

[Add Direct Deposit Account](#)

[Modify Existing Direct Deposit Account](#)

[Delete Direct Deposit Account](#)

[Sample Timeline / Calendar](#)

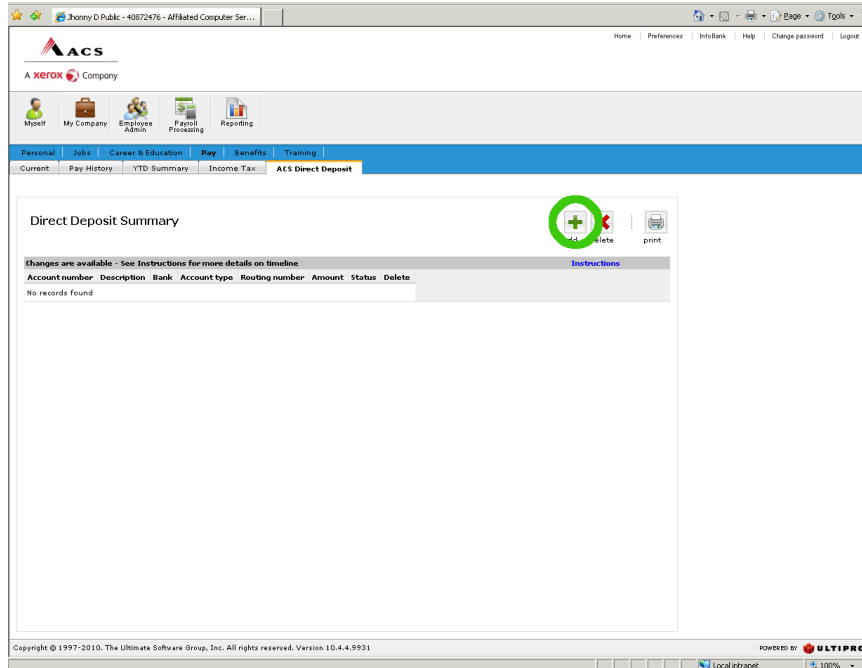
[Back to Instructions Table of Contents](#)

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:

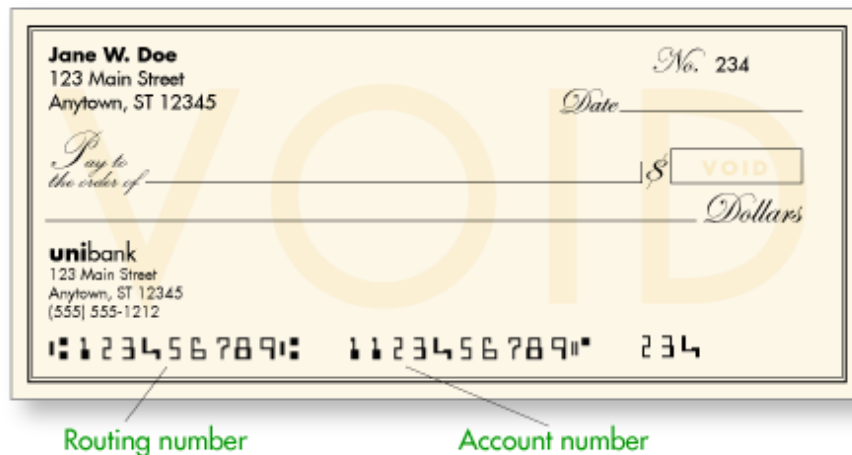


2. Enter your Direct Deposit information: Bank routing number¹, Account number¹, Bank Name², Account³ type (Checking or Savings) and Amount⁴.

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:

ACS
A XEROX Company

Home | Preferences | InfoBank | Help | Change password | Logout

Myself | My Company | Employee Admin | Payroll Processing | Reporting

Personal | Jobs | Career & Education | Pay | Benefits | Training

Current | Pay History | YTD Summary | Income Tax | ACS Direct Deposit

Direct Deposit Summary

Changes are available - See Instructions for more details on timeline

Description - e.g., "My College Fund"

Bank name

Routing number

Account number

Account number VERIFY

Account type

Status: Amount

Dollar amount

Percent amount

Available balance

Account number Description Bank Account type Routing number Amount Status Delete

No records found

Copyright © 1997-2010. The Ultimate Software Group, Inc. All rights reserved. Version 10.4.4.9931

POWERED BY ULTIMATE

Local intranet 100%

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:

ACS
A XEROX Company

Home | Preferences | InfoBank | Help | Change password | Logout

Myself | My Company | Employee Admin | Payroll Processing | Reporting

Personal | Jobs | Career & Education | Pay | Benefits | Training

Current | Pay History | YTD Summary | Income Tax | ACS Direct Deposit

Direct Deposit Summary

Changes are available - See Instructions for more details on timeline

Description - e.g., "My College Fund"

Bank name

Routing number

Account number

Account number VERIFY

Account type

Status: Active

Dollar amount

Percent amount

Available balance

Account number Description Bank Account type Routing number Amount Status Delete

No records found

Copyright © 1997-2010. The Ultimate Software Group, Inc. All rights reserved. Version 10.4.4.9931

POWERED BY ULTIMATE

Local intranet 100%

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

4. 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:

ACS
A XEROX Company

Myself My Company Employee Admin Payroll Processing Reporting

Personal Jobs Career & Education Pay Benefits Training

Current Pay History YTD Summary Income Tax ACS Direct Deposit

Direct Deposit Summary

Changes are available - See Instructions for more details on timeline

Description: e.g., "My College Fund"

Bank name: ONEUNITED BANK

Routing number: 01001276

Account number: 654987

Account number VERIFY: 654987

Account type: Checking

Status: Active

Amount: Dollar amount Percent amount Available Balance

Account number	Description	Bank	Account type	Routing number	Amount	Status	Delete
No records found							

Copyright © 1997-2010, The Ultimate Software Group, Inc. All rights reserved. Version 10.4.4.9931

POWERED BY ULTIMATE

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

Screenshot 5c:

ACS
A XEROX Company

Myself My Company Employee Admin Payroll Processing Reporting

Personal Jobs Career & Education Pay Benefits Training

Current Pay History YTD Summary Income Tax ACS Direct Deposit

Direct Deposit Summary

Changes are available - See Instructions for more details on timeline

Description: e.g., "My College Fund"

Bank name: ONEUNITED BANK

Routing number: 01001276

Account number: 654987

Account number VERIFY: 654987

Account type: Checking

Status: Pre-note

Amount: Dollar amount Percent amount Available Balance

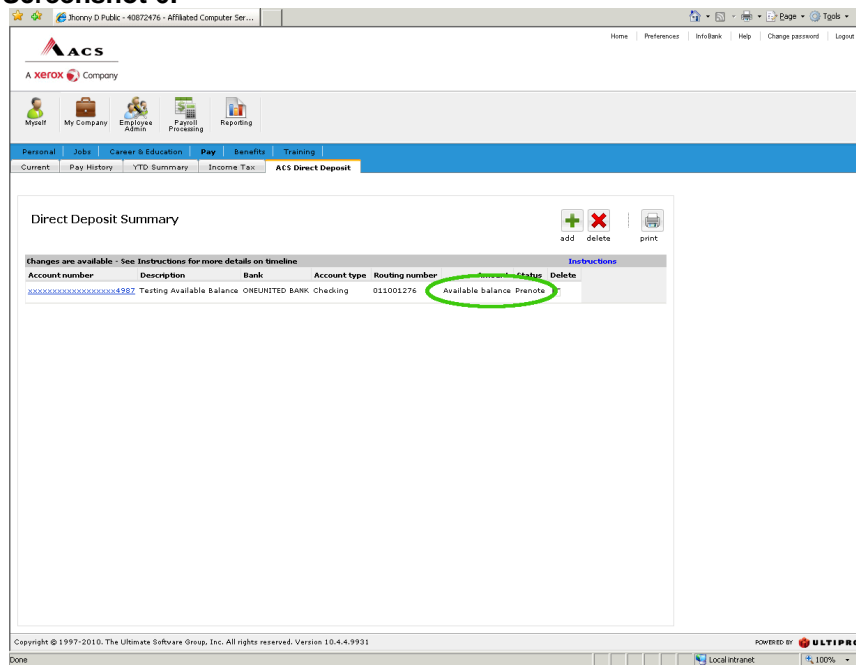
Account number	Description	Bank	Account type	Routing number	Amount	Status	Delete
XXXXXXXXXXXX4987	Testing Available Balance	ONEUNITED BANK	Checking	01001276	Available balance	Pre-note	<input type="checkbox"/>

Copyright © 1997-2010, The Ultimate Software Group, Inc. All rights reserved. Version 10.4.4.9931

POWERED BY ULTIMATE

6. 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

[Back to Instructions Table of Contents](#)

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:

The screenshot shows the 'Direct Deposit Summary' screen in the AACS system. At the top, there are navigation tabs: Personal, Jobs, Career & Education, Pay, Benefits, and Training. Below these are sub-tabs: Current, Pay History, YTD Summary, Income Tax, and ACS Direct Deposit. The 'ACS Direct Deposit' sub-tab is selected. The main content area is titled 'Direct Deposit Summary' and contains a table with the following columns: Account number, Description, Bank, Account type, Routing number, Amount, Status, and Delete. The first row of the table is highlighted with a green circle around the 'Account number' column. The row contains the following data: 'XXXXXXXXXXXX4987' (circled), 'Testing Available Balance', 'ONEUNITED BANK', 'Checking', '011001276', 'Available balance', 'Prenote', and a checkbox. Above the table, there are links for 'add', 'delete', and 'print'. Below the table, there is a link for 'Instructions'.

Account number	Description	Bank	Account type	Routing number	Amount	Status	Delete
XXXXXXXXXXXX4987	Testing Available Balance	ONEUNITED BANK	Checking	011001276	Available balance	Prenote	<input type="checkbox"/>

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:

The screenshot shows the 'Direct Deposit Summary' screen in the AACS system, similar to Screenshot 1. However, the 'Add' button is highlighted with a green circle. The table below the 'Add' button shows the same data as in Screenshot 1. The 'Add' button is located at the top right of the table, next to the 'delete' and 'print' buttons. The 'Add' button is labeled 'Add' and has a green checkmark next to it.

Selected Account number	Description	Bank	Account type	Routing number	Amount	Status
XXXXXXXXXXXX4987	Testing Available Balance	ONEUNITED BANK	Checking	011001276	Available balance	Prenote

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

Screenshot 3:

The screenshot shows the 'Direct Deposit Summary' page in the ACS system. The page has a header with the ACS logo and navigation links. Below the header is a sidebar with icons for 'Myself', 'My Company', 'Employee Admin', 'Payroll Processing', and 'Reporting'. The main content area is titled 'Direct Deposit Summary' and contains a form for adding or editing a direct deposit account. The form includes fields for 'Description', 'Bank name', 'Routing number', 'Account number', and 'Account type'. A green circle highlights the 'Save' button in the top right corner of the form. Below the form is a table showing the selected account details.

Selected	Account number	Description	Bank	Account type	Routing number	Amount	Status
✓	xxxxxxxxxxxxxxxx4987	Testing Available Balance	ONEUNITED BANK	Checking	011001276	Available balance	Prenote

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

Screenshot 5:

The screenshot shows the 'Direct Deposit Summary' page in the ACS system, displaying the updated account details. The page layout is similar to Screenshot 3, but the 'Save' button is now a green plus icon. The table below the form shows the updated account details.

Account number	Description	Bank	Account type	Routing number	Amount	Status	Delete
xxxxxxxxxxxxxxxx4987	Testing Available Balance	ONEUNITED BANK	Checking	011001276	Available balance	Prenote	<input type="checkbox"/>

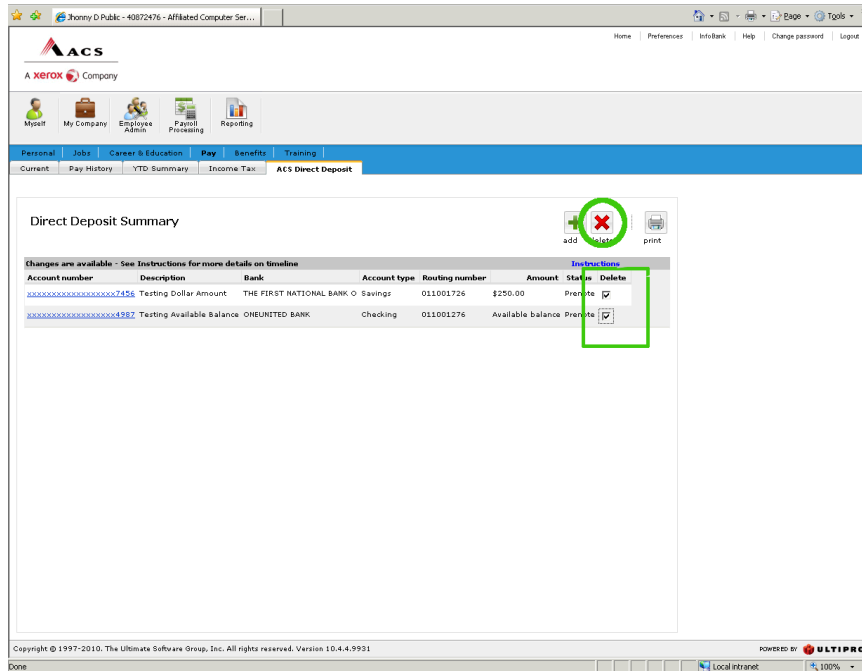
For more information about direct deposits, please contact the Workplace Solutions Center
[Back to Instructions](#) [Table of Contents](#)

DELETE DIRECT DEPOSIT ACCOUNT

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

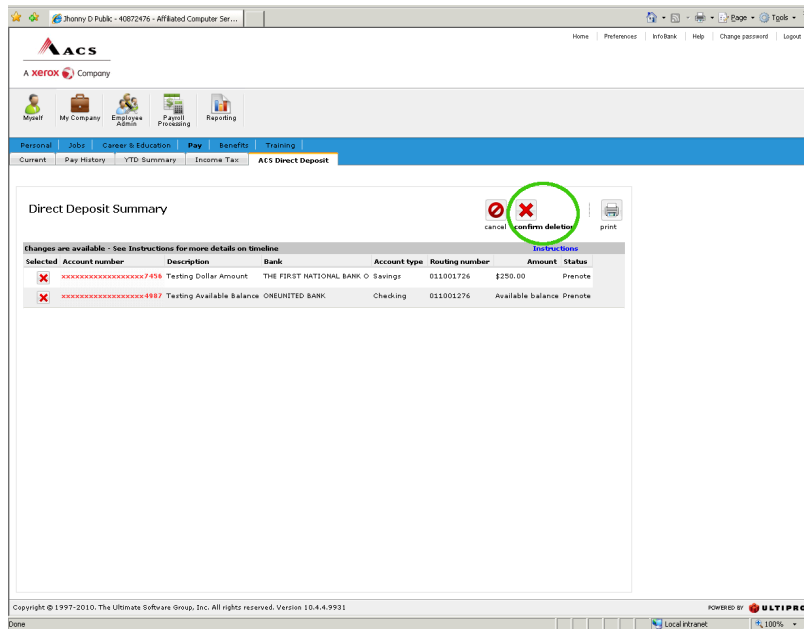
1. Select as many accounts to be deleted as you need (green square in screenshot 1).

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.
[Back to Instructions Table of Contents](#)

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).*

Direct Deposit Summary

Changes are available - See Instructions for more details on timeline

Account number	Description	Bank	Account type	Routing number	Amount	Status	Date
XXXXXXXXXXXX1456	Testing Dollar Amount	THE FIRST NATIONAL BANK O	Checking	011001726	\$321.00	Prenote	
XXXXXXXXXXXX1456	Testing Available Balance	ONEUNITED BANK	Checking	011001276	Available balance	Direct Deposit	

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