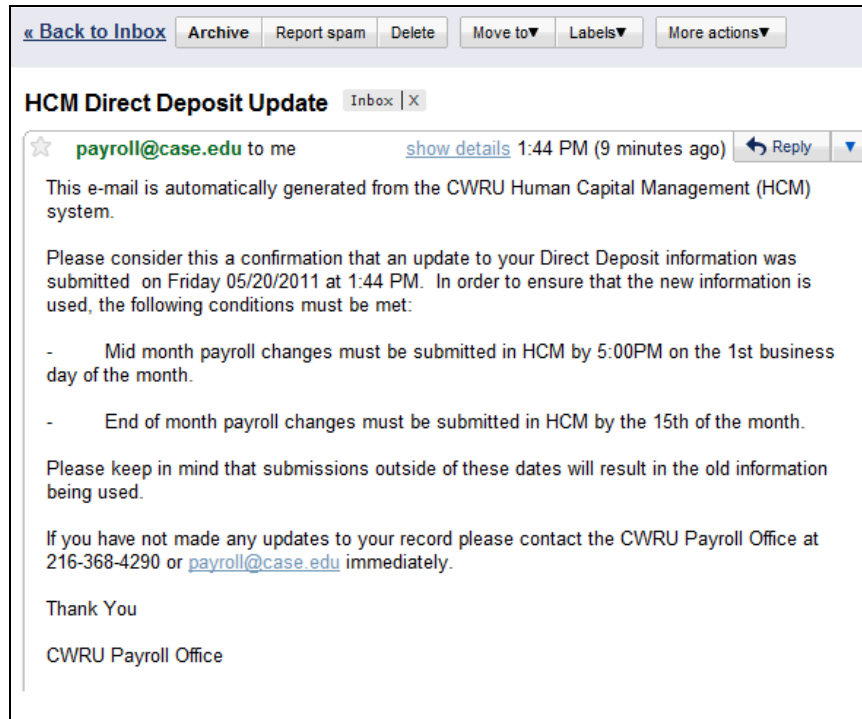
Save

Step	Action
10.	Click the Save button. 

Reference Guide Using Direct Deposit



Step	Action
11.	<p>Make sure to review the accuracy of your routing and account numbers. Click OK to Save and Cancel to go back and edit.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;"> OK Cancel </div>



Reference Guide
Using Direct Deposit

Step	Action
12.	An email from payroll@case.edu will be sent to confirm that a change has been made to your direct deposit.
13.	This completes how to use online Direct Deposit. End of Procedure.