Direct Deposit Enrollment
PeopleSoft Instructions

Have your bank's routing number and your account number handy prior to enrollment.

Important:
- The County allows direct deposit into multiple banks and accounts
- The first payroll is used to confirm the routing # goes to a bank and the bank has an account with the # entered
- The County does not confirm the account belongs to the employee - enter your information carefully
- You will receive a paper check after entering or changing your direct deposit info in PeopleSoft
- The paper check will be sent to your Payroll Coordinator and you will be contacted via email on how to pick it up
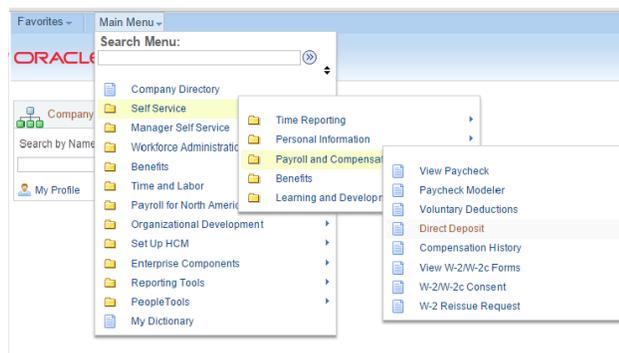
Step 1

Sign into PeopleSoft
Talk to your supervisor if you are unsure how.

Step 2

Click on Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Step 3

Enter your bank's routing #, account #, account and deposit type, amount or percent*, and deposit order**

*If you want your whole check to be deposited in a single account put 100%.

**If entering only one bank account, enter a 1 here. If entering more than one bank account, enter which order you want the County to deposit your check in this bank account.

Don't have a bank account?
Simply enter the information for your re-loadable prepaid debit card instead.