

# ESS Direct Deposit Set up for Employee

Version 1.6 | September 8, 2023

This job aid explains the Employee Self-Service (ESS) Direct Deposit Set up for Employee Payroll. =  
The **ESS Direct Deposit Setup for Employee Portal Video is available** on PeopleSoft Support website >  
Resources > ESS and General Info Training Materials in ESS section.

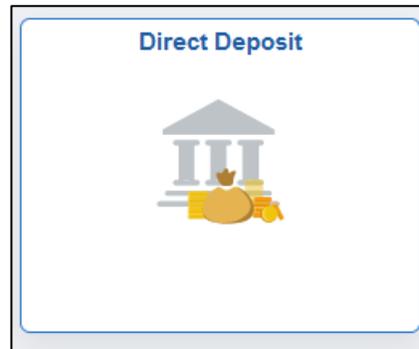
<https://sites.google.com/a/sdcoe.net/crc/resources/ess-and-general-info-training-materials>

This job aid includes:

- Portal Page
- Disclaimer about Direct Deposit Process
- Deciding How You Want Your Direct Deposit Set up
- Adding Direct Deposit Account
- Editing an Existing Direct Deposit Amount, Percentage, or Remaining Balance
- Removing an Existing Direct Deposit
- **IMPORTANT Check Order of Accounts**

## Portal Page

Employees can now set up their Employee Payroll Direct Deposit from Employee Self-Service (ESS).



**The employee's direct deposit information is global and applies to all San Diego County School Districts an employee is employed by.**

Multiple banking institutions for deposits may be selected. The distribution of amounts for each banking institution is applied in the same manner for all employers.

When you add a new row to change a direct deposit there is no need to re-enter the additional deposits. All prior row information is carried forward to the new row. If you need to stop one bank account, just delete it from the new row. You do not need to first inactivate the old direct deposit.

## Disclaimer about Direct Deposit Process

This disclaimer is on the main Direct Deposit screen. Please READ.

**Contact your Payroll Department to find out the Direct Deposit deadline for the current month.**

We added additional security to this Direct Deposit screen. **A passcode verification is now required** before you can access your bank information to make changes. The additional security also requires an MFA phone number to receive a verification passcode and a primary email account to receive change notifications. The MFA phone number must be set up 30 days in advance of making a change to your bank information. To set up your MFA phone number, go to the ESS Home screen, and click on Personal Details > Contact Details. To set up your primary email account, go to the NavBar, and click on My Profile.

**Disclaimer:** I hereby authorize the School District(s), Charter School(s) and the San Diego County Office of Education (SDCOE) and/or their agents, to initiate electronic deposits via the Automated Clearing House (ACH) and, as necessary, to debit corrections to previous deposits, to the account(s) specified below.

- By entering my bank information I am authorizing to deposit my paycheck directly to the bank account(s) specified.
- All new accounts may go through a Pre-note verification during which time a paper warrant shall be issued.
- It is my responsibility to keep apprised of any deposit(s) made to my account(s), including the date(s) and amount(s) of any such deposit(s).
- It is also my responsibility to update My Profile email address in order to receive notifications of changes to my direct deposit bank account(s). I will notify my payroll administrator of any issues.
- I understand that I have only one direct deposit record for all active positions within a San Diego County School District, Charter School, or SDCOE, even if I am employed by more than one of these employers.

I agree to hold harmless and indemnify the School District(s), Charter School(s), and SDCOE and their officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of the District, School or SDCOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as authorized herein.

This authorization replaces any previous agreements made by me and will remain in effect until changed or canceled by submission of a new Direct Deposit Authorization to the District, School or SDCOE office in which I am currently employed. All District, School, and SDCOE assignments, both current and future, will automatically be linked to the most recent Direct Deposit Authorization received by my current employer(s).

**User guide for managing direct deposit information:** [ESS Direct Deposit User Guide](#)

## Deciding How You Want Your Direct Deposit Set Up

The table below explains how you will enter information in Employee Self-Service (ESS).

	Most employees	Some employees
<b>What the employee wants</b>	“Put all of my paycheck into Account XYZ.”	“Put 10% of my check in Account ABC. Then put \$300 in Account DEF. Then put the remaining amount in Account XYZ.”
<b>How you enter this in Employee Self-Service (ESS)</b>	<p>Add Account.</p> <p>Row 1:</p> <ul style="list-style-type: none"> <li>▪ <b>Deposit Type</b> Remaining Balance</li> <li>▪ <b>Order (Reorder)</b> <i>Remaining Balance</i> should always be LAST or the highest number when listing multiple accounts</li> </ul>	<p>Add multiple accounts. Here is an example:</p> <p>Row 1: 10%</p> <ul style="list-style-type: none"> <li>▪ <b>Deposit Type</b> = Percent</li> <li>▪ <b>Amount or Percent</b> = 10</li> <li>▪ <b>Order (Reorder)</b> = 1</li> </ul> <p>Row 2: \$300</p> <ul style="list-style-type: none"> <li>▪ <b>Deposit Type</b> = Amount</li> <li>▪ <b>Amount or Percent</b> = 300</li> <li>▪ <b>Order (Reorder)</b> = 2</li> </ul> <p>Row 3: Balance</p> <ul style="list-style-type: none"> <li>▪ <b>Deposit Type</b> = Remaining Balance</li> <li>▪ <b>Order (Reorder)</b> = <i>Remaining Balance</i> should always be LAST or the highest number when listing multiple accounts</li> </ul>

## Adding Direct Deposit Account

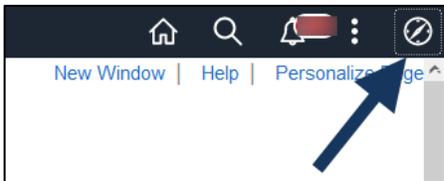
The purpose of this section is to show you how to set up a Direct Deposit Bank Account.

**Important:**

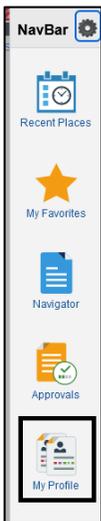
- **For Current Employees:** When there is an add/update to MFA contact phone number, the ESS Direct Deposit set up is locked for 30 days.
- **For New Hires and Rehires:** They will have **10 days** after their hire date to update their MFA contact phone number and not get locked out of ESS direct deposit.

**Contact your Payroll Department to find out the Direct Deposit deadline for the current month.**

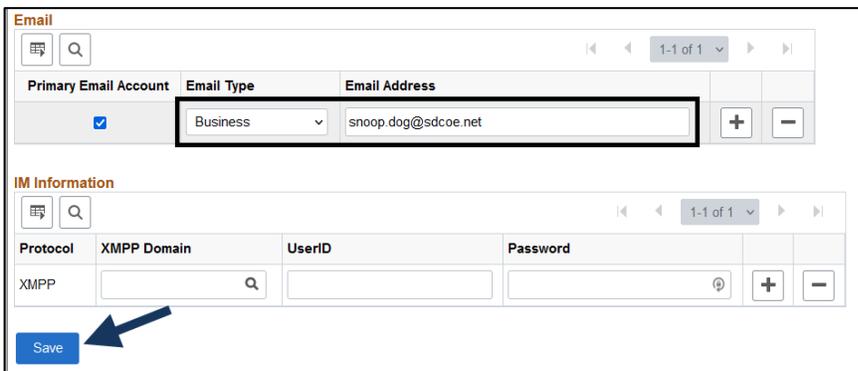
1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Click on **NavBar** icon in upper right corner.



3. Click on My Profile



4. Check to see that you have an **email address** on file to receive notifications. Make changes as needed and click **Save**.



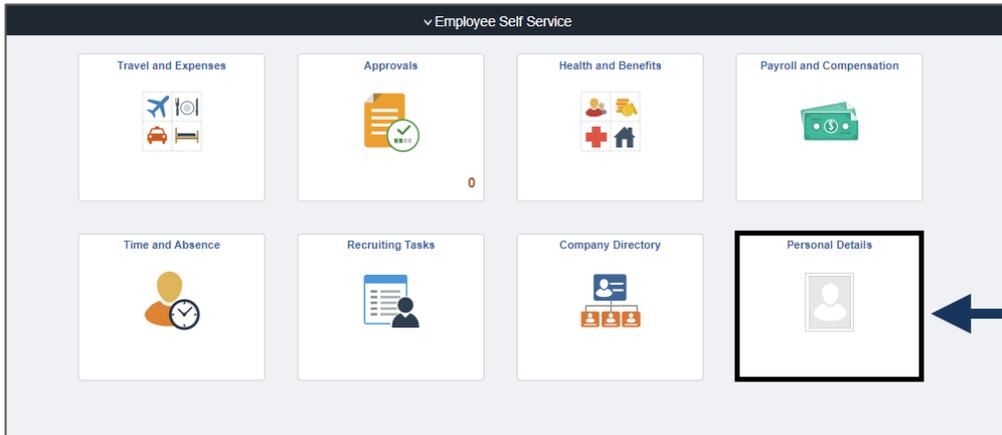
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	snoop.dog@sdcoe.net

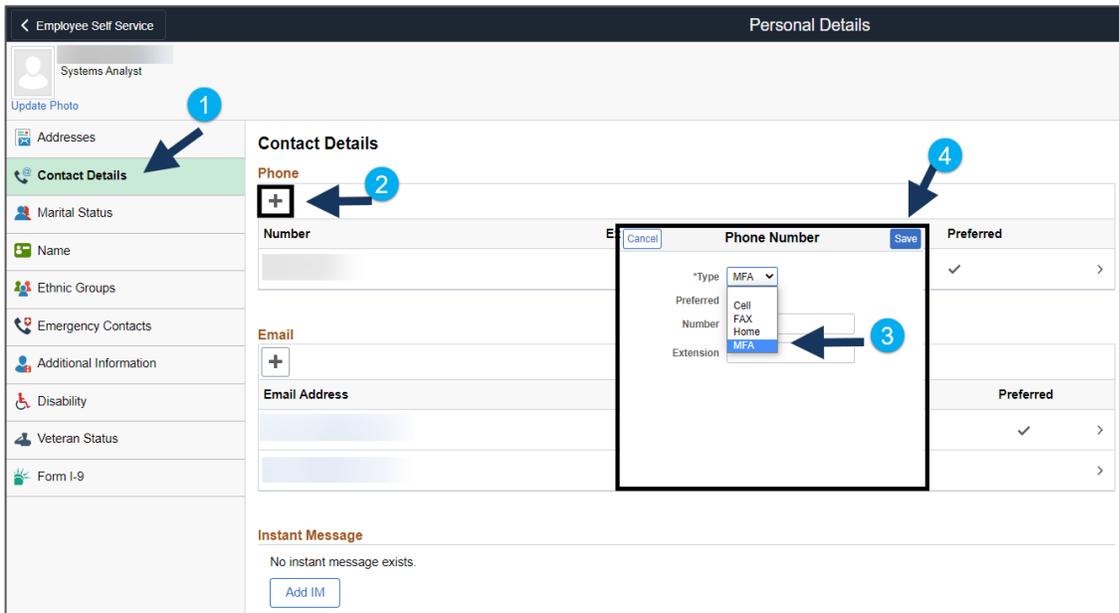
IM Information			
Protocol	XMPP Domain	UserID	Password
XMPP			

Save

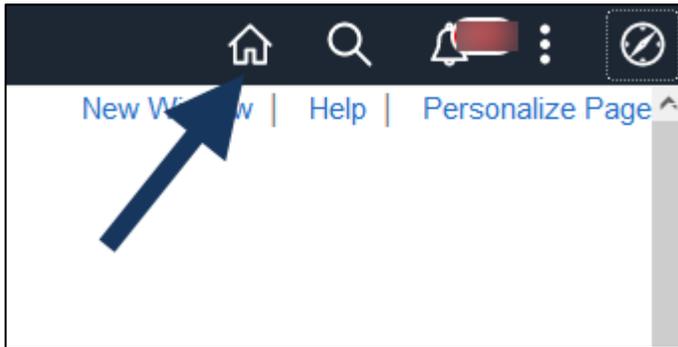
- Navigate back to the **Employee Self Service** Home page, click on the **Personal Details** tile.



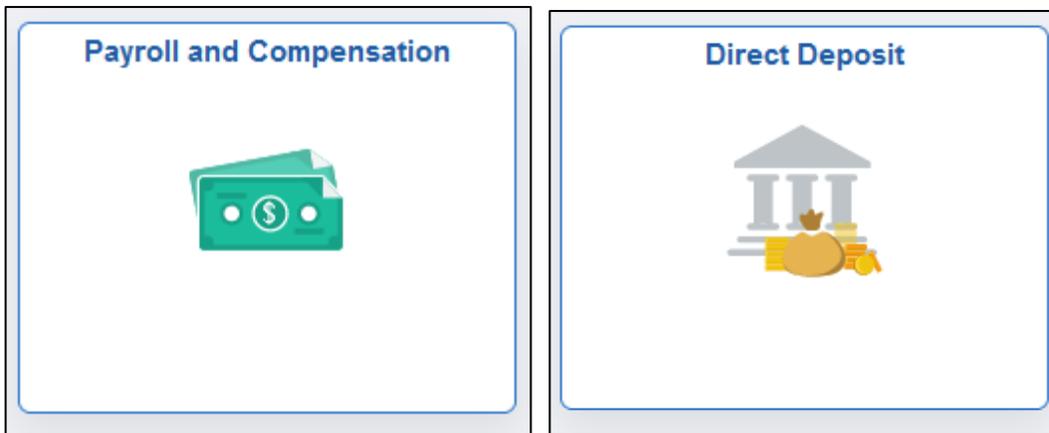
- Click Contact Details.
- Click the + to add MFA phone number.
- Click the dropdown next to \*Type and select MFA.
- Enter the phone number.
- Click Save.



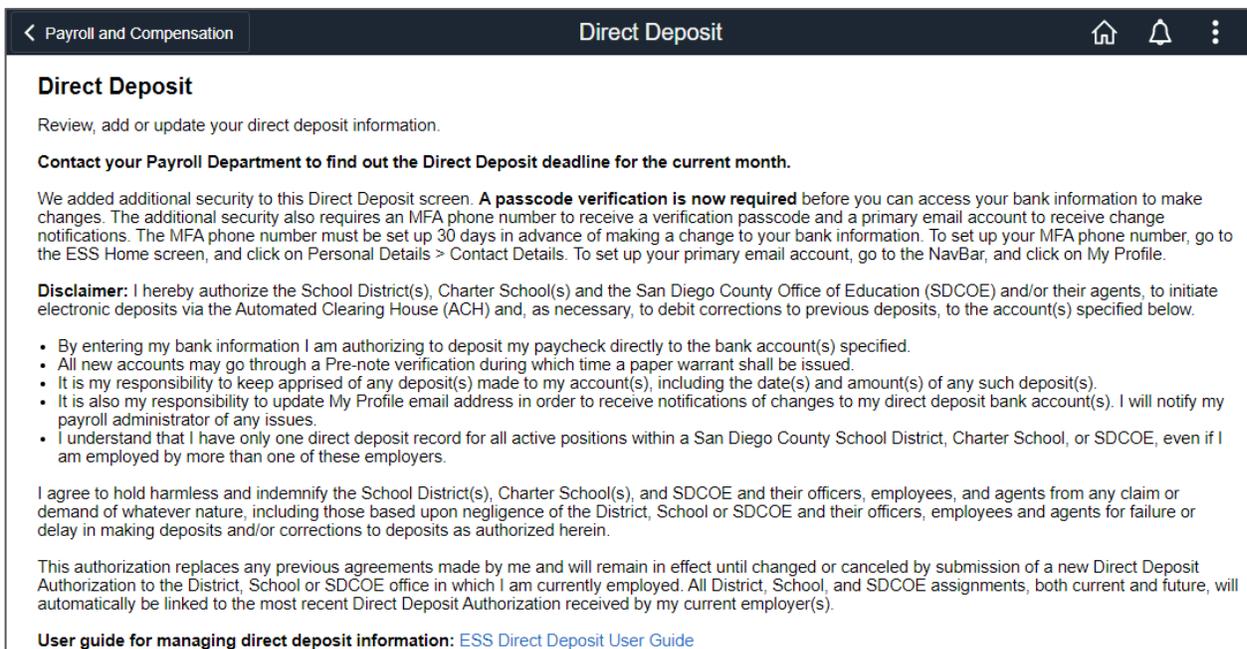
11. Click on the Home icon in the upper right corner.



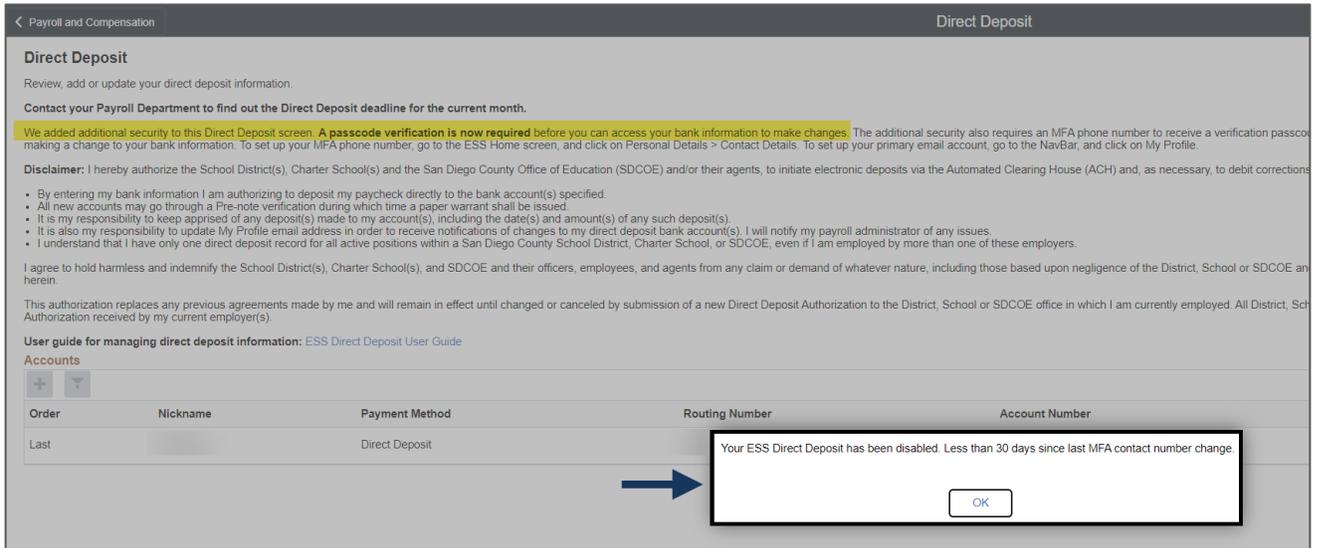
12. Click on the Payroll and Compensation tile then the Direct Deposit tile



13. Read through **Disclaimer**.



14. A notice will appear if the 30-day waiting period has not been met.

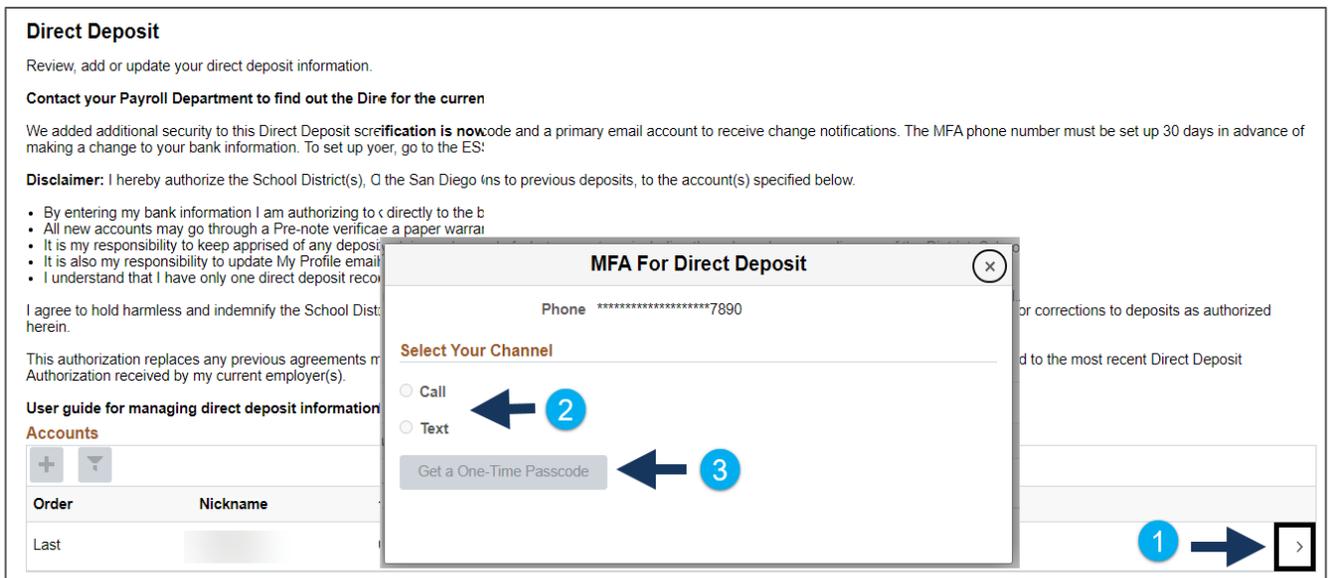


15. Once the 30-day waiting has passed, you will be able to add/change your direct deposit information by requesting and using the verification code. **Note: the code will expire after 15 minutes.**

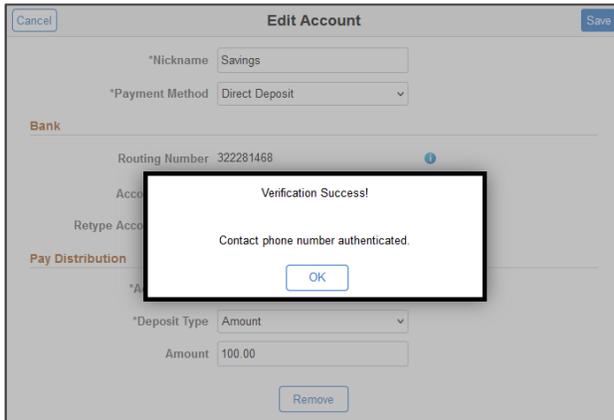
16. Click the arrow > on the Direct Deposit screen.

17. Click Call or Text to receive the One-Time Passcode

18. Click Get a One-Time Passcode.



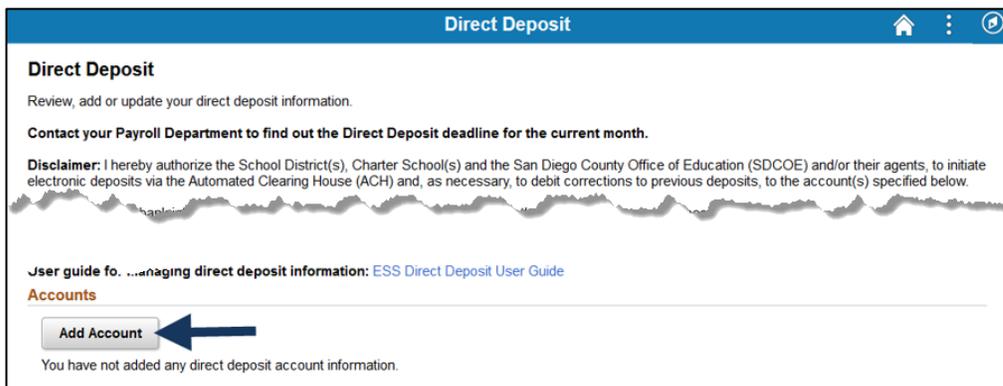
19. Once the verification code has been entered you will receive the following confirmation.



20. The code will expire after 15 minutes. **Note:** If you create a new session or navigate to ESS direct deposit in a new window within the same session, you will have to re-authenticate even if you are within the 15 mins of the previous authentication time.

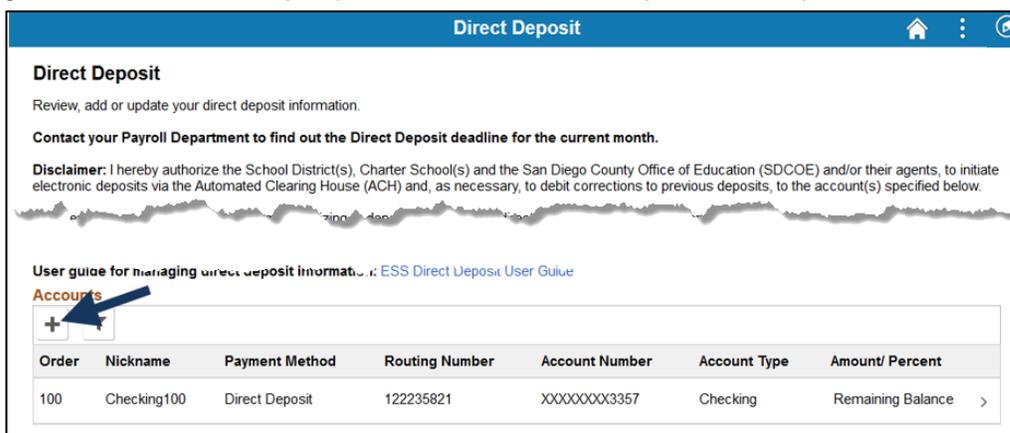
21. To **add an account**, there are 2 ways depending on whether this is first time set up.

- **First Time setup:** click **Add account** under the Disclaimer

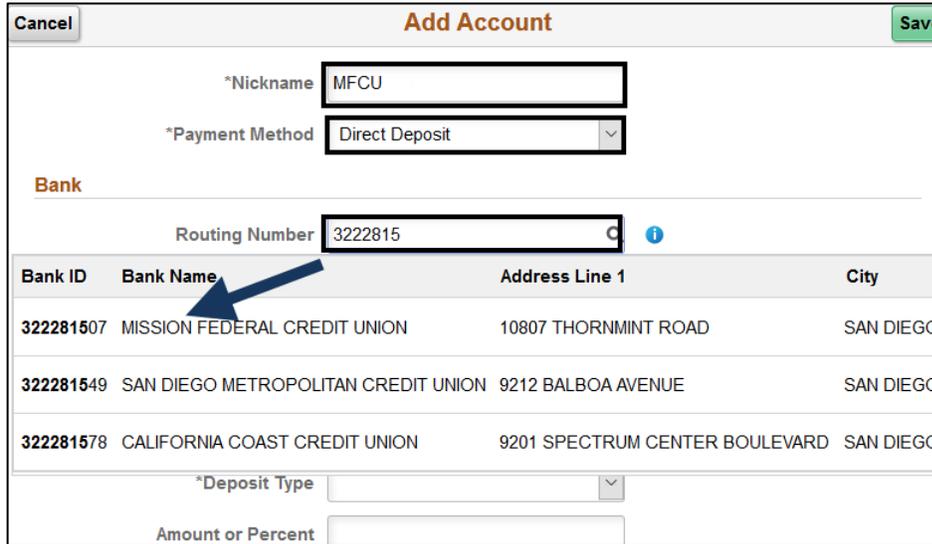


- **Add another account:** click the plus sign (+) under *Accounts*.

If you already have an account listed and need to make changes to the distribution of funds, go to the *Edit an Existing Pay Distribution for Direct Deposit* section p. 12.



22. Enter all information on the **Add Direct Deposit** screen, asterisk items (\*) are required:



**Add Account**

\*Nickname: MFCU

\*Payment Method: Direct Deposit

**Bank**

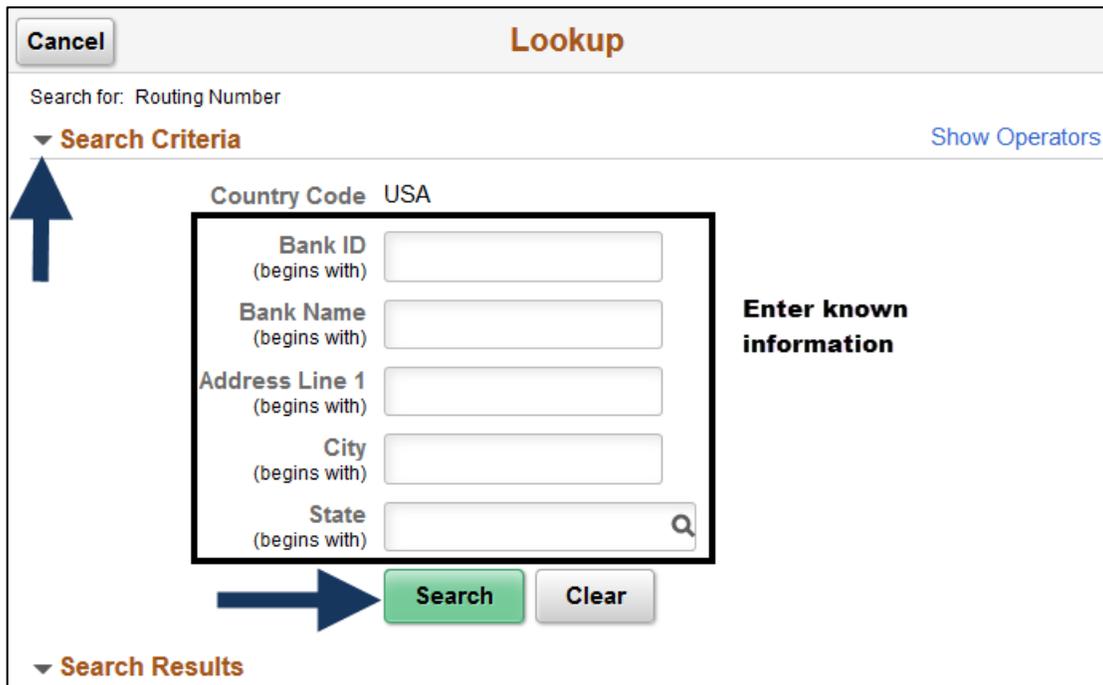
Routing Number: 3222815

Bank ID	Bank Name	Address Line 1	City
322281507	MISSION FEDERAL CREDIT UNION	10807 THORN MINT ROAD	SAN DIEGO
322281549	SAN DIEGO METROPOLITAN CREDIT UNION	9212 BALBOA AVENUE	SAN DIEGO
322281578	CALIFORNIA COAST CREDIT UNION	9201 SPECTRUM CENTER BOULEVARD	SAN DIEGO

\*Deposit Type: [ ]

Amount or Percent: [ ]

- **\*Nickname:** Choose any name you want for this account
- **\*Payment Method:** Choose Direct Deposit
- **\*Routing Number:** Begin typing routing number and dropdown list appears. Or you can use the magnifying glass to do a look up.



**Lookup**

Search for: Routing Number

Search Criteria [Show Operators](#)

Country Code USA

Bank ID (begins with) [ ]

Bank Name (begins with) [ ]

Address Line 1 (begins with) [ ]

City (begins with) [ ]

State (begins with) [ ]

**Enter known information**

Search Clear

Search Results

Cancel
Add Account
Save

\*Nickname

\*Payment Method

---

**Bank**

Routing Number  i

Account Number

Retype Account Number

---

**Pay Distribution**

\*Account Type

\*Deposit Type



- **Account Number:**
- **\*Account Type:** Checking, Issue Check or Savings
- **\*Deposit Type:** Amount, Percent, Remaining Balance
- **Amount or Percent:** Based on what was selected for Deposit Type
  - **Amount:** Enter the flat dollar amount to be deposited. *Example: 300*
  - **Percent:** Enter the percent of pay to be deposited. *Example: 10*

23. **Click Save.** Message comes up reminding you that a Primary email address is required. **Click OK.**

Primary email address is required.  
Contact your Payroll Administrator for assistance.

OK
Cancel

24. **Account will now be listed** depending on whether this is the first account you are adding or if you have added an additional account.

**Accounts**

+
▼

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	MFCU	Direct Deposit	322281507	XXXX1234	Checking	Remaining Balance >

Reorder

**IMPORTANT: Verify the Order of Accounts:** Determines the order in which multiple direct deposit accounts are processed, Refer to Order of Accounts p, 10

25. **Verify that information is correct.** If changes need to be made go to *Edit an Existing Pay Distribution Direct Deposit* section p. 12.
26. **Email notification** will be sent to alert you that a change was made to your account. If you did not make the change, please contact your payroll administration team at your district.

**From:** [Redacted]  
**Date:** June 23, 2020 at 8:26:04 AM PDT  
**To:** [Redacted]  
**Subject: Your direct deposit request has been submitted.**

Your direct deposit request on 2020-06-23 08.26.03.000000 has been successfully submitted.

However, due to the timing, your direct deposit change may not be reflected on the next paycheck.

If you did not change your direct deposit data, please contact your payroll administrator immediately.

This is a system-generated email. Do not reply to this email.

**27. Next step:**

- a. If you need to **add another account**, click on plus sign (+) below Account and go back to step 6.
- b. If you are **done**, click on the 3 dots in the upper right and click on Sign Out.

**Example of Direct Deposit with multiple accounts**

**Reminder: Verify the Order of Accounts:**

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	SDCCU Checking	Direct Deposit	322281617	XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit	322281507	XXXX4321	Savings	\$500.00 >
Last	MFCU	Direct Deposit	322281507	XXXX1234	Checking	Remaining Balance >

Reorder

## Editing an Existing Pay Distribution for Direct Deposit

The purpose of this section is to show you how to edit the pay distribution for your Direct Deposit.

**NOTE: Changes to the Routing and Accounts Numbers cannot be made. A new account will need to be created so it triggers the process to verify the account with the bank before an actual check is processed.**

1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Click on the **Payroll and Compensation** tile then the **Direct Deposit** tile



3. Read through **Disclaimer**.

< Payroll and Compensation
Direct Deposit
🏠 🔔 ⋮ 🚫

### Direct Deposit

Review, add or update your direct deposit information.

**Contact your Payroll Department to find out the Direct Deposit deadline for the current month.**

**Disclaimer:** I hereby authorize the School District(s), Charter School(s) and the San Diego County Office of Education (SDCOE) and/or their agents, to initiate electronic deposits via the Automated Clearing House (ACH) and, as necessary, to debit corrections to previous deposits, to the account(s) specified below.

- By entering my bank information I am authorizing to deposit my paycheck directly to the bank account(s) specified.
- All new accounts may go through a Pre-note verification during which time a paper warrant shall be issued.
- It is my responsibility to keep apprised of any deposit(s) made to my account(s), including the date(s) and amount(s) of any such deposit(s).
- It is also my responsibility to update My Profile email address in order to receive notifications of changes to my direct deposit bank account(s). I will notify my payroll administrator of any issues.
- I understand that I have only one direct deposit record for all active positions within a San Diego County School District, Charter School, or SDCOE, even if I am employed by more than one of these employers.

I agree to hold harmless and indemnify the School District(s), Charter School(s), and SDCOE and their officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of the District, School or SDCOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as authorized herein.

This authorization replaces any previous agreements made by me and will remain in effect until changed or canceled by submission of a new Direct Deposit Authorization to the District, School or SDCOE office in which I am currently employed. All District, School, and SDCOE assignments, both current and future, will automatically be linked to the most recent Direct Deposit Authorization received by my current employer(s).

**User guide for managing direct deposit information:** [ESS Direct Deposit User Guide](#)

4. Accounts you have set up will be listed. To Edit the Amount, Percentage, or Remaining Balance, **click on the greater than sign (>)** on the right to Edit.

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	SDCCU Checking	Direct Deposit		XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit		XXXX4321	Savings	\$500.00 >
Last	MFCU	Direct Deposit		XXXX1234	Checking	Remaining Balance >

Reorder

5. **Edit Account** screen opens. **Make changes to Pay Distribution information. Click Save.**

Cancel
**Edit Account**
Save

\*Nickname

\*Payment Method

**Bank**

Routing Number  i

Account Number  ✎

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

Remove

6. 3 Options from this screen:
- a. Click **Save** when done.
  - b. Click **Remove** to remove the account.
  - c. Click **Cancel** if no changes need to be made.

7. Review **Accounts**. Notice that your change has been made.

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	SDCCU Checking	Direct Deposit	322281617	XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit	322281507	XXXX4321	Savings	\$300.00 >
Last	MFCU	Direct Deposit	322281507	XXXX1234	Checking	Remaining Balance >

Reorder

## Removing an Existing Direct Deposit

The purpose of this section is to show you how to remove a line on your Direct Deposit setup.

1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Click on the **Payroll and Compensation** tile then the **Direct Deposit** tile



3. Accounts you have set up will be listed. Click the **greater than sign (>)** on the right side of account you want removed.

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	SDCCU Checking	Direct Deposit	322281617	XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit	322281507	XXXX4321	Savings	\$300.00 >
Last	MFCU	Direct Deposit	322281507	XXXX1234	Checking	Remaining Balance >

Reorder

4. Edit Account screen opens. **Click Remove.**

Cancel
**Edit Account**
Save

\*Nickname

\*Payment Method

**Bank**

Routing Number  Q i

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Percent

➔

5. Message pops up asking, “**Are you sure you want to remove the account?**” Click Yes or No.

Are you sure you want to remove the account?

6. You can now see that the **line has been removed.**

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
2	MFCU Savings	Direct Deposit		XXXX4321	Savings	\$300.00 >
Last	MFCU	Direct Deposit		XXXX1234	Checking	Remaining Balance >

7. If you remove all accounts, you will get this message.

If you remove this account, you can't add a new account(s) until tomorrow.

Are you sure you want to remove this account?

**IMPORTANT: Order of Accounts**

Always check the Order numbers to be sure accounts are coming out in the correct order. This is what tells the system what to do when for distributing your paycheck.

**Remaining Balance** should always be **LAST** or the highest number when listing multiple accounts

**Incorrect Order set up:**

- Order #99 will take 10% to Savings1
- Order #100 will take Remaining Balance to Checking100
- Order #101 can NOT take \$500 for US Bank 1 because all the money was taken in Order #100

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
99	Savings 1	Direct Deposit		XXXX8899	Savings	10.00% >
100	Checking100	Direct Deposit		XXXXXXXX3357	Checking	Remaining Balance >
101	US Bank 1	Direct Deposit		XXXX0737	Savings	\$500.00 >

**Correct Order set up**

- Order #1 will take 10% to SDCCU Checking
- Order #2 will take \$300 to MFCU Savings
- Order # LAST will take Remaining Balance to MFCU

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	SDCCU Checking	Direct Deposit		XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit		XXXX4321	Savings	\$300.00 >
Last	MFCU	Direct Deposit		XXXX1234	Checking	Remaining Balance >

**Things to note due to change in the Direct Deposit process:**

- Remaining Balance or Balance of Net Pay **may not be LAST** or the highest number. When adding a new account, it will change to “Last,” or you can change the Order number.
- Entries prior to July 6, 2020, **numbering could be random** and not sequential.
- When reordering, **system may only allow you to use the number you currently have**. In this case, change the numbers to correct sequence.

8. Click on **Reorder** button to change order. In this scenario, Remaining Balance account was already in the system (Order #1). Two additional accounts were added that became Order #2 and Order #3.

Cancel
**Reorder Accounts**
Save

**Accounts**

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	<input type="text" value="1"/>	Checking1	XXXXX3421	Remaining Balance
2	<input type="text" value="2"/>	MFCU Savings	XXXX1234	\$500.00
3	<input type="text" value="3"/>	SDCCU	XXXX8761	10.00%

9. Since Remaining Balance account needs to be last, we would enter the correct numbers under **New Order** then click **Save**.

Cancel
**Reorder Accounts**
Save

**Accounts**

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	<input type="text" value="3"/>	Checking1	XXXXX3421	Remaining Balance
2	<input type="text" value="1"/>	MFCU Savings	XXXX1234	\$500.00
3	<input type="text" value="2"/>	SDCCU	XXXX8761	10.00%

10. You see the new order and the Remaining Balance account is now "Last."

Cancel
**Reorder Accounts**
Save

**Accounts**

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	<input type="text" value="1"/>	MFCU Savings	XXXX4321	\$500.00
2	<input type="text" value="2"/>	SDCCU Checking	XXXX7788	10.00%
Last		MFCU	XXXX1234	Remaining Balance