

# PeopleSoft Human Capital Management (HCM) Enter or Update Direct Deposit Information Job Aid

## Employee Self Service (ESS) Enter or Update Direct Deposit Information

Employees should use this job aid to add or edit a bank account for direct deposit.

*Please note that an employee can have up to 4 accounts listed for direct deposit.*

1. Log into **PeopleSoft** and **Navigate** to the **Employee Self-Service** page.

Note on accessing the **Self-Service** pages in PS v. 9.2 Human Capital Management (HCM):

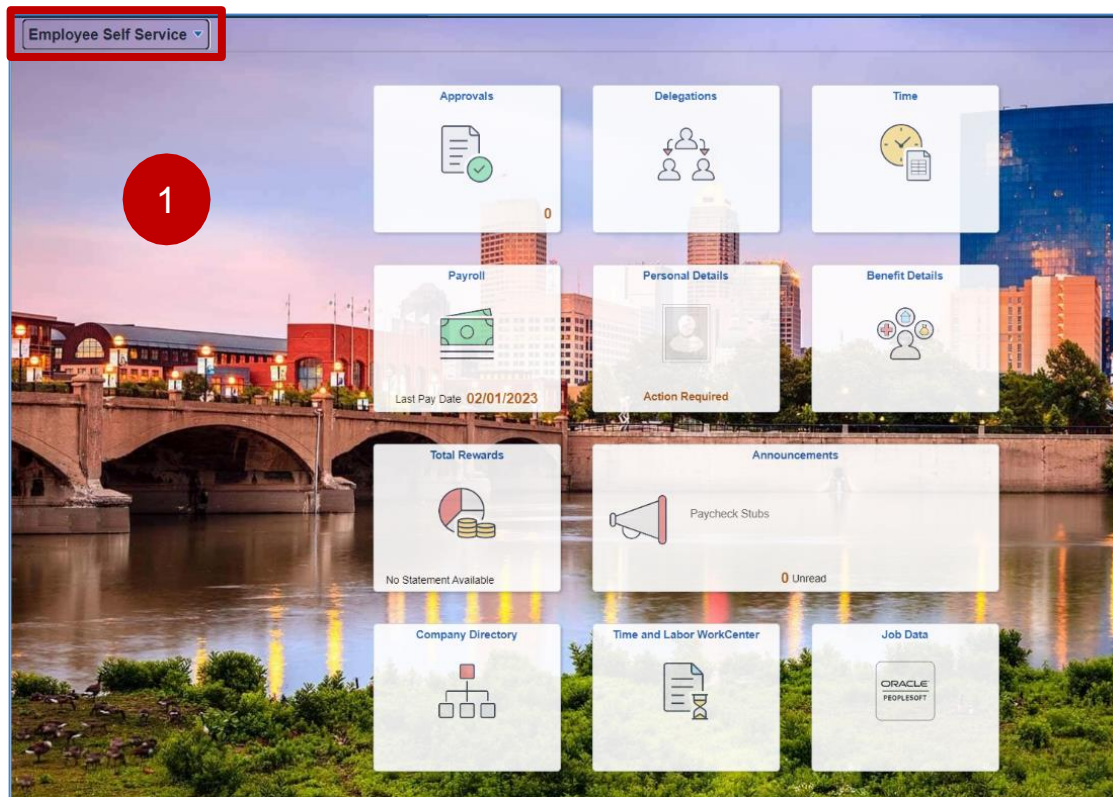
*The profile of the employee will determine the default for accessing the **Self-Service page** and its associated tiles.*

*If the Employee is a manager, the default is **Manager Self-Service (MSS)***

*If the Employee is not a manager, the default is **Employee Self Service (ESS)***

The **Employee Self Service (ESS)** page displays:

*Open Note: From this page the employee has multiple options to perform their own self-service tasks including Onboarding, Enrollment, Time, and Payroll.*

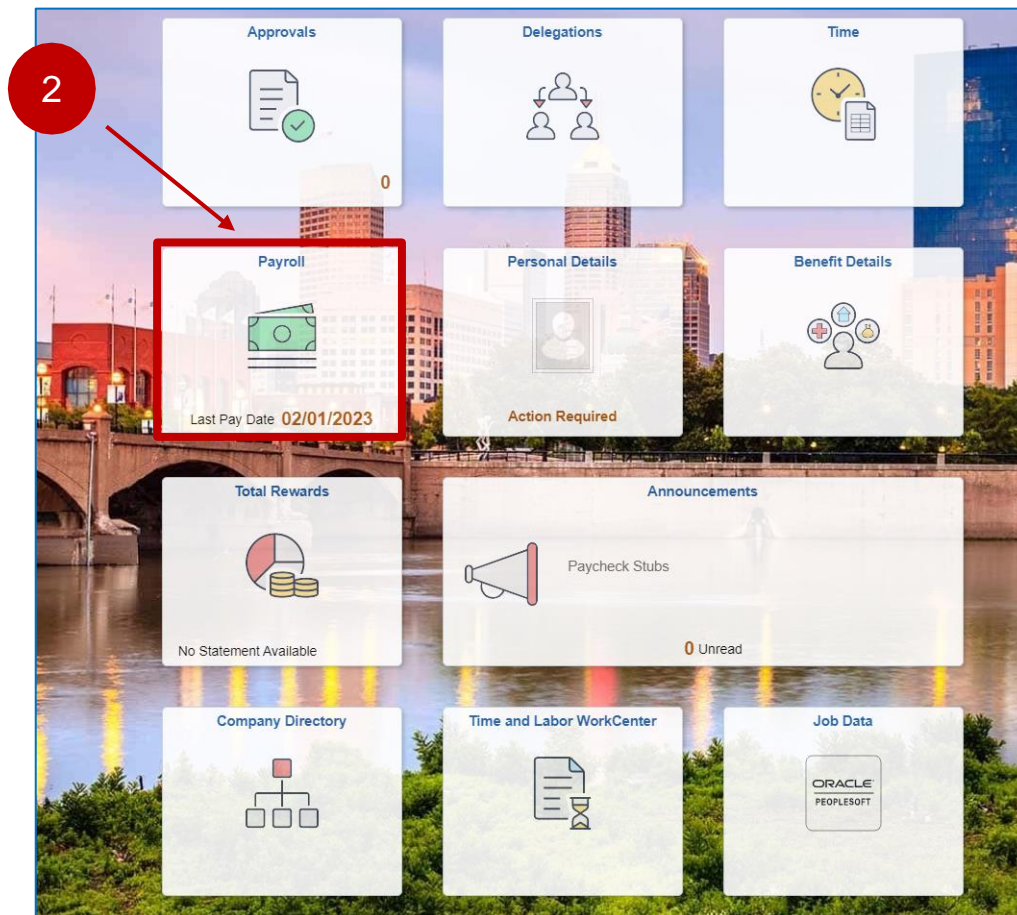


# PeopleSoft Human Capital Management (HCM) Enter or Update Direct Deposit Information

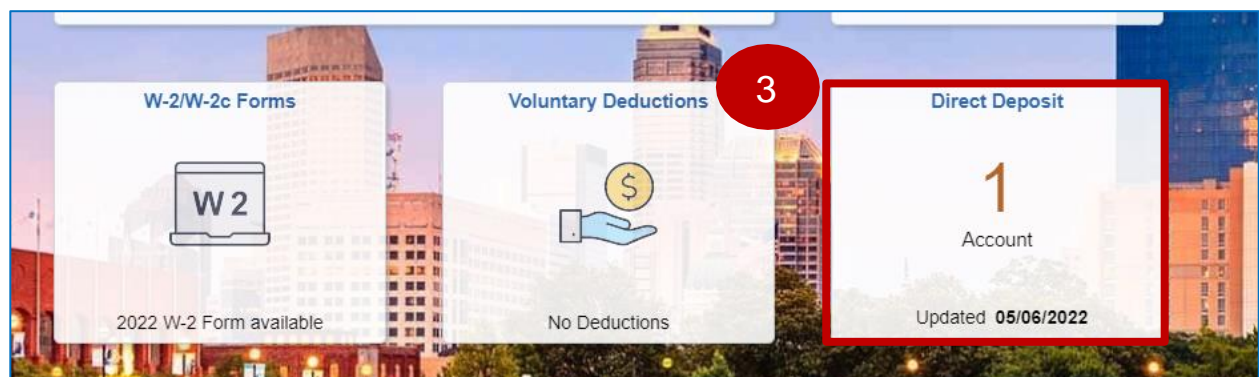
## Job Aid

### 2. Select the **Payroll** tile:

*Note: from the **Payroll** tile, you will be able to add and update direct deposit information, verify your **Last Pay Date** (i.e., The most recent pay date)*



### 3. Select the **Direct Deposit** tile:



*Note: The Direct Deposit tile displays the number of direct deposit accounts and when these accounts were last updated in the system.*

# PeopleSoft Human Capital Management (HCM)

## Enter or Update Direct Deposit Information

### Job Aid

The **Direct Deposit** page displays

*Note: "Updates to Direct Deposit account information will take **one to two pay periods** to take effect. If you add more than 1 account, set up your primary "remaining balance" account 1<sup>st</sup>.*

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking1	Direct Deposit	#####0078	#####1554	Checking	Full Balance

Each account is comprised of seven fields on the **Direct Deposit** page:

- **Order:** The sequential number of each direct deposit account attached to the Direct Deposit file.
- **Nickname:** Create a nickname for each account.
- **Payment:** The method of payment to the employee is Direct Deposit,
- **Routing Number:** The unique routing number of the bank/financial institution designated to receive the funds.
- **Account Number:** The employee's bank account (s) where the funds are deposited.

*Note: Currently employees can have a maximum of 4 accounts in their Direct Deposit file. Primary "remaining balance" account should be entered 1<sup>st</sup>.*

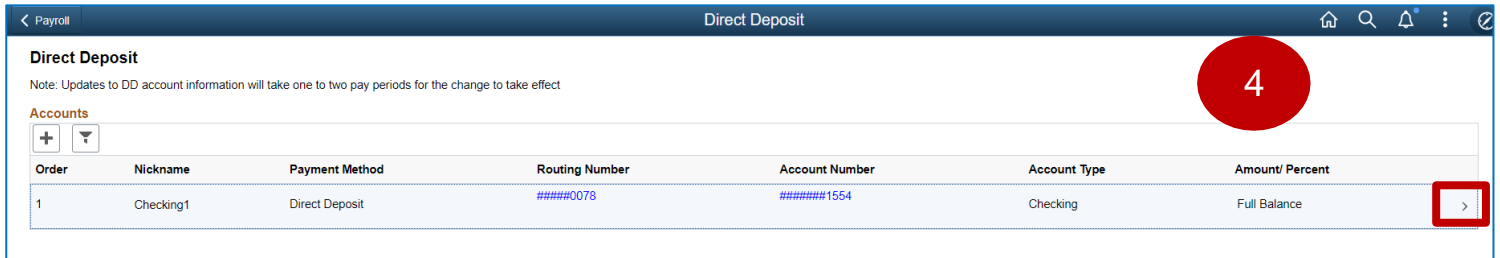
- **Account Type:** Checking or Savings
- **Amount/Percent:** The employee has the option of having the entire Net amount deposited into one account: 100% or a percentage of the Net amount divided into multiple accounts.

*Note: if the employee has multiple accounts, the primary account will not have an amount or percent, it will say remaining balance; the other 3 accounts can be a combination of percentages or flat amounts.*

*Note: For security purposes, when changing direct deposit data, you must know your primary account information.*

# PeopleSoft Human Capital Management (HCM) Enter or Update Direct Deposit Information Job Aid

4. To make edits to a **Direct Deposit** account, **Click** the arrow to the right of the **Amount/Percent** field.



Direct Deposit

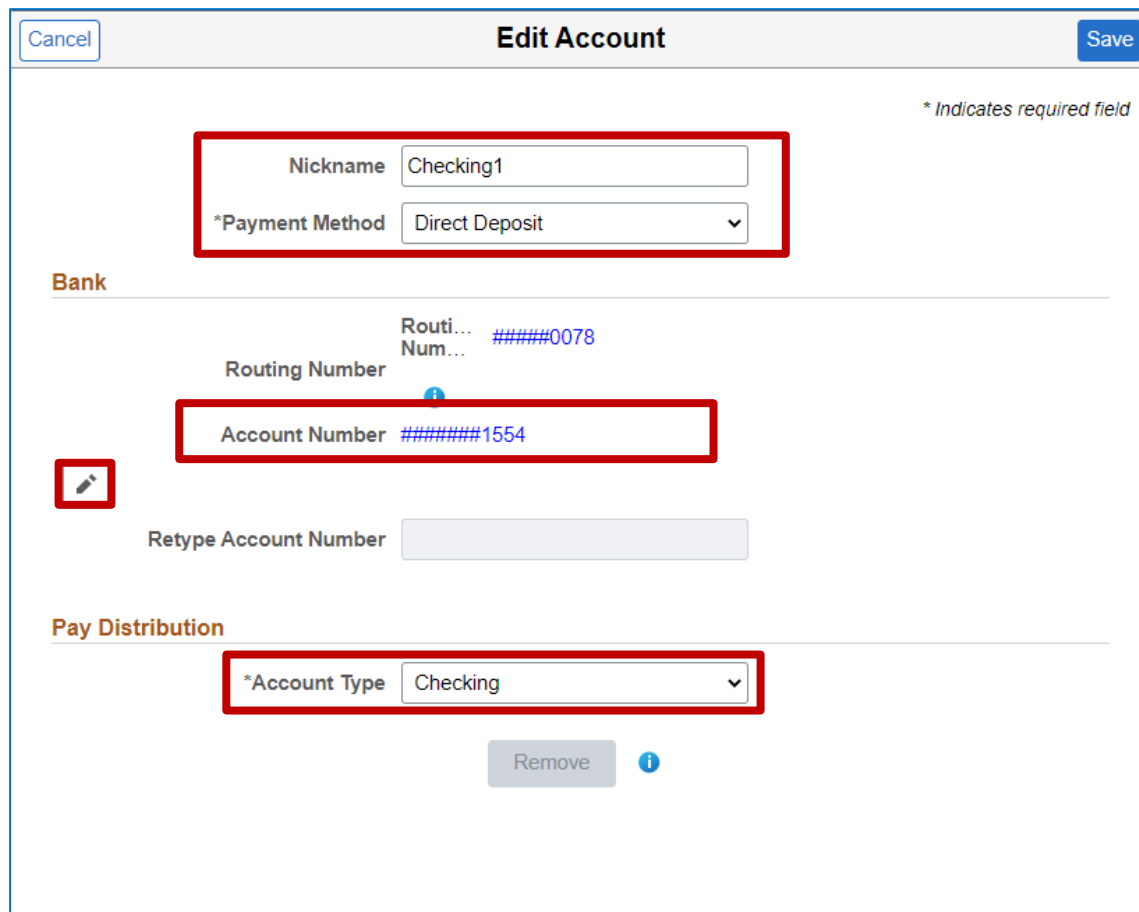
Note: Updates to DD account information will take one to two pay periods for the change to take effect

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking1	Direct Deposit	#####0078	#####1554	Checking	Full Balance

The **Edit Account** page displays

*Note: When making edits to a Direct Deposit Account, it's important to remember that fields with an \* are mandatory fields and must have a value entered.*



Cancel Edit Account Save

\* Indicates required field

Nickname

\*Payment Method

Bank

Routing Number

Account Number

Pay Distribution

\*Account Type

Remove





# PeopleSoft Human Capital Management (HCM)

## Enter or Update Direct Deposit Information

Job Aid

The **Edit Accounts** page has three actions:

**Save**

The data entered to the Direct Deposit account is saved and the file is updated.

**Cancel**

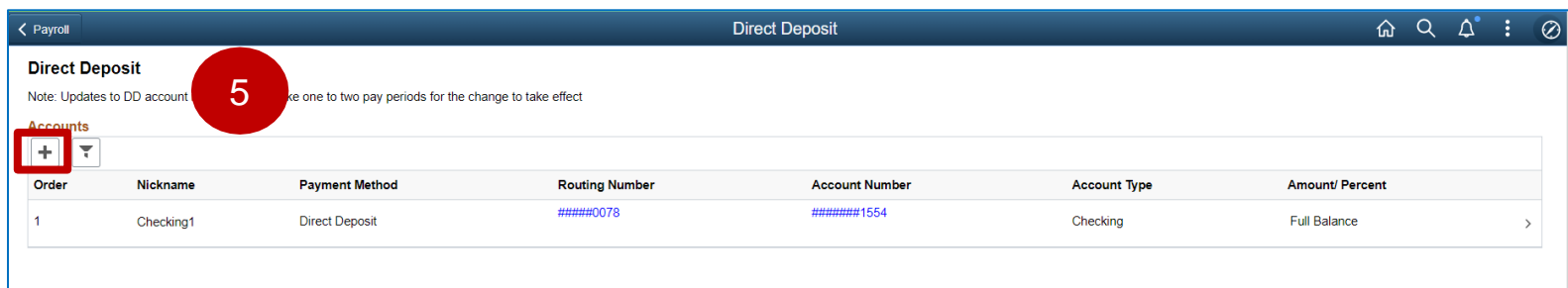
Any changes to the Direct Deposit account are canceled and the record is unchanged.

**Remove**

The Remove button deletes the Direct Deposit account from the system.

### Add a Direct Deposit


5. To add a new bank account to the Direct Deposit file, click the  button.



Direct Deposit

Note: Updates to DD account take one to two pay periods for the change to take effect

Accounts



Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking1	Direct Deposit	#####0078	#####1554	Checking	Full Balance

The **Add Account** page displays. The following example demonstrates how to add a second account to the Direct Deposit file.

*Note: For a new account, all fields must be populated.*

6. To add a new account, complete the following fields:

- **Nickname:** Add a nickname for the new account
- **Payment Method:** Choose Direct Deposit
- **Routing Number:** enter a routing number
- **Account Number:** Enter an account number
- **Retype Account Number:** enter the account number again to verify it is correct
- **Account Type:** Checking or Savings
- **Deposit Type:** Amount or Percent
- **Amount or Percent:** Must equal 100% across all accounts

6

# PeopleSoft Human Capital Management (HCM) Enter or Update Direct Deposit Information

Job Aid

7. Once all the information is entered, click the **Save** button.

*Note: After entering all the required information for this new account and the record is saved, you may receive the following warning message if the Percent amounts of the direct deposit files exceed 100%. You will need to edit the other direct deposit account percentages so that all records sum to 100%.*

**Add Account**

\* Indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

\*Payment Method

**Bank**

Routing Number  ⓘ

Account Number


Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

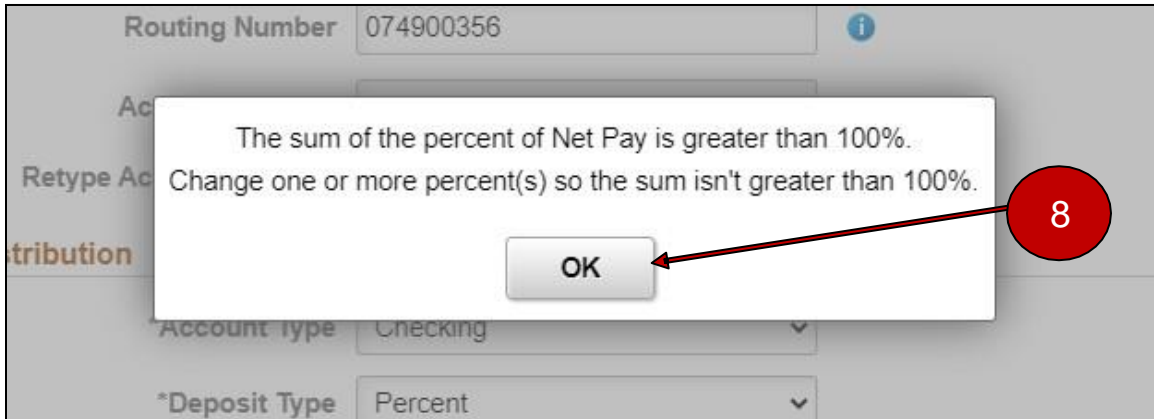
Amount or Percent



# PeopleSoft Human Capital Management (HCM) Enter or Update Direct Deposit Information

Job Aid

8. Click the OK button and go back and select the first (original) direct deposit account to make the necessary edits. After clicking OK, you will be brought back to the Edit Account page.



9. On the original direct deposit account, change the **Percent** from 100.00 to 50.00.

The screenshot shows the "Edit Account" form. At the top, there are "Cancel" and "Save" buttons. The form contains the following fields:

- \*Nickname: Checking1
- \*Payment Method: Direct Deposit (dropdown)
- Bank** section:
  - Routing Number: 074900356
  - Account Number: XXX7185
  - Retype Account Number: (empty)
- Pay Distribution** section:
  - \*Account Type: Checking (dropdown)
  - \*Deposit Type: Percent (dropdown)
  - Percent: 50.00 (text input, circled in red)

At the bottom of the form is a "Remove" button. A red circle with the number "9" is located to the right of the form.



# PeopleSoft Human Capital Management (HCM)

## Enter or Update Direct Deposit Information

Job Aid

*Note: You are now able to add the second account to the Direct Deposit file.*

**10.** Refer to [Step 7](#) (Add Account) to complete the information for the “new” Checking account.

Cancel
Add Account
Save

\*Nickname

\*Payment Method

---

**Bank**

Routing Number  ⓘ

Account Number

Retype Account Number

---

**Pay Distribution**

\*Account Type

\*Deposit Type

Percent

10

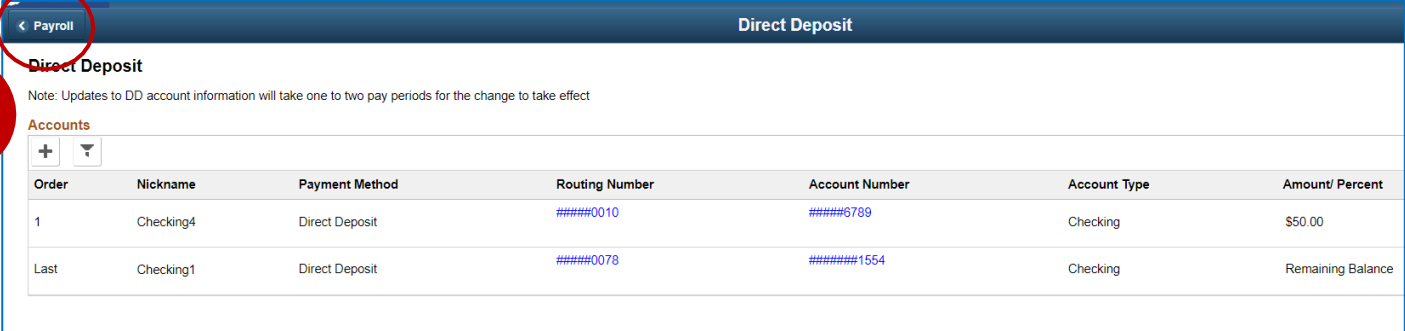
There are now two bank accounts connected to the **Direct Deposit** file.

*Note: You must have 1 account as the remaining balance, primary accounts will appear last*

Direct Deposit						
Note: Updates to DD account information will take one to two pay periods for the change to take effect						
Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking4	Direct Deposit	#####0010	#####6789	Checking	\$50.00 >
Last	Checking1	Direct Deposit	#####0078	#####1554	Checking	Remaining Balance >

# PeopleSoft Human Capital Management (HCM) Enter or Update Direct Deposit Information Job Aid

11. Return to the Home page, click the arrow on the top-left of the page.



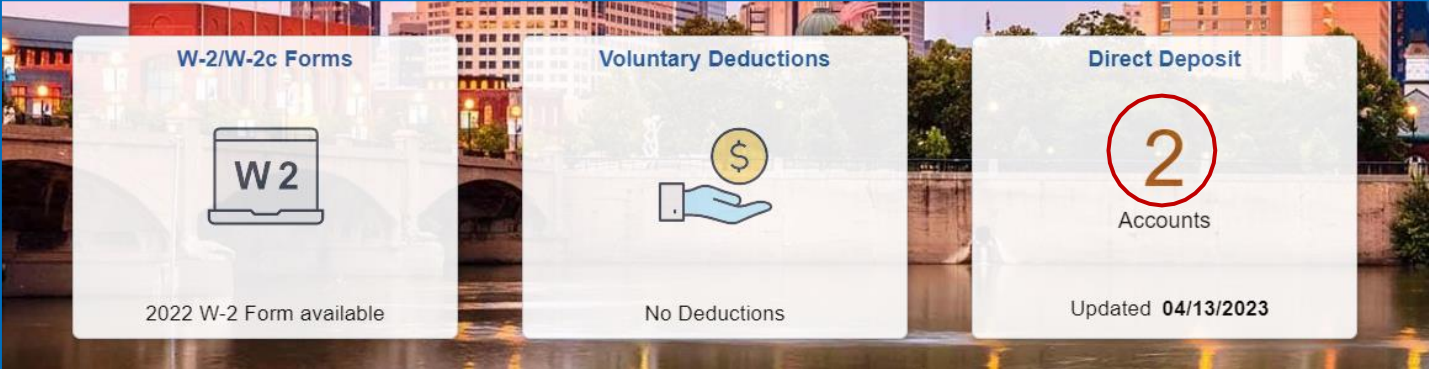
**Direct Deposit**

Note: Updates to DD account information will take one to two pay periods for the change to take effect

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking4	Direct Deposit	#####0010	#####6789	Checking	\$50.00
Last	Checking1	Direct Deposit	#####0078	#####1554	Checking	Remaining Balance

Notice that there are now 2 accounts listed on the **Direct Deposit** tile.



**W-2/W-2c Forms**  
2022 W-2 Form available

**Voluntary Deductions**  
No Deductions

**Direct Deposit**  
2 Accounts  
Updated 04/13/2023

**End of Procedure**



# Indiana Auditor of State Tera Klutz, CPA

*Focused on providing accurate information, maintaining and enhancing government transparency, and delivering great customer service to Hoosiers*

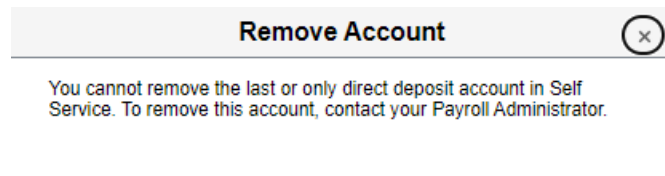
## Directions to Prevent Direct Deposit Errors

### Error Message: Routing Number does not exist

If employees are getting this message, they will not be able to proceed. The error message displays because the bank's routing number is not on file.

Instruct employees to submit a paper form with proper bank documentation showing both the account and routing number, and AOS Payroll will add the bank to the PeopleSoft HCM.

### Error Message: Cannot remove last/only account



Employees will need to complete a direct deposit form selecting STOP, to stop their last/only account on file.

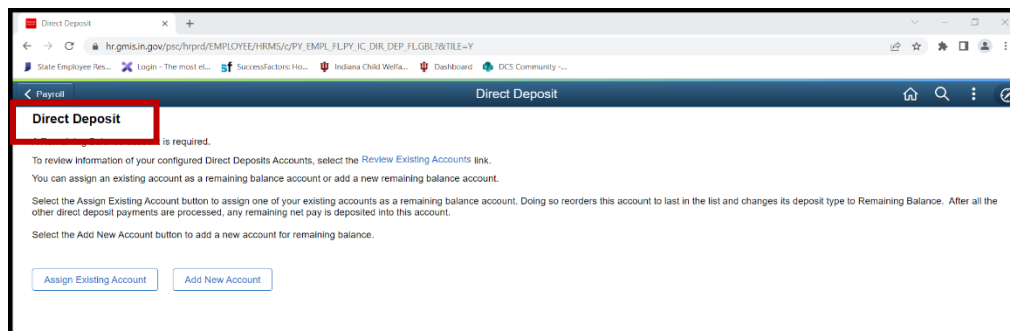
### Error message: Sum has reached 100%

If employees are getting the above error message when a pay card is on file, the proper steps to remove a pay card were not followed – see the below instructions to remove a pay card.

### How to remove a pay card

Follow the below instructions to remove a pay card from your account. If errors continue after following the below instructions, reach out to AOS payroll at [PayrollDept@auditor.in.gov](mailto:PayrollDept@auditor.in.gov) for further assistance.

- If you are seeing the following screen, select **Assign Existing Account**.



- Change **Remaining Balance** to **Yes** and select **Save**.

Assign the existing account to be a Remaining balance account. Doing so reorders this account to 1 and changes its deposit type to Full Balance. Entire net pay is deposited into the Full Balance account.

Current Order	Nickname	Account Number	Amount/ Percent	*Remaining Balance
1	Paycard1	#####1098	100.00%	<input type="radio"/> No

- First, add your new account information by selecting the + symbol on the left. You must make your new primary account secondary (temporarily) by choosing a percentage/amount (\$50.00 or 80%) before you remove the pay card.

**Payroll**

**Direct Deposit**

Note: Updates to DD a

**Accounts**

+    ▾

Once the new account is added and saved, select the pay card, **\*change the account type from pay card to Checking or Savings**, then select **remove**.

Account type of Paycard is invalid.  
Paycard account type cannot be selected through Self Service. Please select a different account type.

OK

Retype Account Number

**Pay Distribution**

\*Account Type: Paycard

\*Deposit Type: Remaining Balance

Remove



# Indiana Auditor of State Tera Klutz, CPA

*Focused on providing accurate information, maintaining and enhancing government transparency, and delivering great customer service to Hoosiers*

- Once you select **REMOVE**, you will be prompted to choose a new primary account. Select the drop down to select a new primary account and save.

A screenshot of a web application dialog box titled "Remaining Balance Account". The dialog has a "Cancel" button on the top left and a "Save" button on the top right. Below the title bar, there is a message: "A New Remaining balance Account is required. Select one of your existing accounts as a remaining balance account." Above this message is a small asterisk and the text "\* Indicates required field". Below the message is a form field with a yellow background and the label "New Remaining Balance Account". To the right of the form field is a dropdown menu with a downward arrow, which is highlighted with a red box.

- Once you select save, the pay card will be removed, and your new account will display as primary.

If employees are still experiencing any issues with direct deposit entries not listed above, please contact AOS Payroll at [Payrolldept@auditor.in.gov](mailto:Payrolldept@auditor.in.gov).

## Verifying Direct Deposit Entries

Agency Payroll can verify employees' direct deposit entries following the below navigation:

- Navigator
- Menu
- Payroll for North America
- Employee Pay Data USA
- Request Direct Deposit