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
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.
   - 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 Form](image)

4. Additional accounts may be added by using the +

![Accounts Table](image)

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.

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

<table>
<thead>
<tr>
<th>Order</th>
<th>Nickname</th>
<th>Payment Method</th>
<th>Routing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>Main</td>
<td>Direct Deposit</td>
<td>041202582</td>
</tr>
</tbody>
</table>

Information:

Example after adding a new account

<table>
<thead>
<tr>
<th>Order</th>
<th>Nickname</th>
<th>Payment Method</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Amount/ Percent</th>
<th>T&amp;E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Savings</td>
<td>Direct Deposit</td>
<td>041202582</td>
<td>XXXXXXX4321</td>
<td>Savings</td>
<td>$200.00</td>
<td>No</td>
</tr>
<tr>
<td>Last</td>
<td>Main</td>
<td>Direct Deposit</td>
<td>041202582</td>
<td>XXXXXXX8789</td>
<td>Checking</td>
<td>Remaining Balance</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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.