

[Add Direct Deposit Account](#)

[Modify Existing Direct Deposit Account](#)

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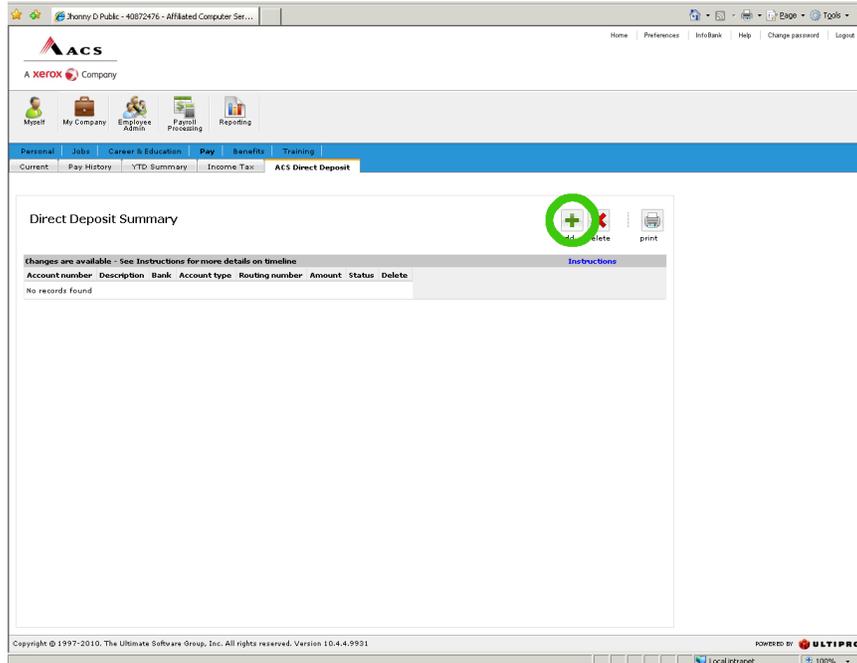
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ADD DIRECT DEPOSIT ACCOUNT:

If you are not enrolled in direct deposit OR need to add a new direct deposit account - please reference these instructions.

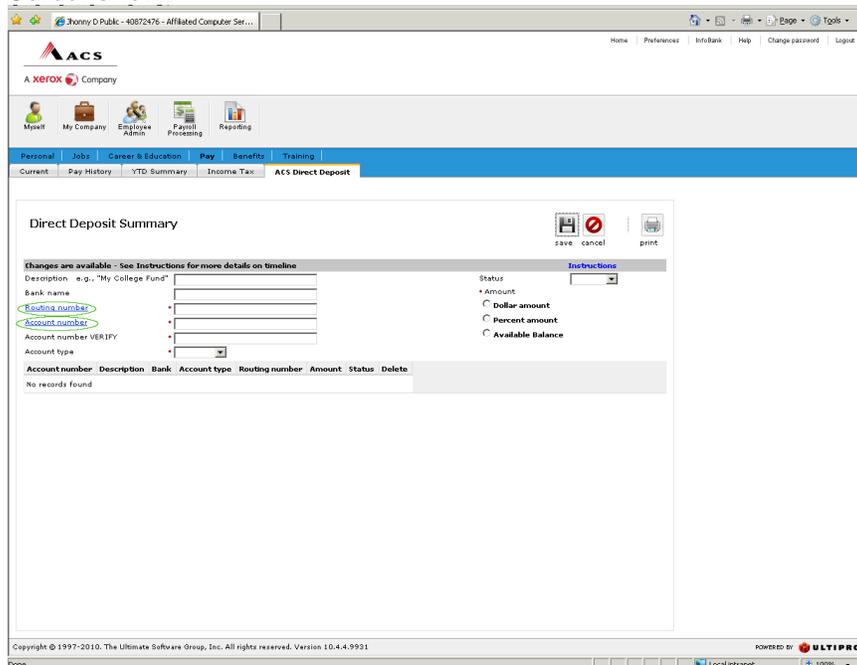
1. Click on the 'Add Direct Deposit' link (**Add direct deposit** circled in screenshot 1) which will take you to the page shown on screenshot 2.

Screenshot 1:



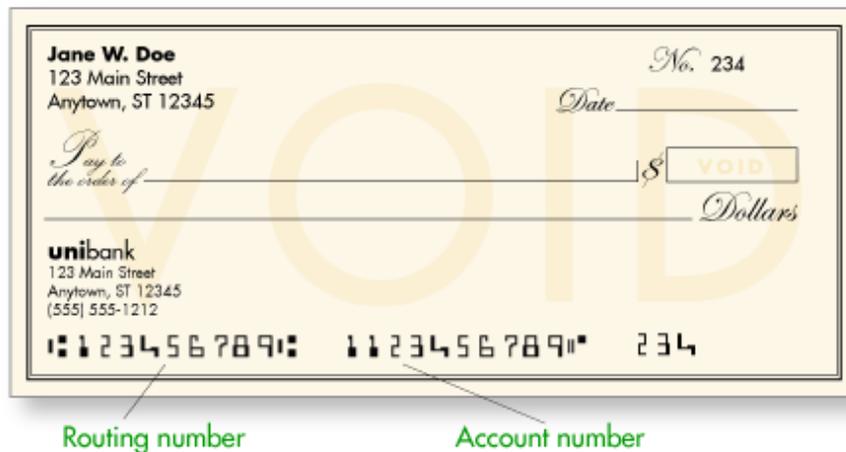
2. Enter your Direct Deposit information: Bank routing number¹, Account number¹, Bank Name², Account³ type (Checking or Savings) and Amount⁴.

Screenshot 2:



¹Routing Number and Account Number: If you have trouble finding your Routing number or Account number, click on either the **Routing number** or the **Account number** links (circled in green on *screenshot 2*) and view the sample check (shown on *screenshot 3*). The sample check (*in screenshot 3*) shows the location of Bank routing and account numbers. Enter only the numbers in the sections identified below. Do not include special characters such as hyphens (-), asterisks (*) or colons (:).

Screenshot 3:



²Bank Name: You do not need to enter the bank or institution name. The bank name will be filled-in for you after submission based on the routing number.

³Account Type: After entering the bank routing and account numbers, select “checking” or “savings” for account type (as shown on screenshot 4).

⁴Amount: Next, you will need to designate an amount.

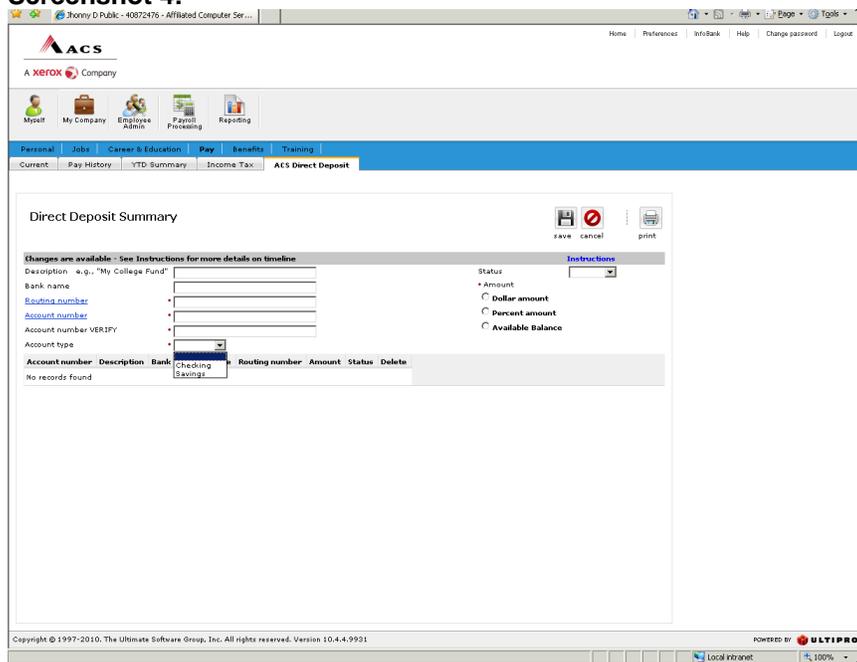
- If you have one (and ONLY one) direct deposit account: you must select “Available balance”.
- If you are depositing into two or more accounts, choose either “Dollar Amount” or “Percent Amount” for the (but one account must always be “Available Balance”).

Important information regarding Available balance:

When choosing “Dollar Amount” for one account and “Available Balance” for the other account, *make sure that the amount entered for “Dollar Amount” is less than your Net pay.* If your Net Pay is less than the amount entered for “Dollar Amount”, then the entire pay is deposited to the account with “Available Balance” setting.

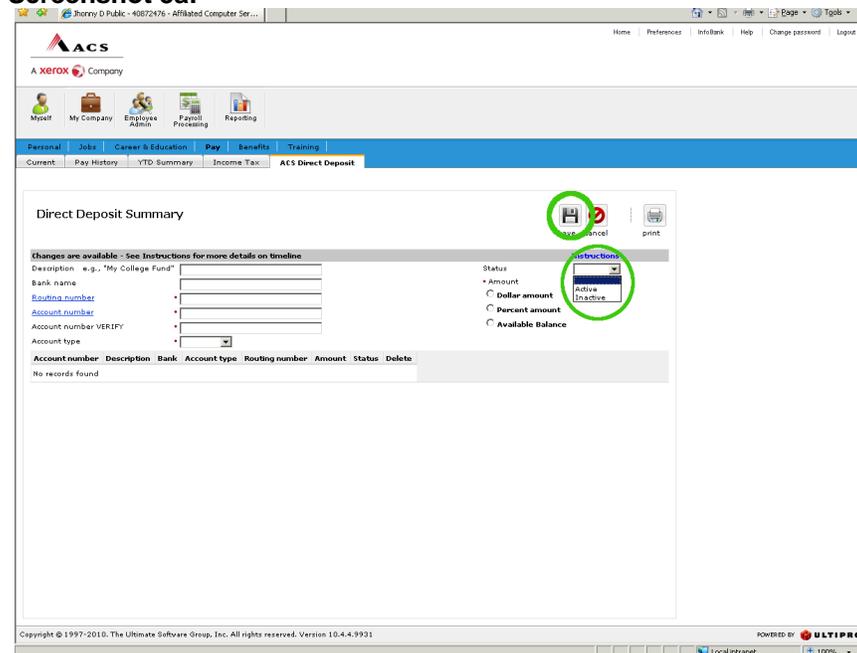
Example: Employee Bobby Smith sets up two direct deposit accounts. He selects “Dollar Amount” for his first account entering \$1000 as the deposit amount. He then selects “Available balance” for his second account. But, since Bobby’s net pay is \$998, no deposit is made to his first account, while the full \$998 is deposited into his second account.

Screenshot 4:



3. To validate your Direct Deposit distribution info, click on the **Save*** button, circled on screenshot 5, remember to set this entry as ACTIVE in the status selection combo (also circled in screenshot 5).

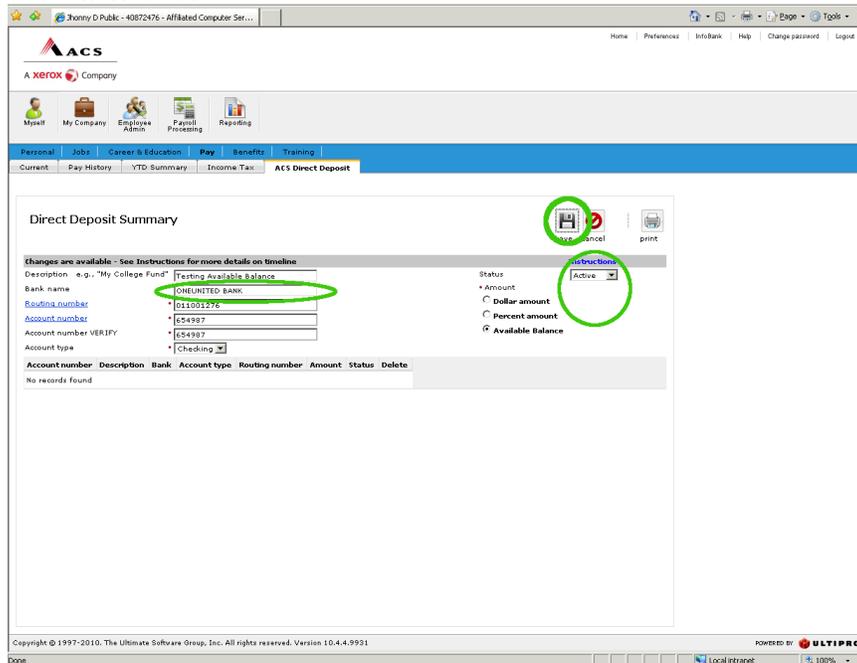
Screenshot 5a:



* The Direct Deposit validation process will input the Bank name for you.

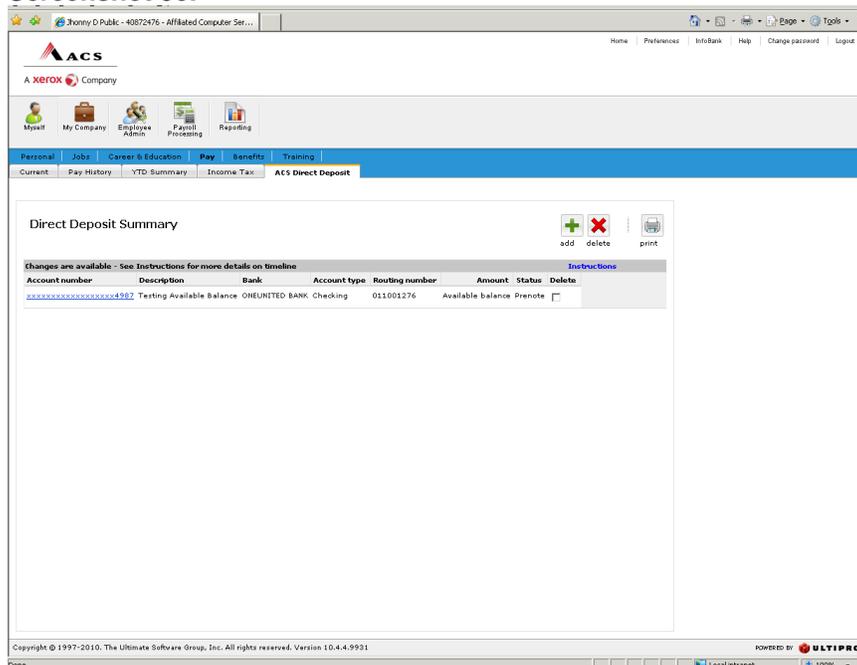
- Verify that the direct deposit system entered the correct name of your Banking institution. If your bank name appears incorrect, confirm you have entered the correct routing number, also verify that the Status is set as **Active**. Then Click **Save** to complete the DDA entry verification.

Screenshot 5b:



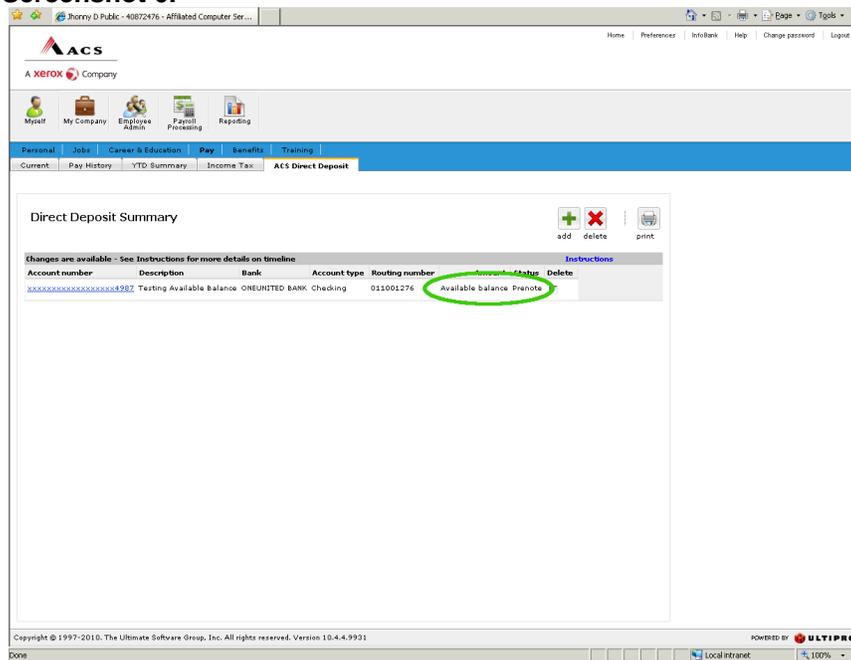
- At the end of the entry, the list of accounts refresh and now it shows the newly added account in the list.

Screenshot 5c:



- Notice once you are back to the Direct Deposit Summary page, that the Direct Deposit status of your new account says 'Pre-note', as shown on screenshot 6. Your new account will remain in Pre-note status for up to 26 days (depending on when the account was set up). See the timeline section of these instructions for more details on when to expect your first direct deposit in the new account.

Screenshot 6:



Following the successful entry of a Direct Deposit account, the email (shown below) is sent to you. In order to receive this confirmation email, you must have a valid email address within ESS. You may add or change your ESS email address by submitting an address & phone number change request, located on the Personal tab.

Sample Email:

To: Employee.Name@acs-inc.com

Subject: Your change request has been received and is being processed

The request, Add/Change Direct Deposit, for <Employee Name> has been received and is being processed.

The details of this request may be viewed via the Requests, Complete menu item in UltiPro Web.

For more information about direct deposits, please contact the Workplace Solutions Center

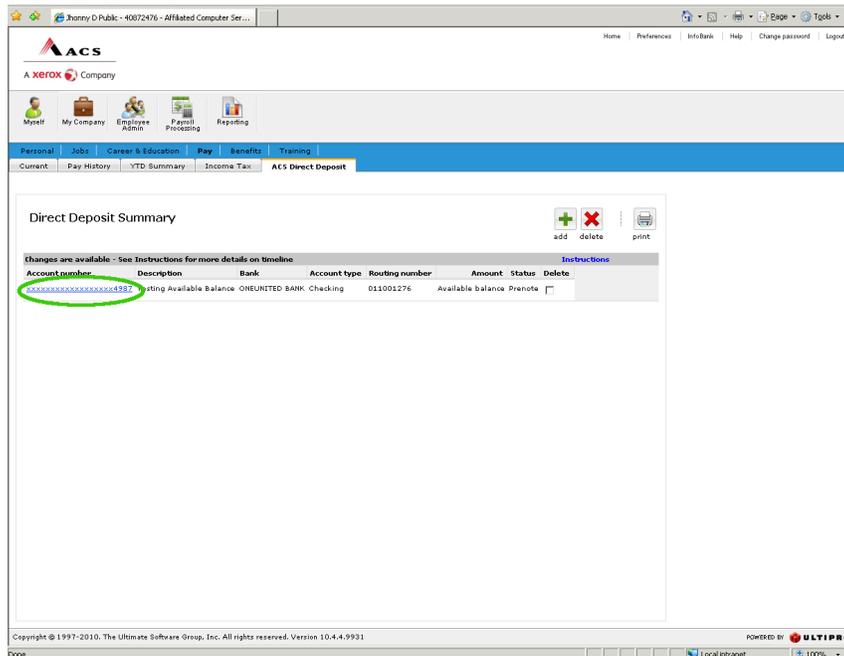
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MODIFY DIRECT DEPOSIT ACCOUNT

If you are enrolled in direct deposit and need to modify the amount/percent of your deposit OR the account to which it is deposited - please reference these instructions.

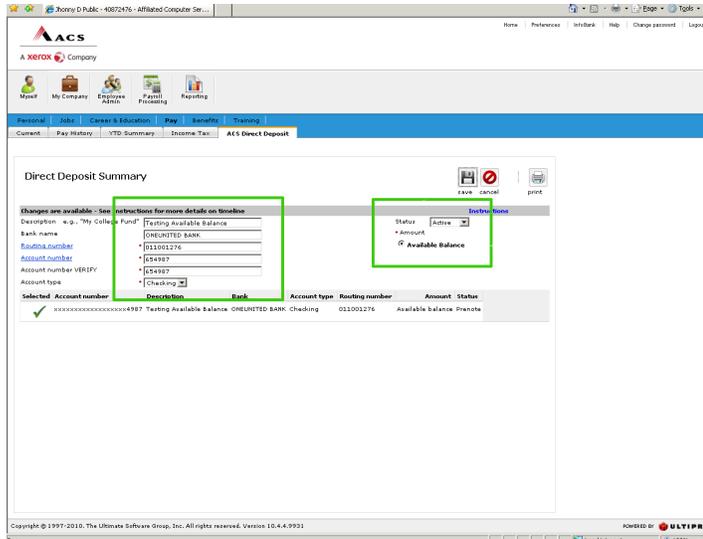
1. To modify an existing direct deposit account, select the account you wish to change by clicking on the proper account below **Account number** (see screenshot 1).

Screenshot 1:



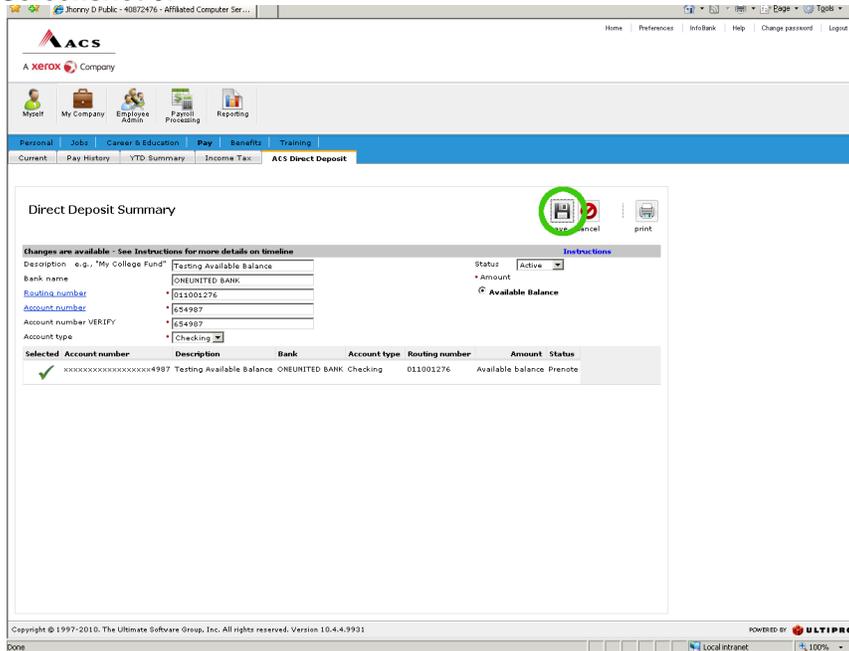
2. Notice that the account you are modifying is identified with a green circled check mark. (See screenshot 2). You have the ability to change/correct any data that has been saved for this account, notice that when you provide the routing number, the Bank Name is automatically shown.
 - a. Note: You can not change between Dollar amount and Percent amount. If you created your account as a Dollar amount, you can only modify the dollar amount. If you want to change your account to Percent amount, you will need to Delete your direct deposit account and re-add it, as instructed under the "Add Direct Deposit" section.

Screenshot 2:



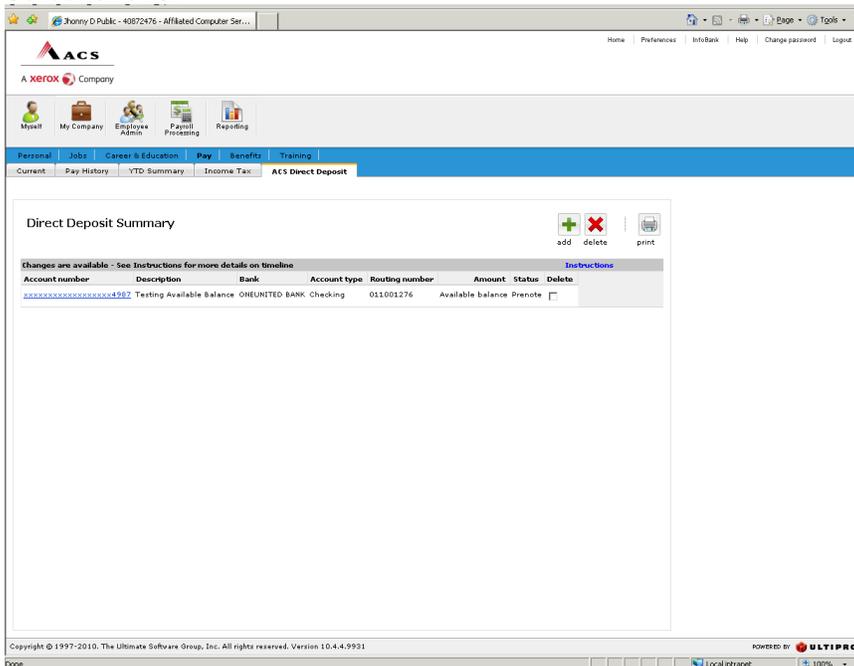
3. Make the necessary Account changes to your account and click save button, as circled in screenshot 3.

Screenshot 3:



4. Verify that the updated data is shown correctly on your Direct Deposit Summary page (see Screenshot 5).

Screenshot 5:



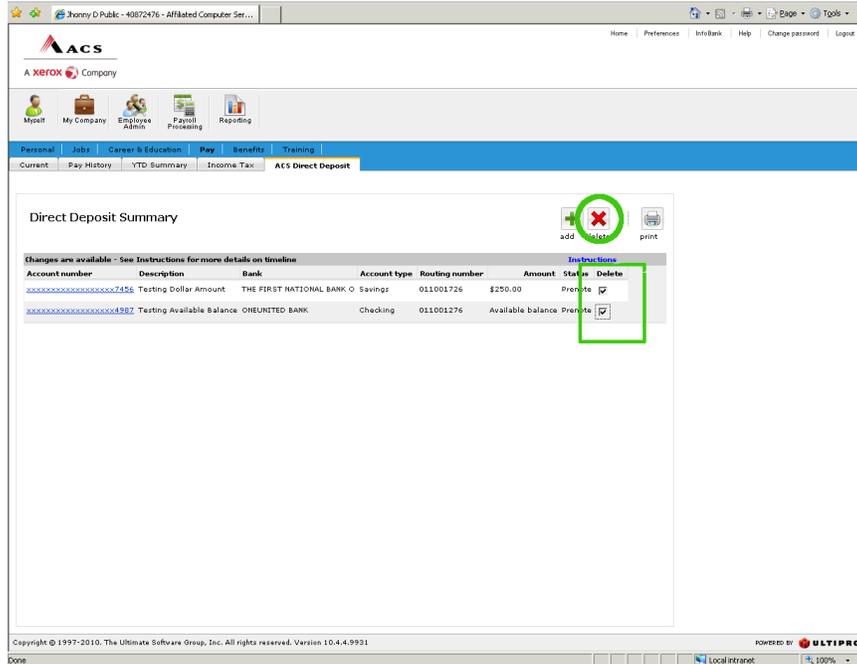
For more information about direct deposits, please contact the Workplace Solutions Center
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DELETE DIRECT DEPOSIT ACCOUNT

If you need to DELETE a direct deposit account - please reference these instructions.

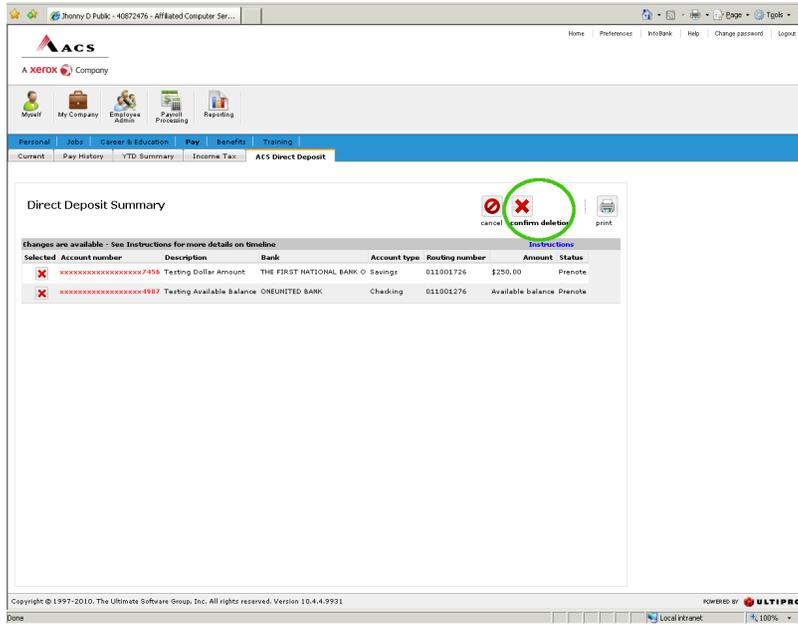
1. Select as many accounts to be deleted as you need (green square in screenshot 1).

Screenshot 1:



2. Then Click the **Delete** button as shown in the image (circled in Screenshot 1). Note: Once you click the **Delete** button, you will be asked to confirm your Delete request as shown in screenshot 2 (remember that the selected account(s) will be deleted after delete confirmation and CANNOT BE REACTIVATED).

Screenshot 2:

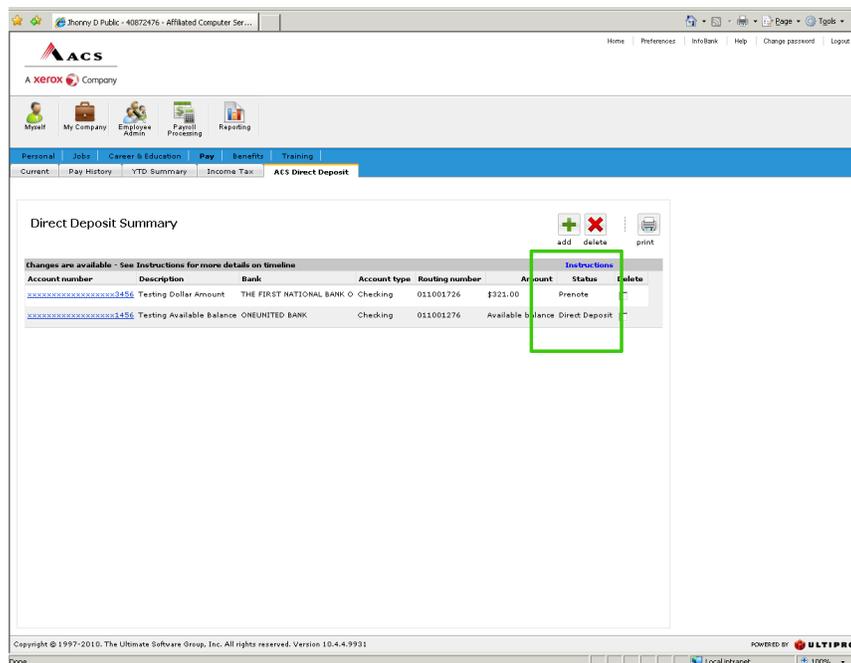


Click **"confirm deletion"** (circled in screenshot 2). Once confirmed, you should receive an email explaining that your change request has been approved

For more information about direct deposits, please contact the Workplace Solutions Center.
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TIMELINE / CALENDAR NOTES

1. Once a direct deposit account is added, the actual deposit of funds to the bank will not occur for two to three pay periods (i.e. 19 – 31 days).
2. Modifying the amount of the direct deposit or percentage of the direct deposit, will not require a pre-note and is effective immediately.
3. Making changes to the account # or routing # requires a pre-note and takes two to three pay periods to take effect.
3. You will not be able to add a direct deposit account or modify your existing direct deposit account during Payroll Processing. As a general timeframe – Payroll processing occurs Monday through Wednesday of Payroll week.
4. If you are unsure whether or not you will receive Direct Deposit check the 'Deposit Status' listed on the **Direct Deposit Summary** screen.
 - a. If your Deposit status reads 'Pre-note', then you will not receive direct deposit on this paycheck.
 - b. If your status reads 'Direct Deposit', then you will receive direct deposit on this paycheck. (See the sample screenshot below).



For more information about direct deposits, please contact the Workplace Solutions Center.