

ESS Direct Deposit Set up for Employee Payroll

Version 1.0 | May 5, 2020

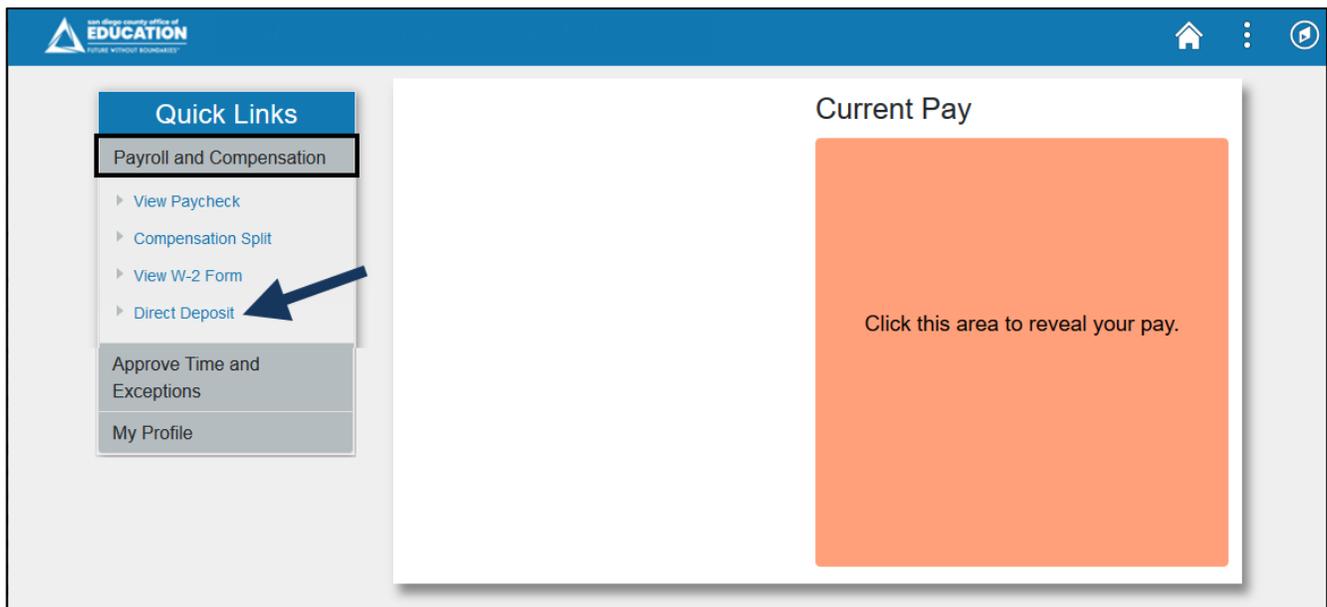
This job aid explains the Employee Self-Service (ESS) Direct Deposit Set up for Employee Payroll.

It includes:

- Overview
- Disclaimer about Direct Deposit Process
- Deciding How You Want Your Direct Deposit Set up
- Adding Direct Deposit Account
- Editing an Existing Direct Deposit
- Removing an Existing Direct Deposit

Overview

Employees can now set up their Employee Payroll Direct Deposit from Employee Self-Service (ESS).



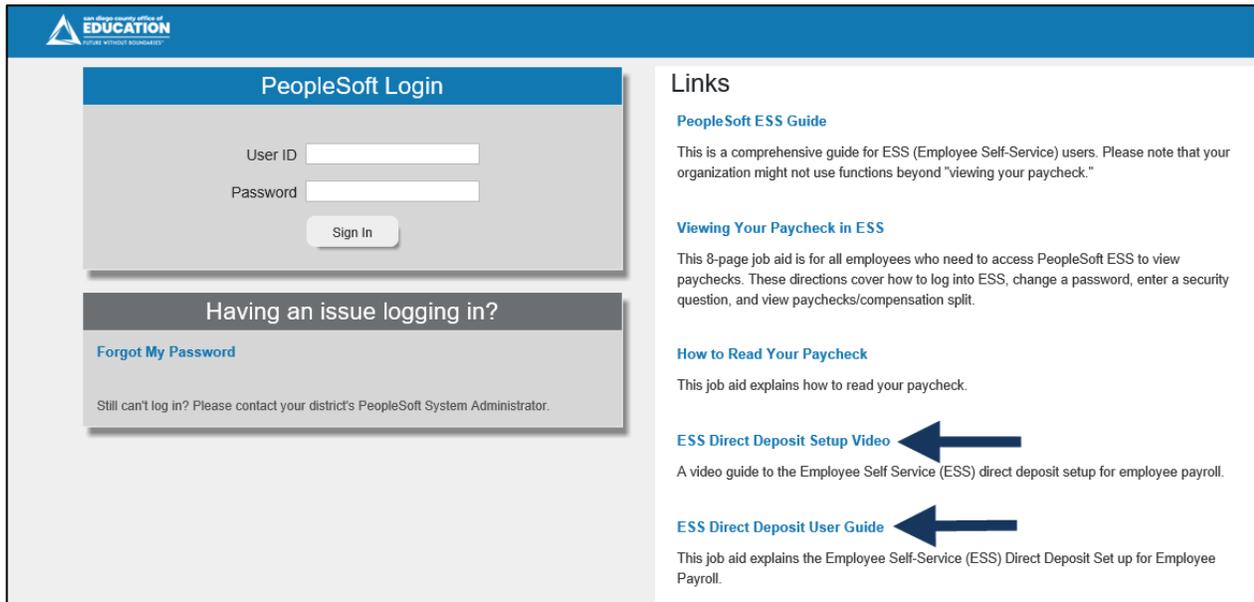
The employee's direct deposit information is global and applies to all San Diego County School Districts an employee is employed by.

Multiple banking institutions for deposits may be selected. The distribution of amounts for each banking institution is applied in the same manner for all employers.

When you add a new row to change a direct deposit there is no need to re-enter the additional deposits. All prior row information is carried forward to the new row. If you need to stop one bank account, just delete it from the new row. You do not need to first inactivate the old direct deposit.

User Guide and Video links on Log in page

You will find links to the ESS Direct Deposit User Guide and Video on the Employee Self-Service (ESS) login page.



The screenshot shows the PeopleSoft Login page. On the left, there is a login form with fields for 'User ID' and 'Password', and a 'Sign In' button. Below the form is a section titled 'Having an issue logging in?' with a link for 'Forgot My Password' and a note: 'Still can't log in? Please contact your district's PeopleSoft System Administrator.' On the right, there is a 'Links' section with the following items:

- PeopleSoft ESS Guide**: This is a comprehensive guide for ESS (Employee Self-Service) users. Please note that your organization might not use functions beyond "viewing your paycheck."
- Viewing Your Paycheck in ESS**: This 8-page job aid is for all employees who need to access PeopleSoft ESS to view paychecks. These directions cover how to log into ESS, change a password, enter a security question, and view paychecks/compensation split.
- How to Read Your Paycheck**: This job aid explains how to read your paycheck.
- ESS Direct Deposit Setup Video**: A video guide to the Employee Self Service (ESS) direct deposit setup for employee payroll. (An arrow points to this link from the right.)
- ESS Direct Deposit User Guide**: This job aid explains the Employee Self-Service (ESS) Direct Deposit Set up for Employee Payroll. (An arrow points to this link from the right.)

Disclaimer about Direct Deposit Process

This disclaimer is on the main Direct Deposit screen. Please READ.

Multiple direct deposit changes are not allowed in the same day. Therefore, please make sure you make all your changes before you hit "Submit". Please note that this will change in the near future. More information will follow in the coming weeks.

Contact your Payroll Department to find out the Direct Deposit deadline for the current month.

Disclaimer: I hereby authorize the School District(s), Charter School(s) and the San Diego County Office of Education (SDCOE) and/or their agents, to initiate electronic deposits via the Automated Clearing House (ACH) and, as necessary, to debit corrections to previous deposits, to the account(s) specified below.

- By entering my bank information I am authorizing to deposit my paycheck directly to the bank account(s) specified.
- All new accounts may go through a Pre-note verification during which time a paper warrant shall be issued.
- It is my responsibility to keep apprised of any deposit(s) made to my account(s), including the date(s) and amount (s) of any such deposit(s).
- I understand that I have only one direct deposit record for all active positions within a San Diego County School District, Charter School, or SDCOE, even if I am employed by more than one of these employers.

I agree to hold harmless and indemnify the School District(s), Charter School(s), and SDCOE and their officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of the District, School or SDCOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as authorized herein.

This authorization replaces any previous agreements made by me and will remain in effect until changed or canceled by submission of a new Direct Deposit Authorization to the District, School or SDCOE office in which I am currently employed. All District, School, and SDCOE assignments, both current and future, will automatically be linked to the most recent Direct Deposit Authorization received by my current employer(s).

User guide for managing direct deposit information: [ESS Direct Deposit User Guide](#)

Deciding How You Want Your Direct Deposit Set Up

The table below explains how you will enter information in Employee Self-Service (ESS).

	Most employees	Some employees
What the employee wants	“Put all of my paycheck into Account XYZ.”	“Put 10% of my check in Account ABC. Then put \$300 in Account DEF. Then put the remaining amount in Account XYZ.”
How you enter this in Employee Self-Service (ESS)	<p>Add Account.</p> <p>Row 1:</p> <ul style="list-style-type: none"> ▪ Deposit Type as Balance of Net Pay ▪ Deposit Order as 99 (Balance of Net Pay must always have the lowest priority). 	<p>Add multiple accounts. Here is an example:</p> <p>Row 1: 10%</p> <ul style="list-style-type: none"> ▪ Deposit Type = Percent ▪ Amount or Percent = 10 ▪ Deposit Order = 10 (highest) <p>Row 2: \$300</p> <ul style="list-style-type: none"> ▪ Deposit Type = Amount ▪ Amount or Percent = 300 ▪ Deposit Order = 20 (middle) <p>Row 3: Balance</p> <ul style="list-style-type: none"> ▪ Deposit Type = Balance of Net Pay ▪ Deposit Order= 99 (lowest) – <i>THIS MUST SET TO LOWEST</i>

NOTES:

- When setting priority, 1 is the highest and 999 is the lowest.
- It is recommended that you use 10, 20, 30, and so on (instead of 1, 2, 3, 4) so you have more flexibility when you need to make adjustments later.
- With multiple rows, **Balance of Net Pay must always have the lowest priority, 999**. There should always be a balance of net pay as the last record.

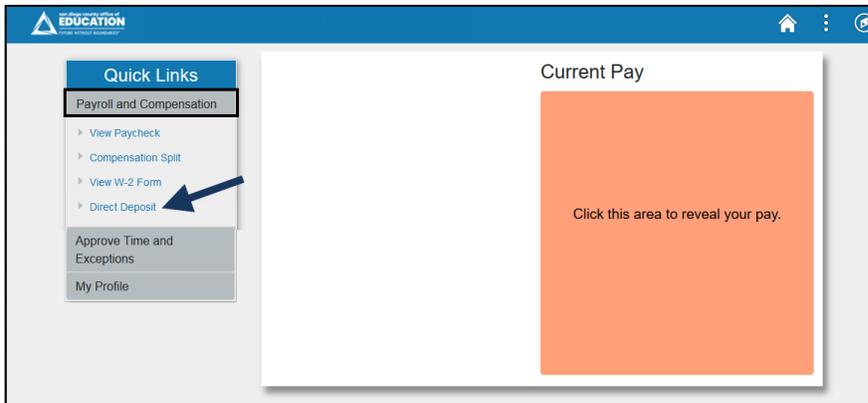
Adding Direct Deposit Account

The purpose of this section is to show you how to set up a Direct Deposit Bank Account.

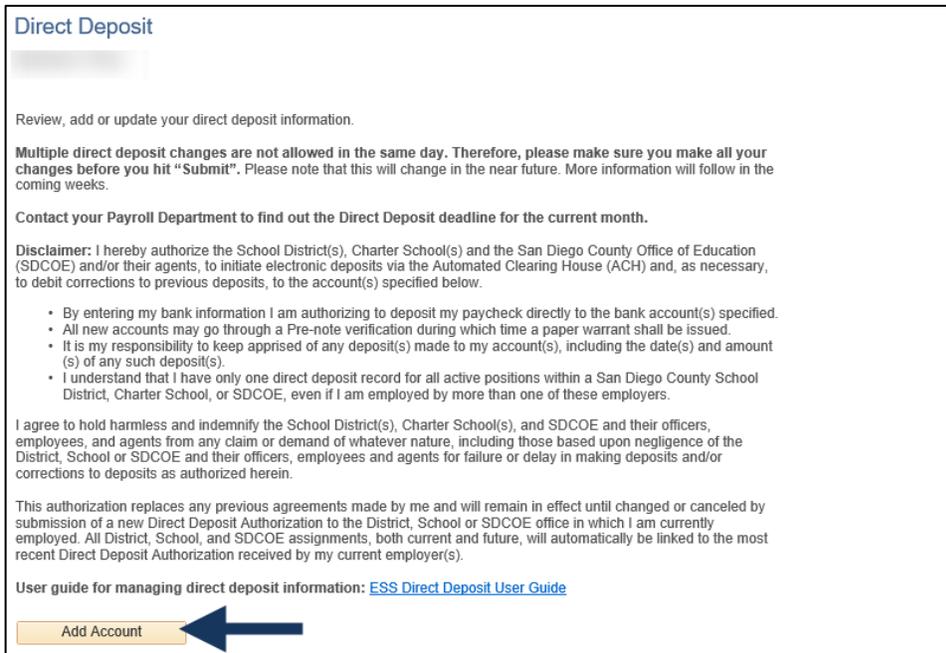
Note: Multiple direct deposit changes are not allowed in the same day. Therefore, please make sure you make all your changes before you hit “save”. Please note that this will change in the near future. More information will follow in the coming weeks.

Contact your Payroll Department to find out the Direct Deposit deadline for the current month.

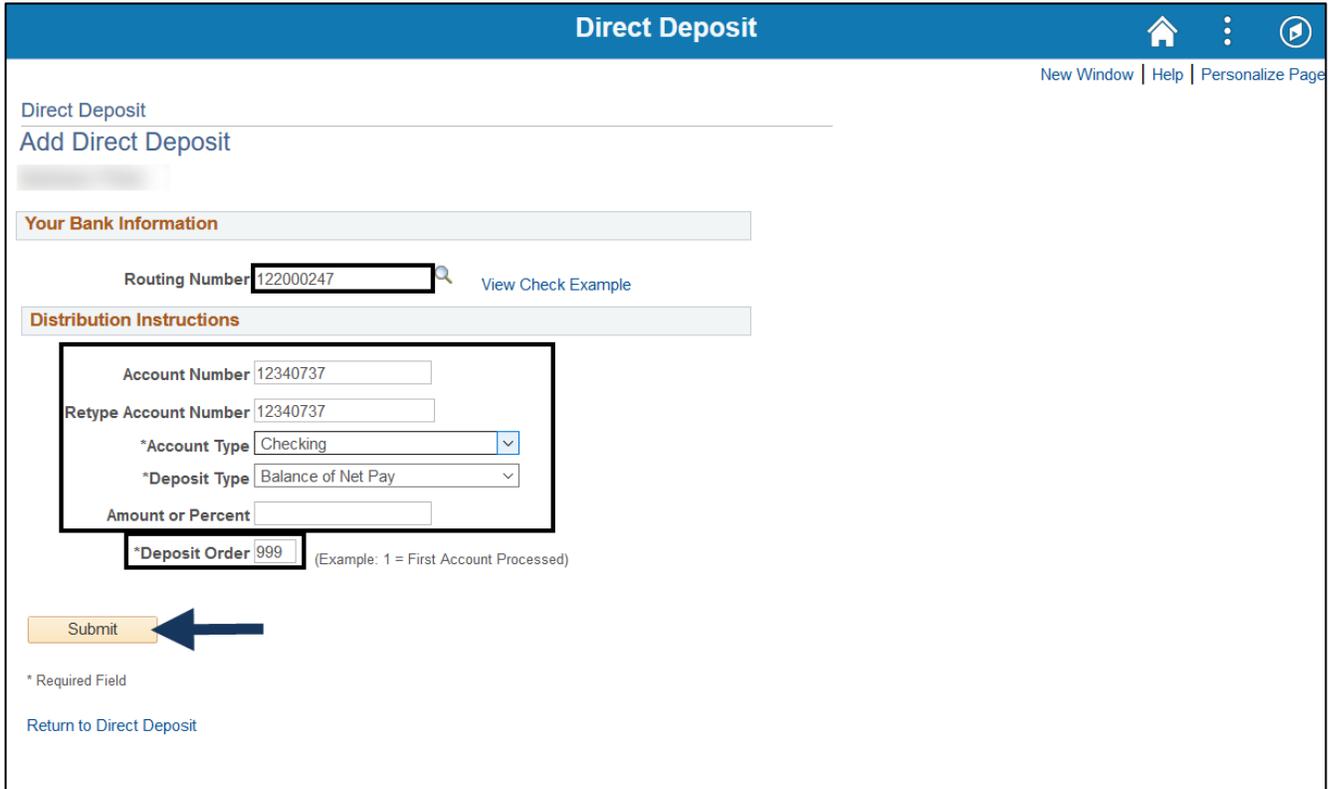
1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit**.



3. Read through **Disclaimer**.
4. To add an account, click **Add Account**. If you already have an account listed and need to make changes, go to the *Edit an Existing Direct Deposit* section p. 8.



5. Enter all information on the **Add Direct Deposit** screen, asterisk items (*) are required:



Direct Deposit

Home | Help | Personalize Page

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number: 122000247 [View Check Example](#)

Distribution Instructions

Account Number: 12340737

Retype Account Number: 12340737

*Account Type: Checking

*Deposit Type: Balance of Net Pay

Amount or Percent:

*Deposit Order: 999 (Example: 1 = First Account Processed)

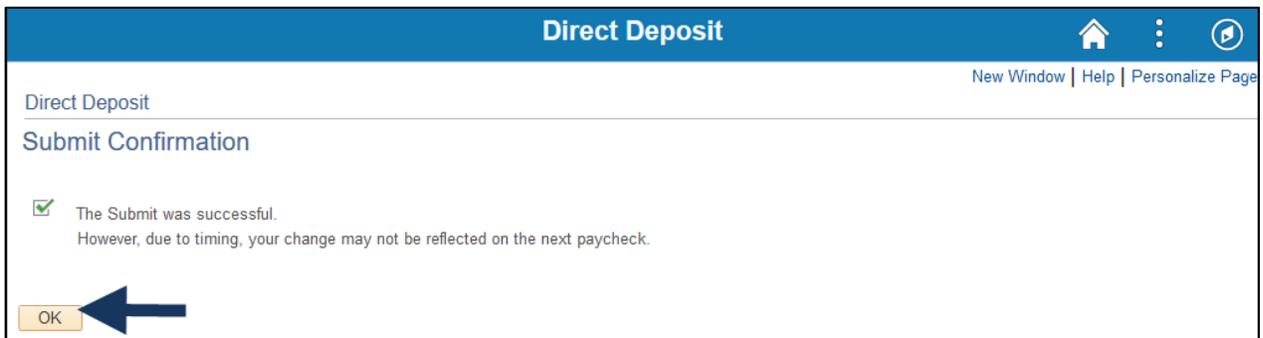
Submit

* Required Field

[Return to Direct Deposit](#)

- ***Routing Number:** Go to your bank’s website to find number
- ***Account Number:**
- ***Account Type:** Checking, Issue Check or Savings
- ***Deposit Type:** Amount, Balance of Net Pay, Percent
- **Amount or Percent: Based on what was selected for Deposit Type**
 - **Amount:** Enter the flat dollar amount to be deposited. *Example: 300*
 - **Balance of Net Pay:** Leave blank
 - **Percent:** Enter the percent of pay to be deposited. *Example: 10*
- ***Deposit Order:** Determines the order in which multiple direct deposits are processed, **where 1 is the highest and 999 is the lowest.** With multiple rows, Balance of Net Pay must always have the lowest priority.

6. Click **Submit** to received Submit Confirmation.



Direct Deposit

Home | Help | Personalize Page

Direct Deposit

Submit Confirmation

The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

7. Click **OK**.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	122000247	XXXXXX0737	Balance of Net Pay		99		

8. **Verify that information is correct.** If changes need to be made go to *Edit an Existing Direct Deposit* section p. 8.

9. **Next step:**

- a. If you need to **add another account**, click on Add Account and go back to step 4.
- b. If you are **done**, click on the 3 dots in the upper right and click on Sign Out.

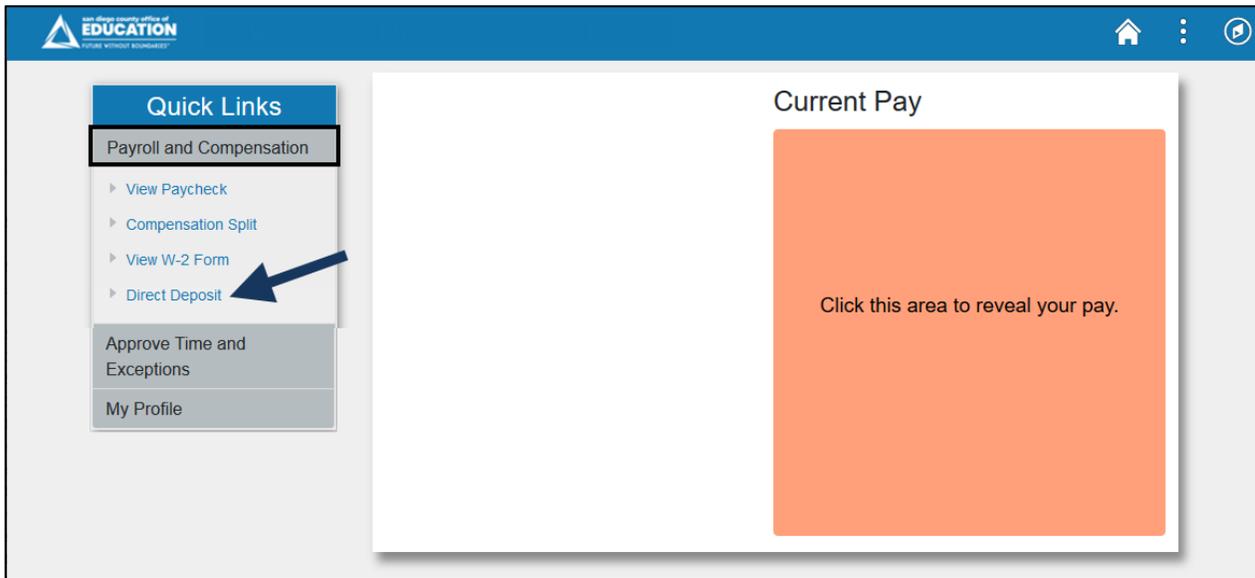
Example of Direct Deposit with multiple accounts

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322281617	XXXXXXXX5590	Percent	10.00%	10		
Checking	122000247	XXXX0737	Amount	\$300.00	20		
Checking	322281507	XXX4483	Balance of Net Pay		999		

Editing an Existing Direct Deposit

The purpose of this section is to show you how to edit your Direct Deposit setup.

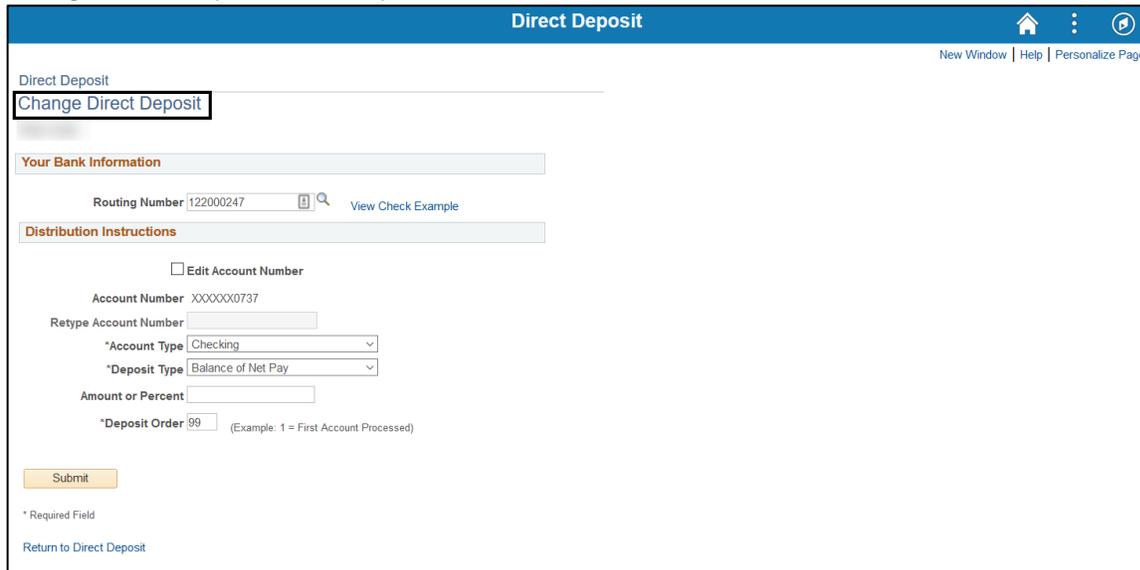
1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit**.



3. Accounts you have set up will be listed. To Edit the account, **click on the pencil** under Edit.

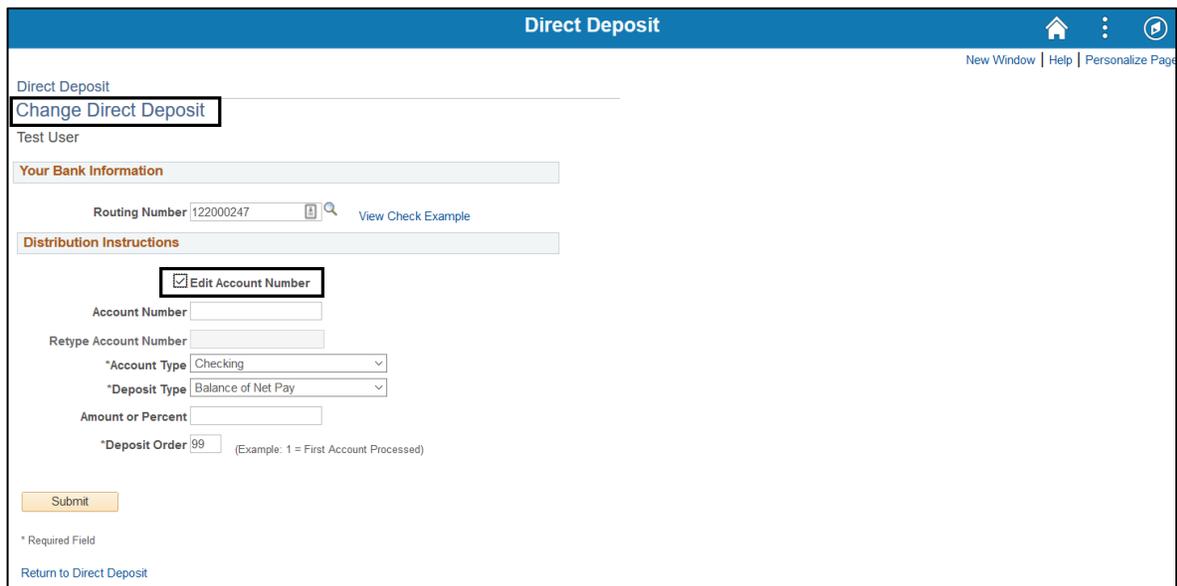
Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	122000247	XXXXXX0737	Balance of Net Pay		99		

4. Change Direct Deposit screen opens.



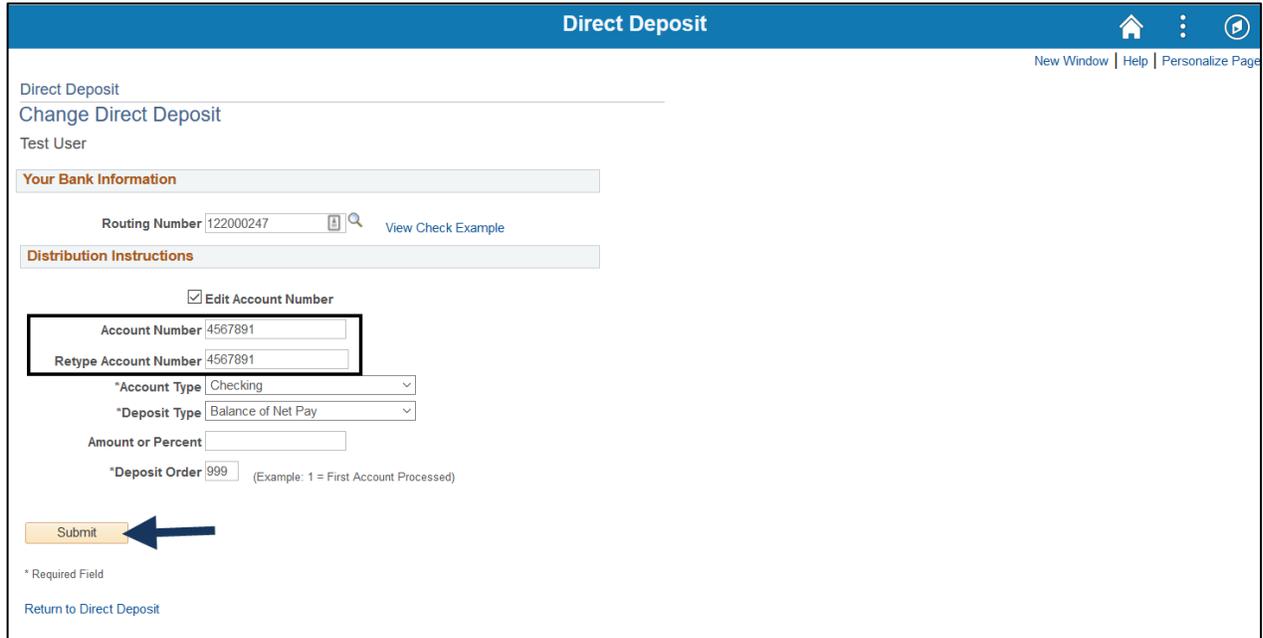
The screenshot shows the 'Direct Deposit' application window. The title bar reads 'Direct Deposit' and includes navigation icons for home, menu, and search. Below the title bar, the page header contains 'Direct Deposit', 'Change Direct Deposit' (highlighted with a black box), and 'Test User'. The main content area is divided into two sections: 'Your Bank Information' and 'Distribution Instructions'. In the 'Your Bank Information' section, the 'Routing Number' is '122000247' with a search icon and a 'View Check Example' link. The 'Distribution Instructions' section contains a checkbox for 'Edit Account Number' which is currently unchecked. Below this are fields for 'Account Number' (XXXXXX0737), 'Retype Account Number', '*Account Type' (Checking), '*Deposit Type' (Balance of Net Pay), 'Amount or Percent', and '*Deposit Order' (99). A 'Submit' button is located at the bottom left. A legend indicates '* Required Field'. A 'Return to Direct Deposit' link is at the bottom left.

5. **Make changes** on the *Change Direct Deposit* screen. If you are editing account number, check Edit Account Number.



This screenshot is identical to the previous one, but the 'Edit Account Number' checkbox in the 'Distribution Instructions' section is now checked and highlighted with a black box. The rest of the form elements, including the routing number, account number, and submit button, remain the same.

6. **Enter** new account number. **Retype** new account number.



Direct Deposit

Change Direct Deposit

Test User

Your Bank Information

Routing Number 122000247  [View Check Example](#)

Distribution Instructions

Edit Account Number

Account Number 4567891

Retype Account Number 4567891

*Account Type Checking

*Deposit Type Balance of Net Pay

Amount or Percent

*Deposit Order 999 (Example: 1 = First Account Processed)

Submit

* Required Field

[Return to Direct Deposit](#)

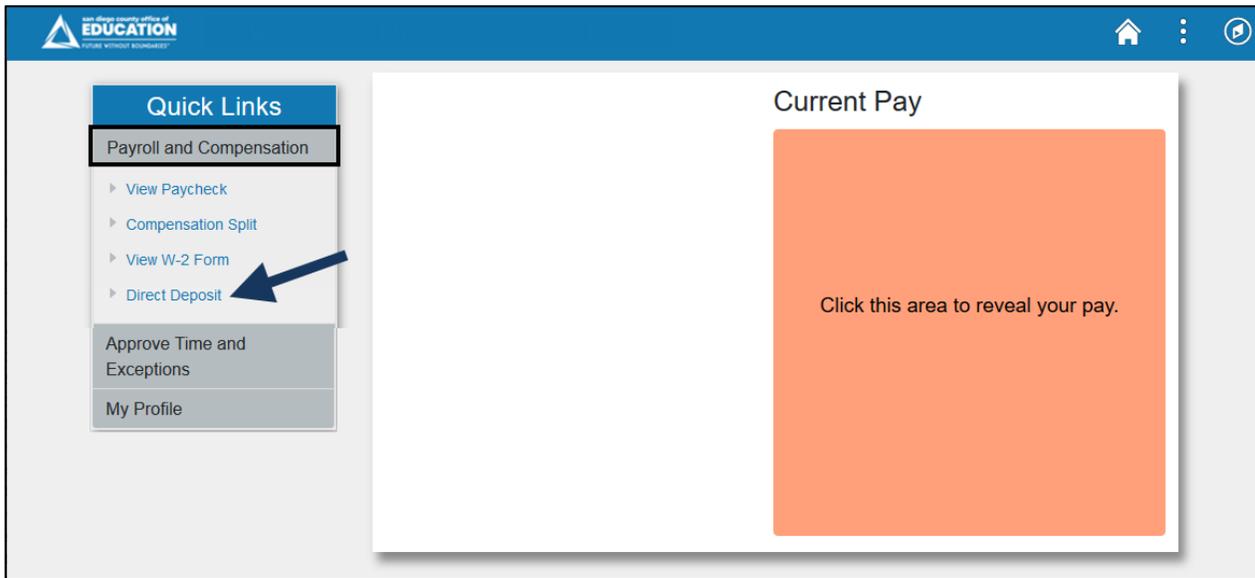
7. 2 Options from this screen:

- a. Click **Submit** when done.
- b. Click **Return to Direct Deposit** if no changes need to be made.

Removing an Existing Direct Deposit

The purpose of this section is to show you how to remove a line on your Direct Deposit setup.

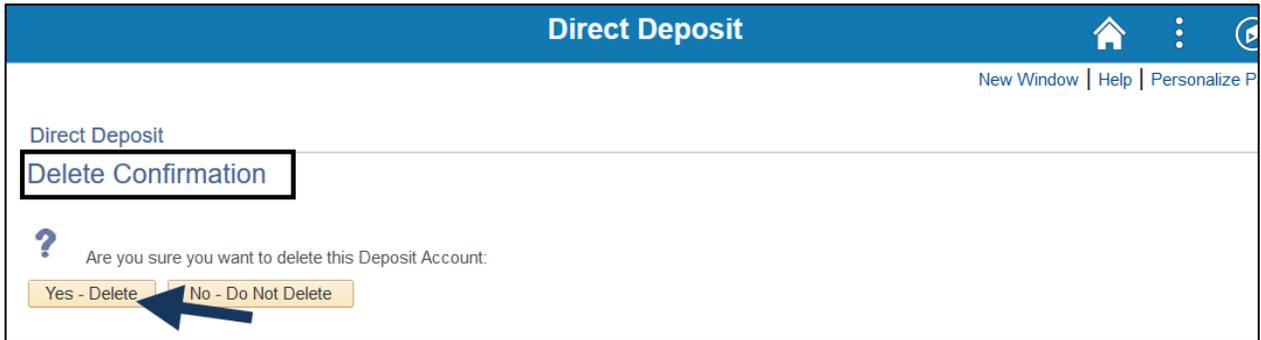
1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit**.



3. Accounts you have set up will be listed. Click **Remove** on the line you want removed.

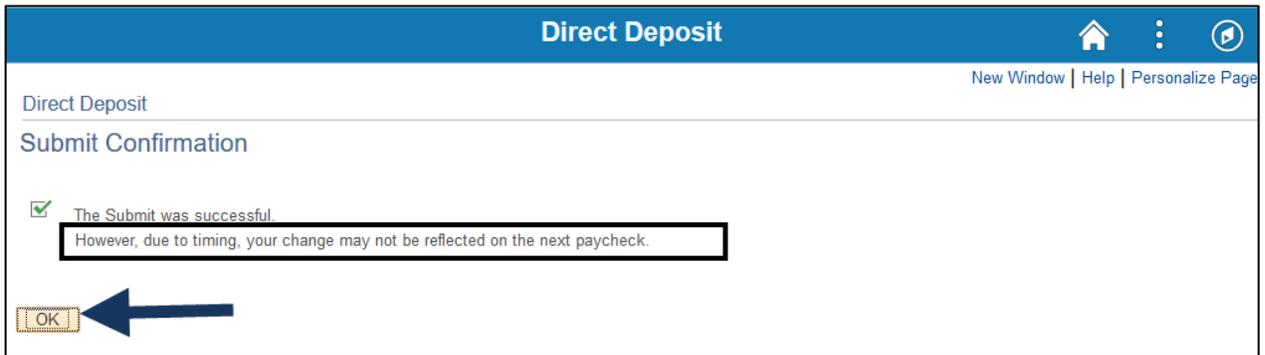
Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322281617	XXXXXXXX5590	Percent	10.00%	10		
Checking	122000247	XXX0737	Amount	\$300.00	20		
Checking	322281507	XXX4483	Balance of Net Pay		999		

4. On the Delete Confirmation screen, click **Yes – Delete**.



5. On the Submit Confirmation screen, click **OK**.

Note: The Submission may be success but due to timing, your change may not be reflected on the next paycheck.



6. You can now see that the line has been removed.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	122000247	XXXX0737	Amount	\$300.00	20		
Checking	322281507	XXX4483	Balance of Net Pay		999		