

# 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

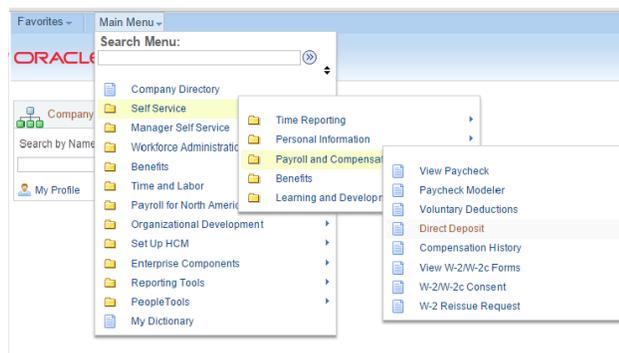
### Step 1

#### 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\*\*

A screenshot of the 'Add Direct Deposit' form in the PeopleSoft application. The breadcrumb trail at the top reads: 'Main Menu > Self Service > Payroll and Compensation > Direct Deposit'. The form has a title 'Direct Deposit' and a sub-title 'Add Direct Deposit'. It contains several input fields: 'Your Bank Information' with a 'Routing Number' field and a 'View check example' link; 'Distribution Instructions' with 'Account Number', '\*Account Type', '\*Deposit Type', 'Amount or Percent', and '\*Deposit Order' (with a radio button and an example: '(Example: 1 = First Account Processed)'). There is a 'Submit' button at the bottom. A legend indicates '\* Required Field' and a link 'Return to Direct Deposit' is at the bottom left.

\*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.