

How To Guide

Changes to Direct Deposit

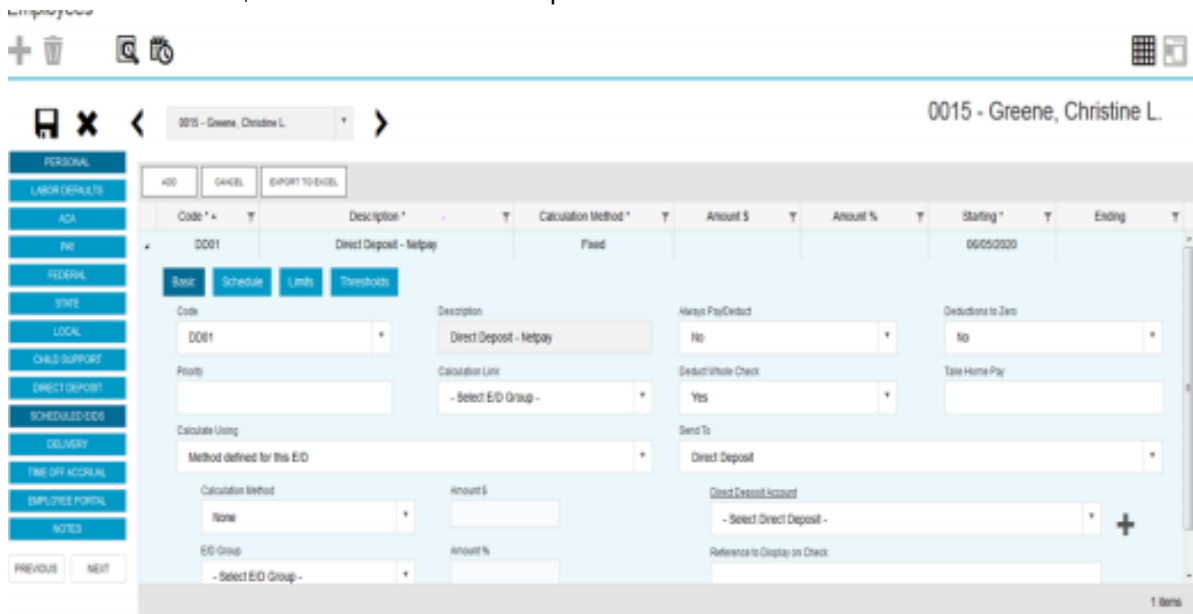
Document Purpose	Step-by-step directions to Add, Stop or Change an employee direct deposit
-------------------------	--

- From the dashboard select Employees and double-click on the employee's name to open the employee master file.
- **ADD a new direct deposit** - select the scheduled E/D's tab on the employee master file. Direct deposit is treated as a deduction. Select the Add key to open the deduction detail screen. From the code drop down box select the appropriate direct deposit code:

DD01 - Net Pay = entire check after all deductions and taxes


DD02 - Partial \$ or % to be sent direct deposit

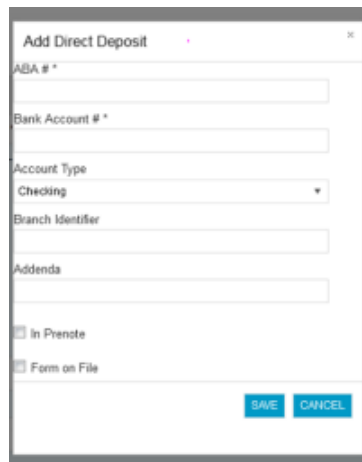
DD03 - Partial \$ or % to be sent direct deposit



The screenshot shows the '0015 - Greene, Christine L.' employee master file. The 'DIRECT DEPOSIT' tab is selected in the left-hand navigation menu. The main area displays a table with columns for Code, Description, Calculation Method, Amount \$, Amount %, Starting, and Ending. A record with Code 'DD01' and Description 'Direct Deposit - netpay' is visible. Below the table, there are tabs for 'Basic', 'Schedule', 'Limits', and 'Thresholds'. The 'Basic' tab is active, showing fields for Code (DD01), Description (Direct Deposit - netpay), Always Pay/Deduct (No), Deductions to Zero (No), Priority, Calculation Line (- Select E/D Group -), Deduct/Whole Check (Yes), Take Home Pay, Calculate Using (Method defined for this E/D), Send To (Direct Deposit), Calculation Method (None), Amount \$, Direct Deposit Account (- Select Direct Deposit -), E/D Group (- Select E/D Group -), Amount %, and Reference to Display on Check. A plus sign (+) is visible next to the Direct Deposit Account field.

- At the bottom right hand side select the drop down arrow in the Send To box and choose Direct Deposit, select

the  to add the banking information. Enter the ABA (routing number), the account number, the account type and select pre-note unless you are a paperless client. Save your changes.



The 'Add Direct Deposit' form contains the following fields and options:

- ABA # *
- Bank Account # *
- Account Type:
- Branch Identifier
- Addenda
- In Prenote
- Form on File
- SAVE CANCEL

- **Stop a direct deposit** - to stop a direct deposit on a permanent basis, highlight the direct deposit deduction code, select the arrow in front of the code to open the deduction details screen. Go to the schedule tab. In the Ending date field put the date to stop this direct deposit and save your changes. Be advised our system uses a check date to determine when a deduction should be taken.

1002 - Tackler, Thomas T.

<
1002 - Tackler, Thomas T.
>

ADD	DELETE	EXPORT TO EXCEL	Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending
			DD01	Direct Deposit - Netpay	None			02/04/2020	

Basic
Schedule
Limits
Thresholds

Effective

Starting

Ending

Affects

Payrolls Affected

Frequency

Blocks

Block Based On

Weeks blocked 1 2 3 4 5

EGR	Gross Up	% of E/D Group Amt	108,284	10/05/2020
-----	----------	--------------------	---------	------------

- **Change a direct deposit** - if the employee has a new bank account, highlight the arrow in front of the deduction to open the check details screen. At bottom right hand corner next to the Direct Deposit Account, select the black plus key to open the Add Direct Deposit Screen. Enter the ABA* (routing number), Bank Account #, Account Type and select Prenote unless you are a paperless client. Save your changes and verify the new account number is displayed in the Direct Deposit Account field.

Add Direct Deposit

ABA # *

Bank Account # *

Account Type

Branch Identifier

Addenda

In Prenote

Form on File