Setup and Management of my Direct Deposit Information

Business Objective: To allow employees to manage their direct deposit information. Employees are able to set up a single account or up to three (3) multiple accounts.

Required Information:

Steps to Perform

 Please Use Internet Explorer

- Go to www.dpsk12.org

- Click on "**Employees**"

- Choose "**Human Resources**"

- Click on "**Employee and Manager Space**"

- Select "**Click here to access Pay, Benefits, Leave Balances, W2s and Training**"

- Log in using your DPS ID and password

- Within Employee Self-Service, click the "**Pay**" tab

- Click "**Direct Deposit**"
  You will see your current direct deposit information on the screen. You can add additional accounts (up to 3 total) in which your net pay will be deposited.

- To view your current account setup, click on the actual account number to view the information about that account.

- You will need to agree to the authorization message at the bottom of the screen to continue.

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Initial Direct Deposit Setup (New Hires)
You will need your bank routing number(s) as well as your bank account number(s).

Click on **Add**
You will need to agree to the authorization message at the bottom of the screen to continue.

You will be asked the following question. <u>Always</u> click on **"yes"** to have your entire check (100%) direct deposited.

- Click "**Continue**"

- Add the name of your bank in the **"Bank"** field. **(Do not use the search feature ⌕ on this field!)**

- Choose a short description to enter into the **"Description"** field. This will print on your pay stub within Employee Space to help you identify your account. Your description can be whatever makes sense to you to assist you in recognizing your accounts.

- Identify whether this account is a **checking** or **savings**.

- Enter your **bank routing number** and your full **account number** as written on your check including all zeros. **It is your responsibility to assure the correct routing and account numbers have been entered to avoid receiving your wages late.**

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Add Account

Bank Wells Fargo Bank 🔍 DO NOT USE "SEARCH"	06/19/2014

Description #1 acct   **Account Type** ⦿ Checking ◯ Savings

Johanna Doe

Percent of Net 100%

US   Deposit _____

_____ AMOUNT

102000076   1234567890

Routing Number   **Account Number**

[Update] [Cancel]

*Required

- Click on **"Update"**
- You will receive an email with confirmation of the changes you have made.

To View your account detail

Click on the "account #" to view your information

Bank	Account	Description	Type	Amount	
Wells Fargo Bank	1. 1234567890 Default	#1 acct	Checking	100.00%	Close Acc

Adding Additional Bank Accounts

Pull up your direct deposit information in Employee Self-Service and click on **"Add"**

Enter the information for your second bank account. (You are able to have up to three (3) accounts).

You are able to choose a percent or a flat dollar amount for your 1st and 2nd account. It is recommended that a flat dollar amount is set up for 1st and 2nd accounts. Your **default** account will remain at 100 %. After 1st and 2nd account splits, 100% of the remaining balance will be deposited in your default account.

Deposits will be made in order of the number next to the account. 1 then 2 then 3…Review your accounts to confirm they reflect the correct order. Your default account is designated at 100%. That is, 100% of the balance left over after all other distributions have been made.

Example: Net pay for pay date is $400. Employee has three accounts.

Acct #1: Flat dollar amount of $50 will be deposited into first account.

Acct #2: Flat dollar amount of $250 will be deposited into second account.

Acct #3: Default account would receive remaining $100. (100% of remaining net pay)

Please be aware that if your net deposit is below the dollar value you have indicated in your secondary accounts, all funds will be deposited into your default account.

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Important Note: Changes must be made to your direct deposit information a <u>minimum of 10 days prior to the next pay date.</u>

To Change an account from one account to another account

- In order to change from one bank account to another, you must close the account you wish to inactivate. Note: Your bank will not accept funds into a closed account.

- Click on **"Close Account"**

- Add new bank account following the steps in **"Setting up your Direct Deposit Information"**

Important Note: An employee may not cancel their participation in Direct Deposit. <u>Participation is mandatory.</u> If the employee only has one account, they cannot cancel the primary Direct Deposit account without adding a new one. If a new account is not added, you will be paid on a skylight pay card. No paper checks are issued. You MUST close any accounts you are no longer using to ensure your check is not deposited in the old account.

For general user assistance, please call Employee Services Department @ 720-423-3900. For technical issues, please call The Department of Technology's Hotline @ 720-423-3888.