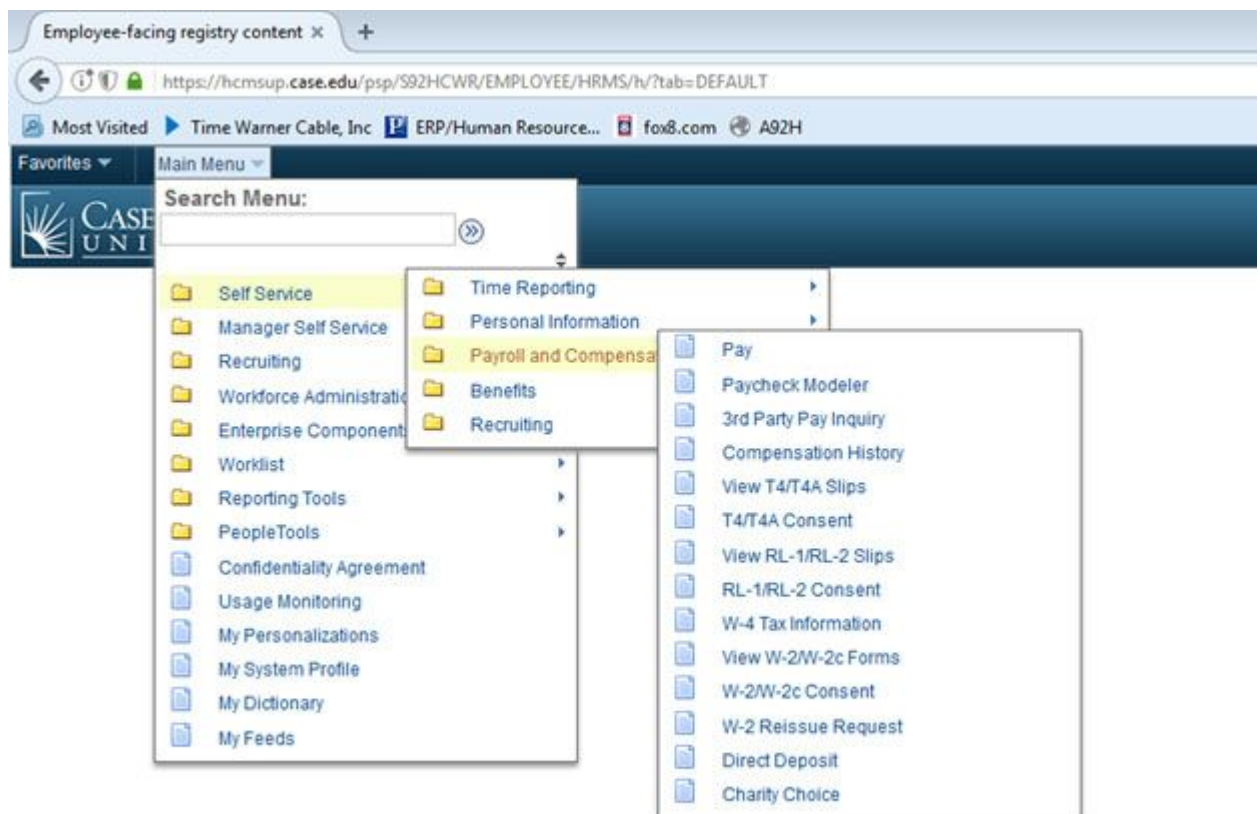# Direct Deposit Procedure

Employees 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. From the HCM main menu, click the **Self Service** link.
2. Click the **Payroll and Compensation** link.
3. Click the **Direct Deposit** link.

4. For 1st time users, follow this step. If you're updating, please proceed to step 5.
- Enter the last 4 digits of your SSN to gain access and proceed to step 6.

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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

5. 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)

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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]

6. For new users, proceed to step 7. Otherwise click the update button

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.

[Update]

Karen Gregor

Effective Date		First ◀ 1 of 3 ▶ Last
Empl ID: 1001927	Effective Date: 07/28/2011	Active

7. To set up your direct deposit account information, begin by selecting an **Account Type** from the drop down list. (Checking or Savings)

8. Enter your bank's **Routing Number** and your personal **Account Number** into the fields provided. Note: Routing numbers must be 9 digits long.

Distribution Details | First ◀ 1 of 1 ▶ Last

	*Account Type	Routing Number*	Account Number*	*Deposit Type	Division Amount/Percentage	A/P*	
1	Checking ▾	123456789	1234567890	Balance		☑	➕

9. Use the (+) **Add a new row button** to add another new account.
Use the (-) **Delete a row button** to delete an account.

Distribution Details | First ◀ 1-2 of 2 ▶ Last

	*Account Type	Routing Number*	Account Number*	*Deposit Type	Division Amount/Percentage	A/P*		
1	Savings ▾			Amount ▾		☐	➕	➖
2	Checking ▾	123456789	1234567890	Balance		☑	➕	◀

10. Enter your **Account Type, Routing Number** and **personal Account Number into the blank fields.**

Distribution Details | First ◀ 1-2 of 2 ▶ Last

	*Account Type	Routing Number*	Account Number*	*Deposit Type	Division Amount/Percentage	A/P*		
1	Savings ▾	123456789	12345	Amount ▾	50.00	☐	➕	➖
2	Checking ▾	123456789	1234567890	Balance		☑	➕	◀

11. Select a **Deposit Type** from the drop down list. If you select the **Amount** deposit type, you will need to enter a dollar amount into the **Division/Amount/ Percentage** field.

In this example we enter 50.00, which would initiate a deposit of $50.00 into this savings account each pay period.

Distribution Details | First ◀ 1-2 of 2 ▶ Last

	*Account Type	Routing Number*	Account Number*	*Deposit Type	Division Amount/Percentage	A/P*		
1	Savings ▾	123456789	12345	Amount ▾	50.00	☐	➕	➖
2	Checking ▾	123456789	1234567890	Balance		☑	➕	◀

12. If you select the **Percentage** deposit type, you will need to enter a number that represents the percentage of your pay you wish to deposit into this account each pay period.

In this example we enter 25.00, which would initiate a deposit of 25% of your total pay into this savings account each pay period.

	*Account Type	Routing Number*	Account Number*	*Deposit Type	Division Amount/Percentage	A/P*	
1	Savings	123456789	12345	Percent	25.00	☐	＋ －
2	Checking	123456789	1234567890	Balance		☑	＋ ◄

Distribution Details — First ◄ 1-2 of 2 ► Last

13. Please read the information listed beneath the Direct Deposit account fields.
   - 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 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 A/P check box indicates the account to which any payments issued from Accounts Payable are deposited. Only one account should be selected.
   - The Delete button will delete all accounts from the current record and revert to the previous saved record.
14. Click the **Save** button to save the account information listed

Note: You can click the Cancel or Delete buttons to void the information and begin again.

15. Be sure to review the accuracy of your bank routing and account numbers prior to saving the entries. After clicking the Save button from the previous screen, this page will appear. You can click OK to save and Cancel to go back and edit.

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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.

Cancel

First ◄ 1 of 4 ► Last

Active

	First ◄ 1-2 of 2 ► Last

Message

Warning -- System Reminder. (26000,145)

Please ensure accuracy of all routing and account numbers.

Press 'OK' to save and 'Cancel' to go back and edit.

***

| OK | Cancel |

	*Deposit Type	Division Amount/Percentage	A/P*	
	Amount ▼	50.00	☐	⊞ ⊟
	Balance		☑	⊞ ◄

- ...d 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.

16. You will receive an email from **payroll@case.edu** confirming that a change has been made to your direct deposit information. Users will also receive a 2nd reminder email at the end of the month if a change has occurred.

← → C 🔒 https://mail.google.com/mail/u/0/?shva=1#inbox/13a0de8e00cdfb3a

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+Juli   Search   Images   **Mail**   Drive   Calendar   Sites   Groups   Contacts   More ▾

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HCM Direct Deposit Update   Inbox x

payroll@case.edu   1:24 PM (1 hour ago)   ☆   ↩   ▾
to me ▾

This e-mail is automatically generated from the CWRU Human Capital Management (HCM) system.

Please consider this a confirmation that an update to your Direct Deposit information was submitted on Friday 09/28/2012 at 1:24 PM. In order to ensure that the new information is used, the following conditions must be met:

-     Mid month payroll changes must be submitted in HCM by 5:00PM on the 1st business day of the month.

-     End of month payroll changes must be submitted in HCM by the 15th of the month.

Please keep in mind that submissions outside of these dates will result in the old information being used.

If you have not made any updates to your record please contact the CWRU Payroll Office at 216-368-4290 or payroll@case.edu immediately.

Thank You

CWRU Payroll Office