ESS Direct Deposit Set up for Employee Payroll

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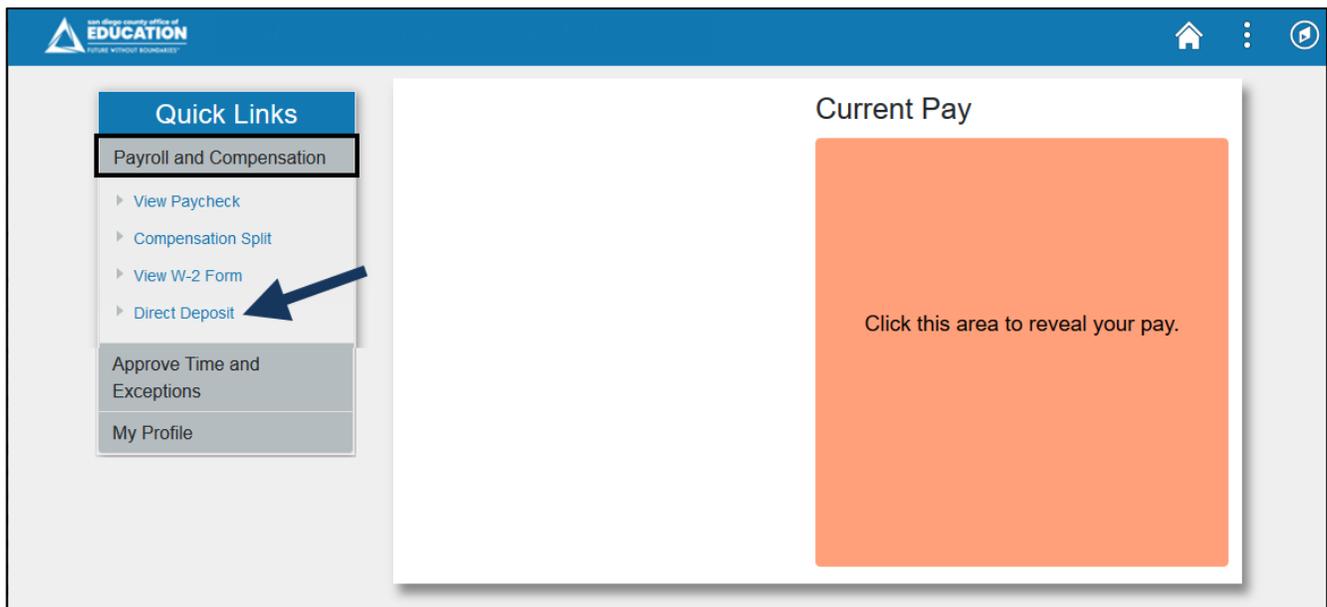
The employee's direct deposit information is global and applies to all San Diego County School Districts an employee is employed by.

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.

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)	Add Account. Row 1: ▪ **Deposit Type** as Balance of Net Pay ▪ **Deposit Order** as 99 (Balance of Net Pay must always have the lowest priority).	Add multiple accounts. Here is an example: Row 1: 10% ▪ **Deposit Type** = Percent ▪ **Amount or Percent** = 10 ▪ **Deposit Order** = 10 (highest) Row 2: $300 ▪ **Deposit Type** = Amount ▪ **Amount or Percent** = 300 ▪ **Deposit Order** = 20 (middle) Row 3: Balance ▪ **Deposit Type** = Balance of Net Pay ▪ **Deposit Order** = 99 (lowest) – *THIS MUST SET TO LOWEST*

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.**
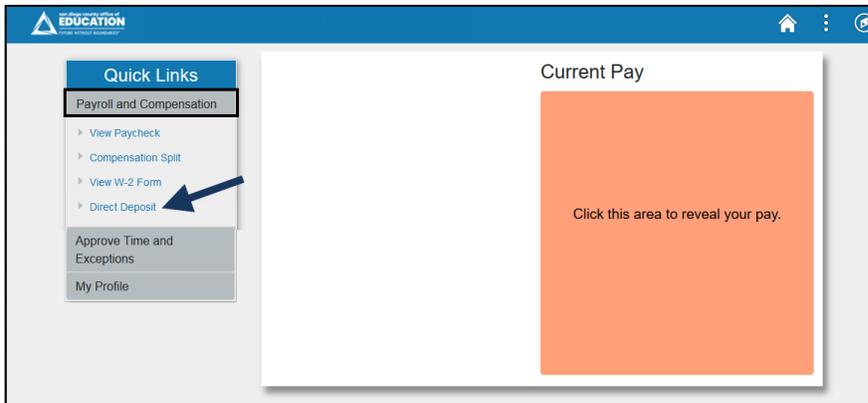
3. Read through **Disclaimer**.

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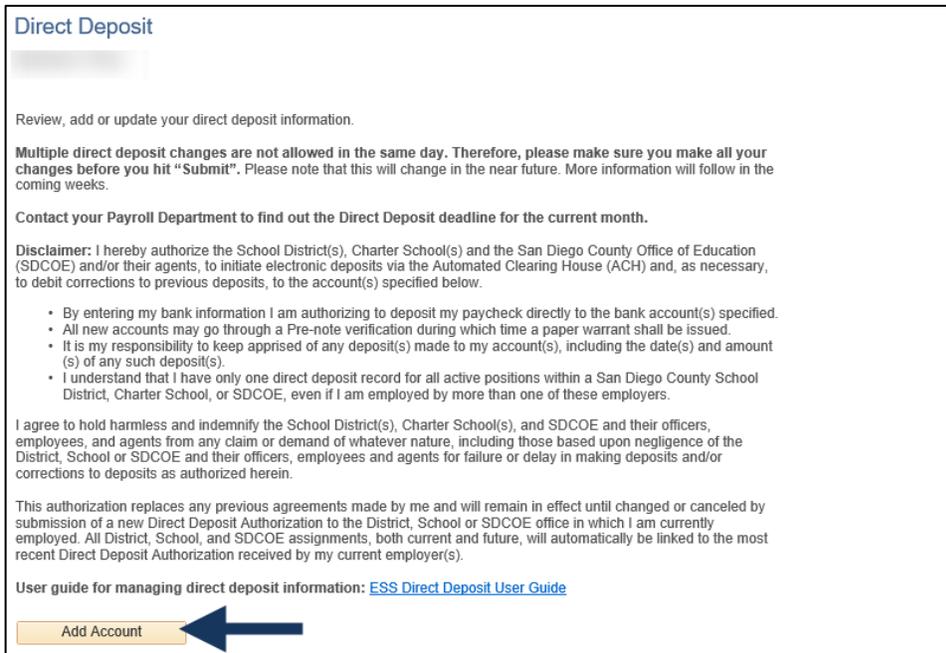
5. Enter all information on the **Add Direct Deposit** screen, asterisk items (*) are required:
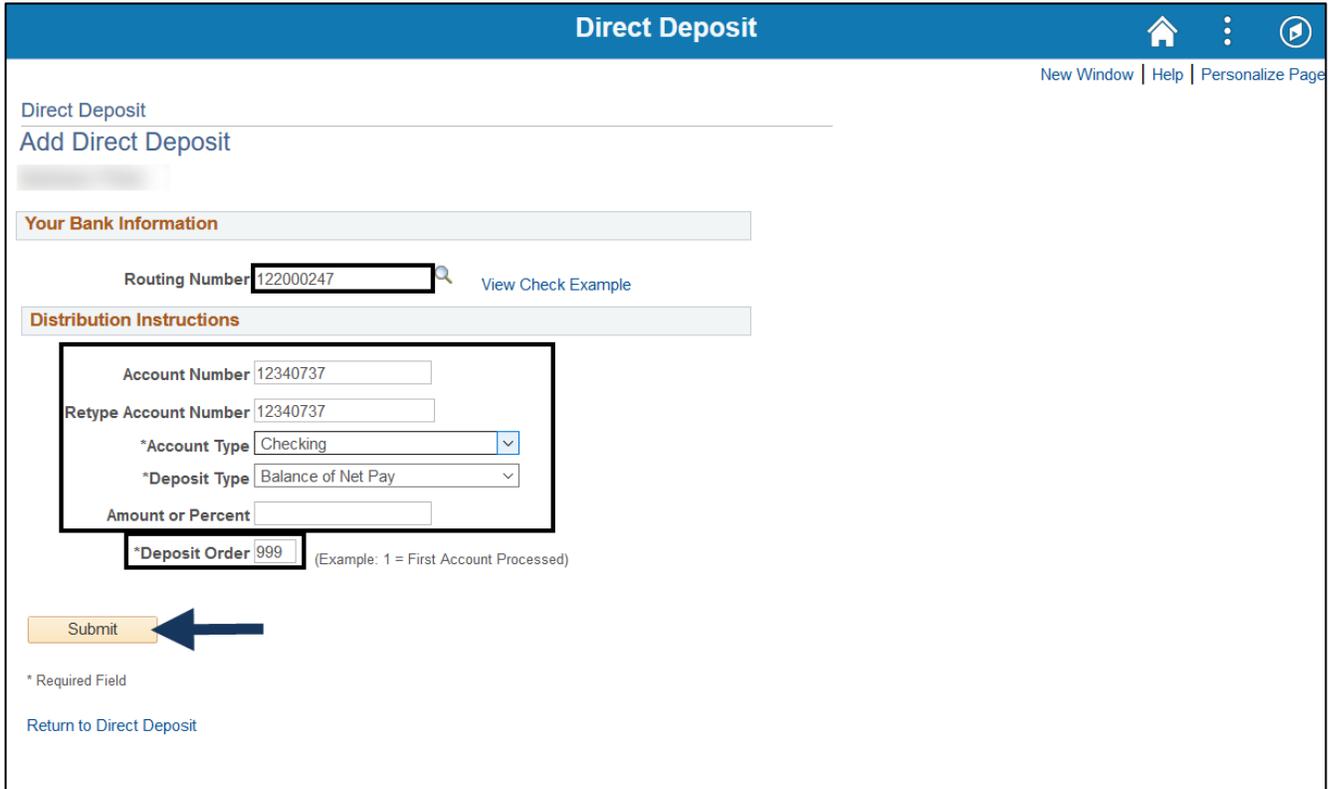
Direct Deposit

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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.
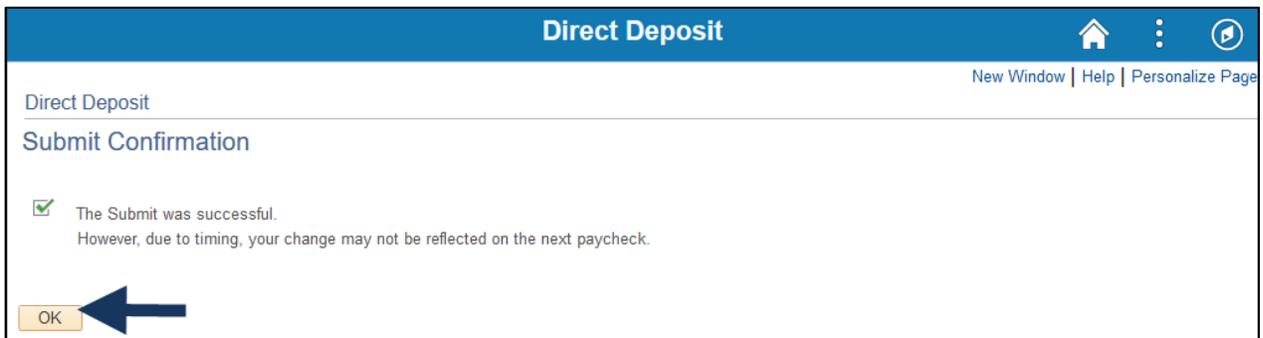
Direct Deposit

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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*

2. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit.**
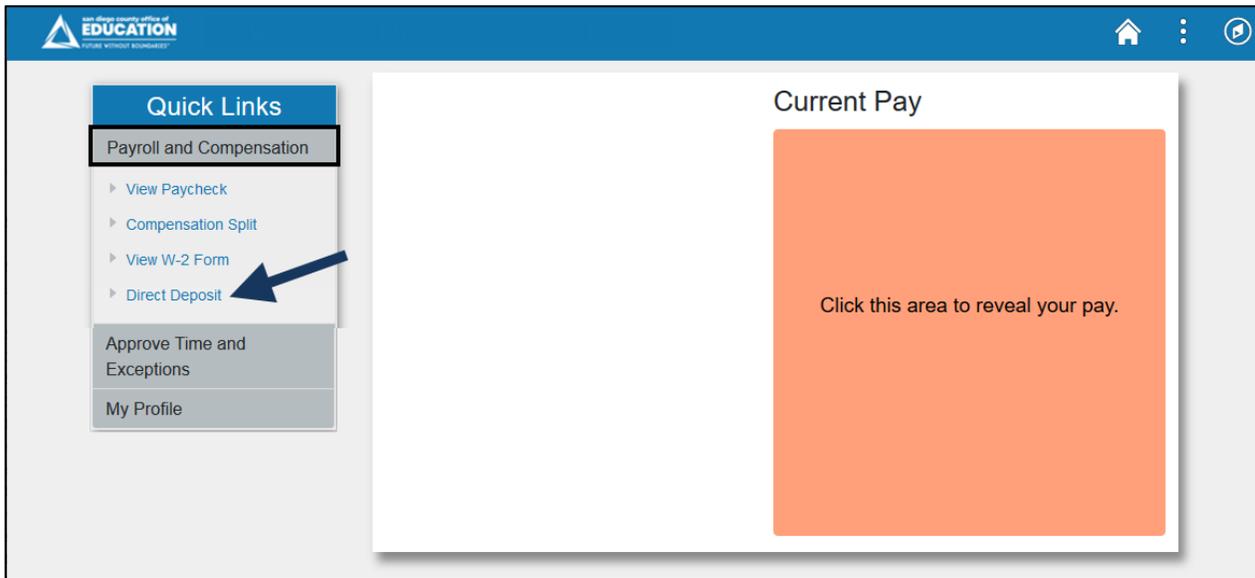
3. Accounts you have set up will be listed. To Edit the account, **click on the pencil** under Edit.

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.

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

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

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*

2. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit.**
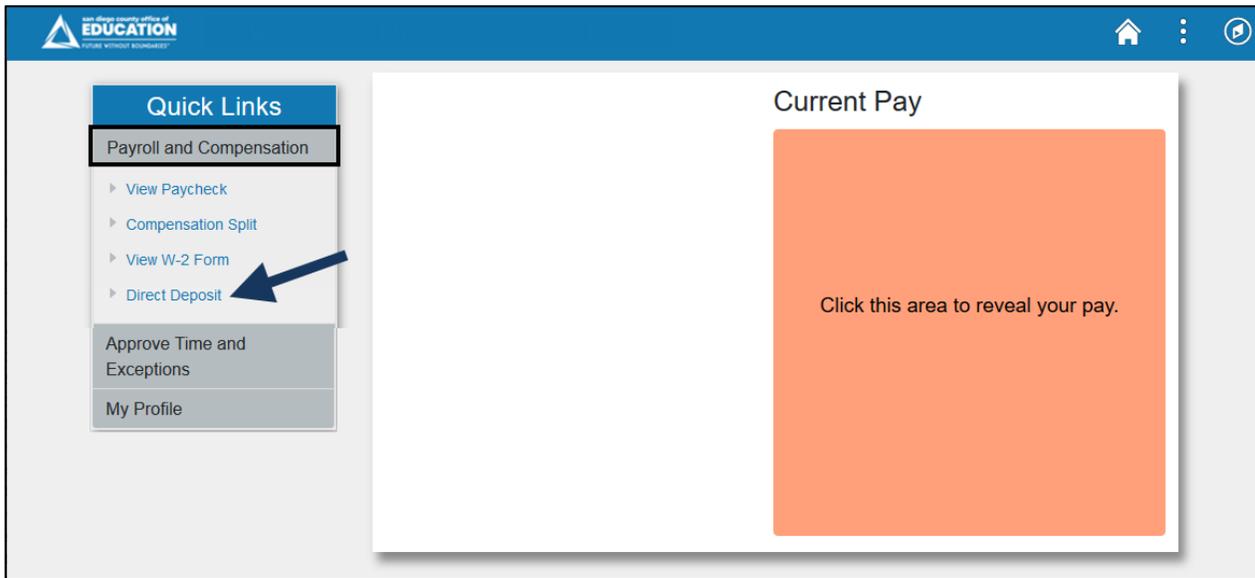
3. Accounts you have set up will be listed. Click **Remove** on the line you want removed.

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	XXXX0737	Amount	$300.00	20	✏️	🗑️
Checking	322281507	XXX4483	Balance of Net Pay		999	✏️	🗑️

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

Direct Deposit

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Direct Deposit

Delete Confirmation

? Are you sure you want to delete this Deposit Account:

[Yes - Delete] [No - Do Not Delete]
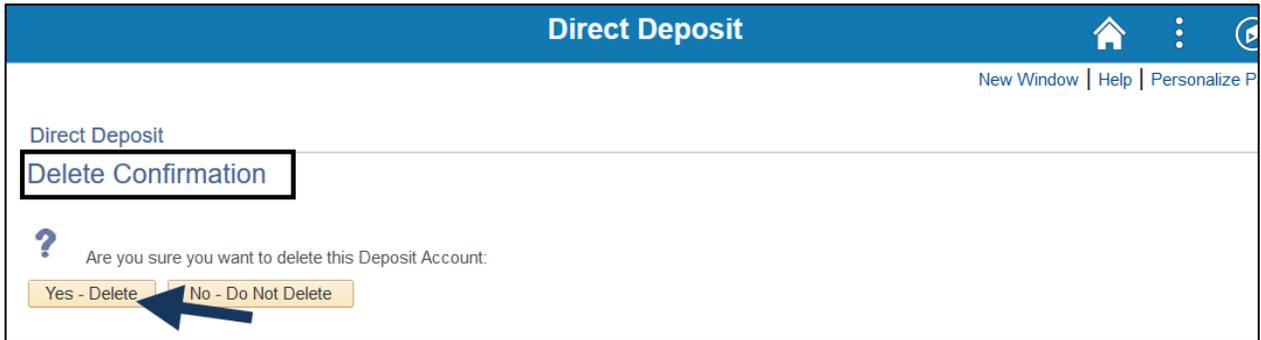
5. On the Submit Confirmation screen, click **OK.**

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

Direct Deposit

New Window | 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]
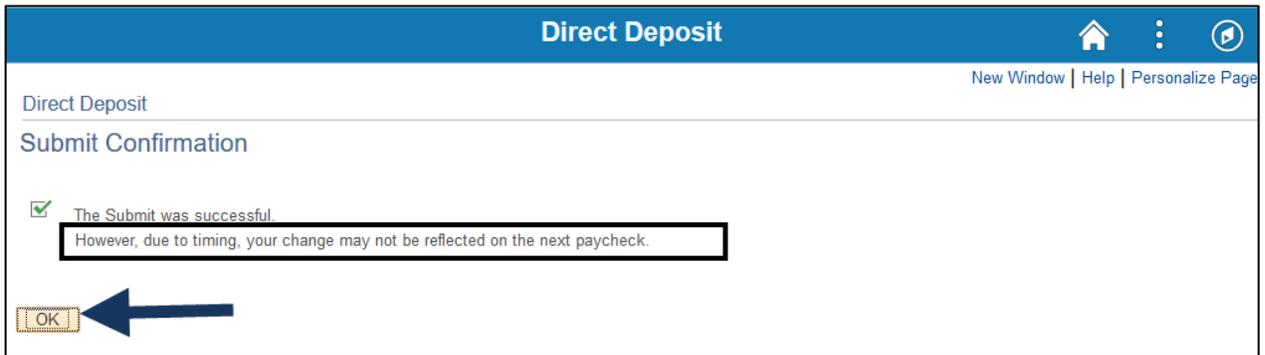
6. You can now see that the line has been removed.

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	🖉	🗑