

ESS Direct Deposit Set up for Employee Payroll

Version 1.2 | January 4, 2021

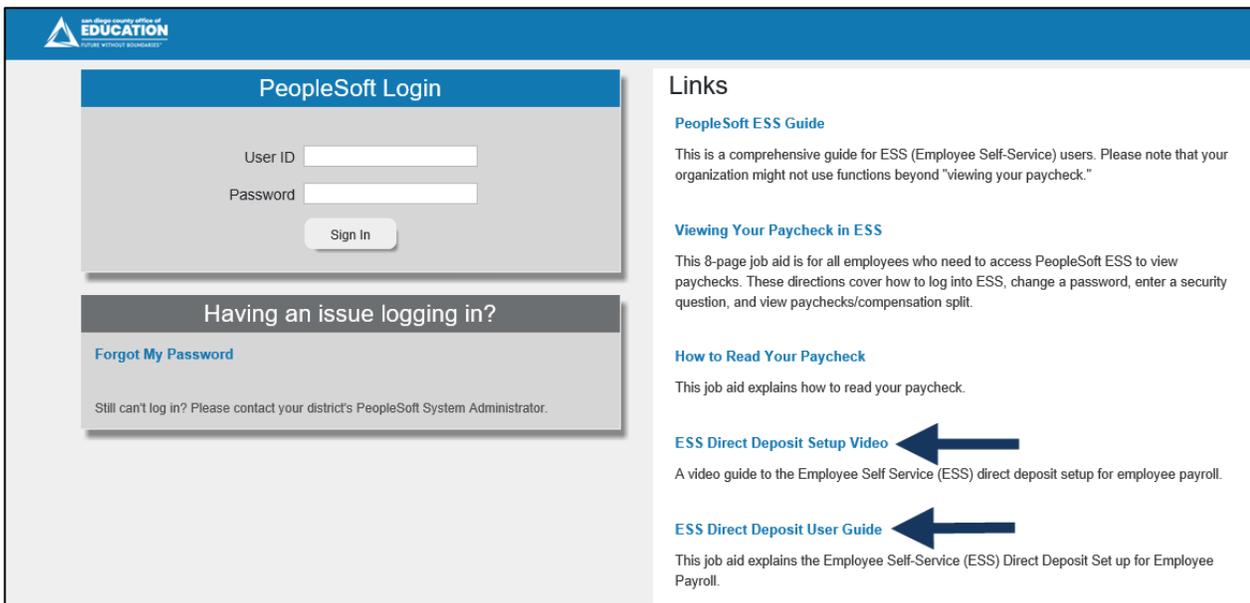
This job aid explains the Employee Self-Service (ESS) Direct Deposit Set up for Employee Payroll. There have been some changes since the original May 2020 rollout.

It includes:

- User Guide and Video links on Login page
- 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

User Guide and Video links on Login page

You will find links to the ESS Direct Deposit User Guide and Video on the Employee Self-Service (ESS) login page.

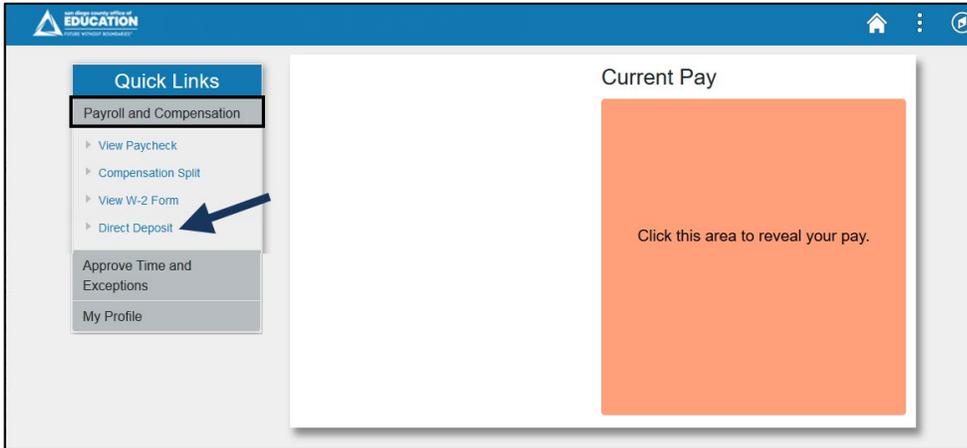


The screenshot shows the PeopleSoft Login page with the following elements:

- PeopleSoft Login** section with fields for User ID and Password, and a Sign In button.
- Having an issue logging in?** section with a link for [Forgot My Password](#) and a note: "Still can't log in? Please contact your district's PeopleSoft System Administrator."
- Links** section containing:
 - [PeopleSoft ESS Guide](#): This is a comprehensive guide for ESS (Employee Self-Service) users. Please note that your organization might not use functions beyond "viewing your paycheck."
 - [Viewing Your Paycheck in ESS](#): This 8-page job aid is for all employees who need to access PeopleSoft ESS to view paychecks. These directions cover how to log into ESS, change a password, enter a security question, and view paychecks/compensation split.
 - [How to Read Your Paycheck](#): This job aid explains how to read your paycheck.
 - [ESS Direct Deposit Setup Video](#) (indicated by a blue arrow pointing left): A video guide to the Employee Self Service (ESS) direct deposit setup for employee payroll.
 - [ESS Direct Deposit User Guide](#) (indicated by a blue arrow pointing left): This job aid explains the Employee Self-Service (ESS) Direct Deposit Set up for Employee Payroll.

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.

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).

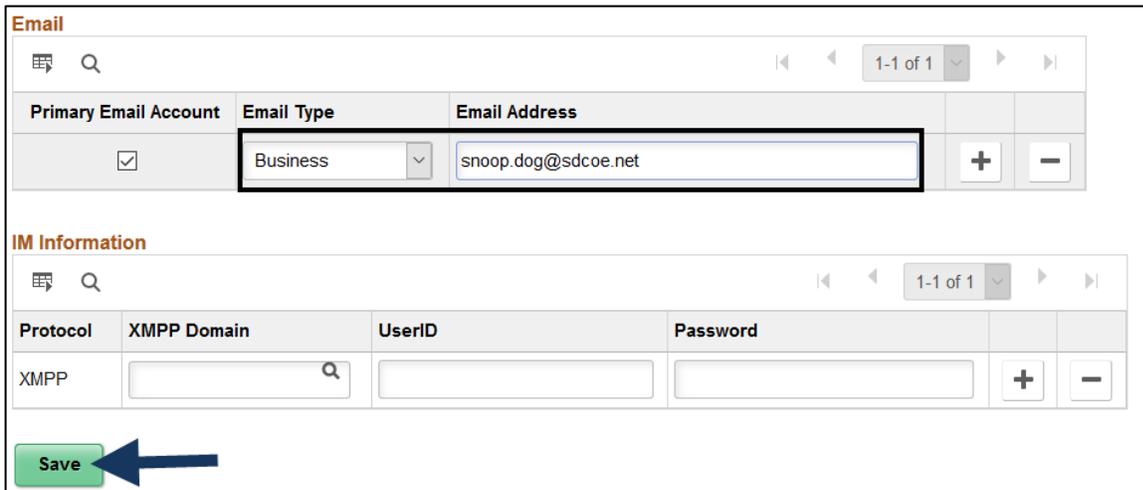
	Most employees	Some employees
What the employee wants	"Put all of my paycheck into Account XYZ."	"Put 10% of my check in Account ABC. Then put \$300 in Account DEF. Then put the remaining amount in Account XYZ."
How you enter this in Employee Self-Service (ESS)	<p>Add Account.</p> <p>Row 1:</p> <ul style="list-style-type: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

Adding Direct Deposit Account

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

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. Check to see that you have an email address on file under My Profile > My Profile > Email to receive notifications.



Email

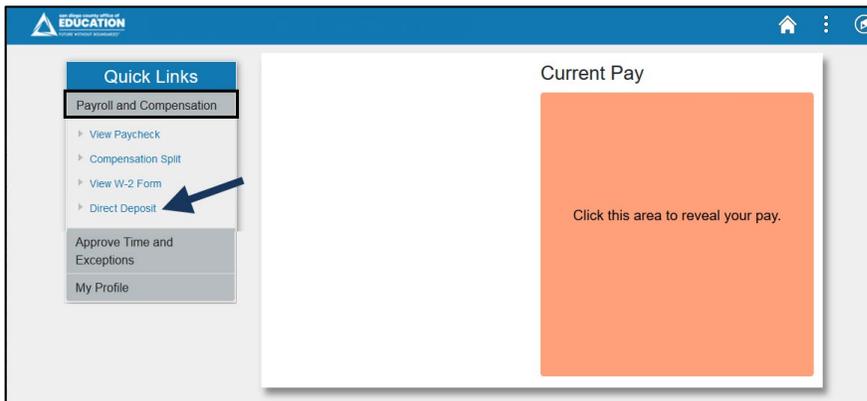
Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	snoop.dog@sdcoe.net	+	-

IM Information

Protocol	XMPP Domain	UserID	Password		
XMPP				+	-

Save ←

3. Under **Quick Links**, click on **Payroll and Compensation** then click **Direct Deposit**.



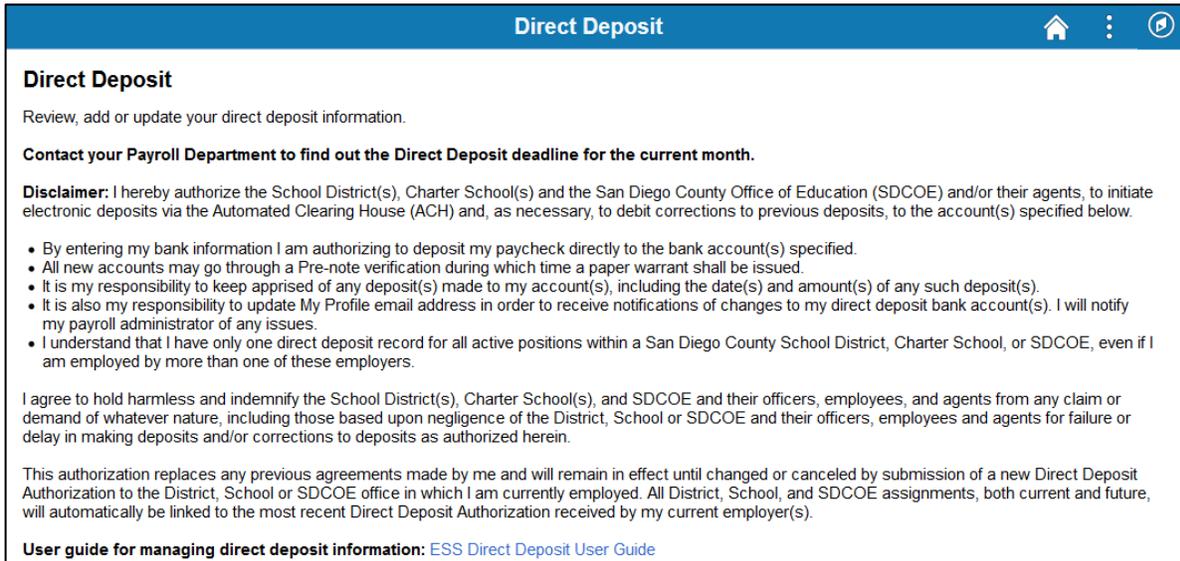
Quick Links

- Payroll and Compensation
 - View Paycheck
 - Compensation Split
 - View W-2 Form
 - Direct Deposit**
- Approve Time and Exceptions
- My Profile

Current Pay

Click this area to reveal your pay.

4. Read through **Disclaimer**.



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.

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- 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.

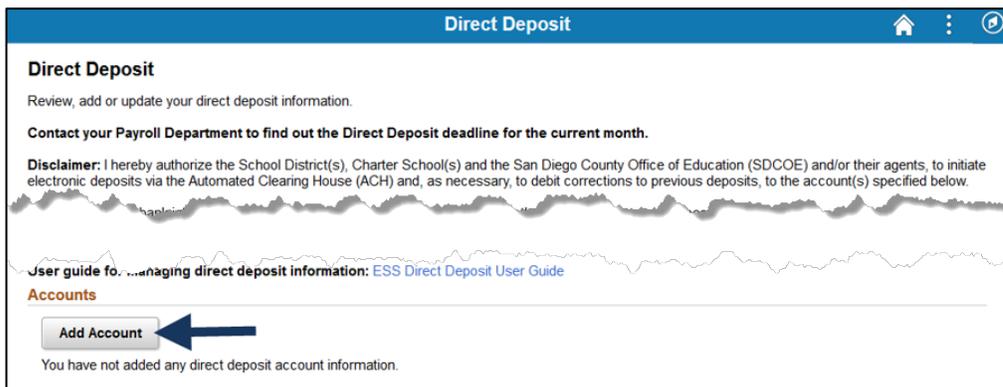
I agree to hold harmless and indemnify the School District(s), Charter School(s), and SDCOE and their officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of the District, School or SDCOE and their officers, employees and agents for failure 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](#)

5. 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



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.

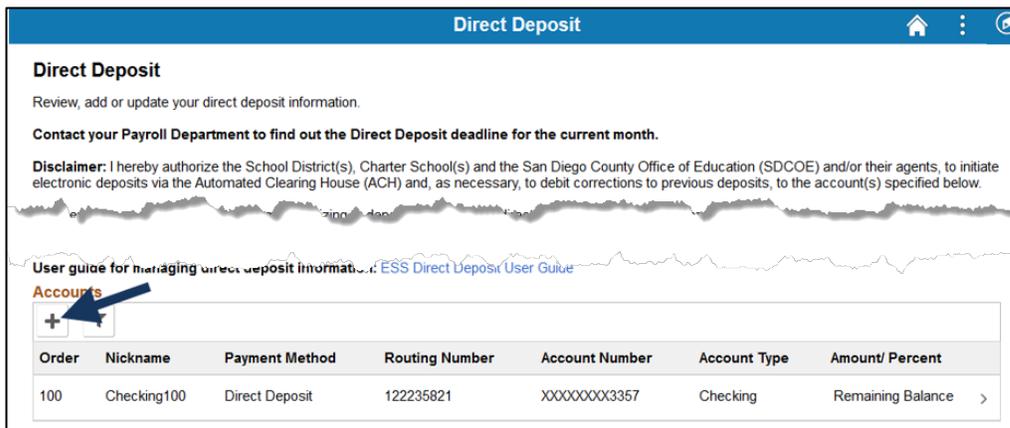
User guide for managing direct deposit information: [ESS Direct Deposit User Guide](#)

Accounts

Add Account ←

You have not added any direct deposit account information.

- **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 Direct Deposit* section p. 9.



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.

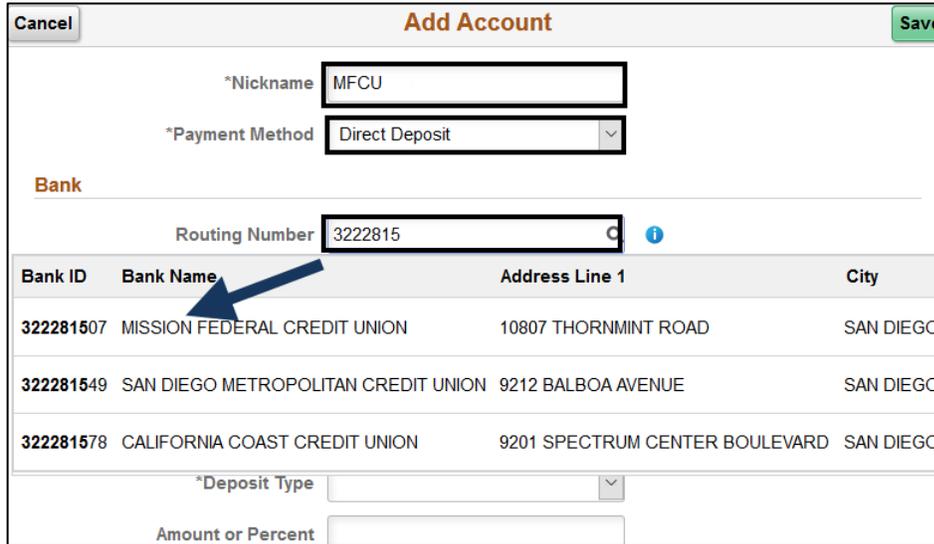
User guide for managing direct deposit information: [ESS Direct Deposit User Guide](#)

Accounts

+ ←

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
100	Checking100	Direct Deposit	122235821	XXXXXXXX3357	Checking	Remaining Balance >

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



Add Account

*Nickname: MFCU

*Payment Method: Direct Deposit

Bank

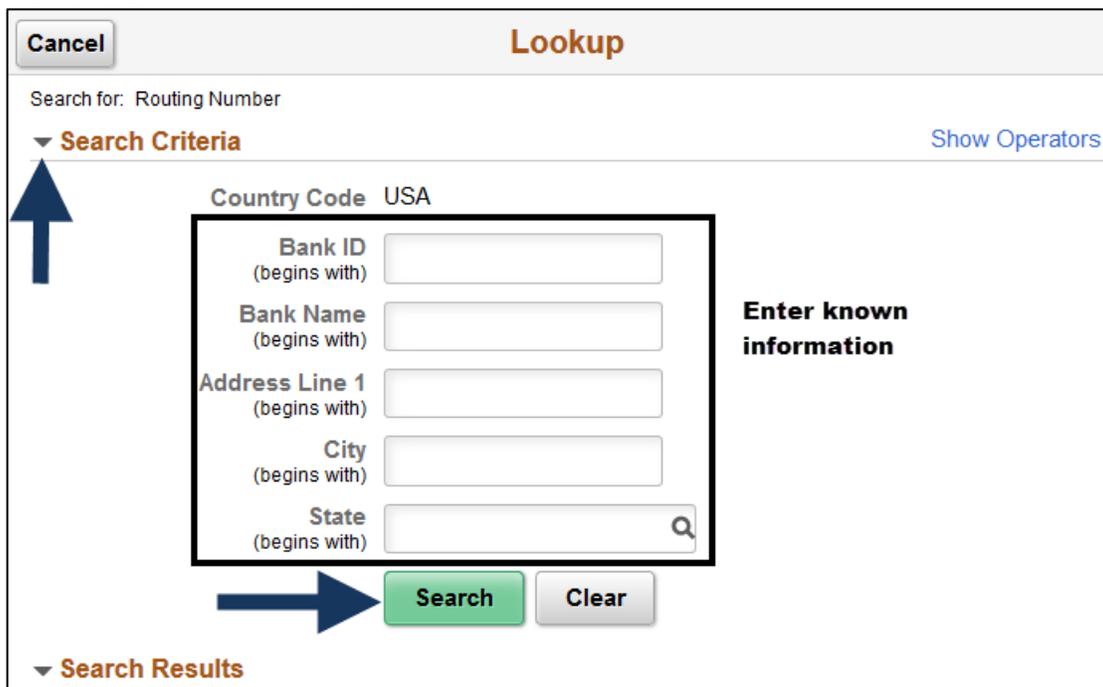
Routing Number: 3222815

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*

7. **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

8. **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

9. **IMPORTANT: Verify the Order of Accounts:** Determines the order in which multiple direct deposit accounts are processed, Refer to Order of Accounts p, 8
10. **Verify that information is correct.** If changes need to be made go to *Edit an Existing Direct Deposit* section p. 9.
11. **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.

12. **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 >

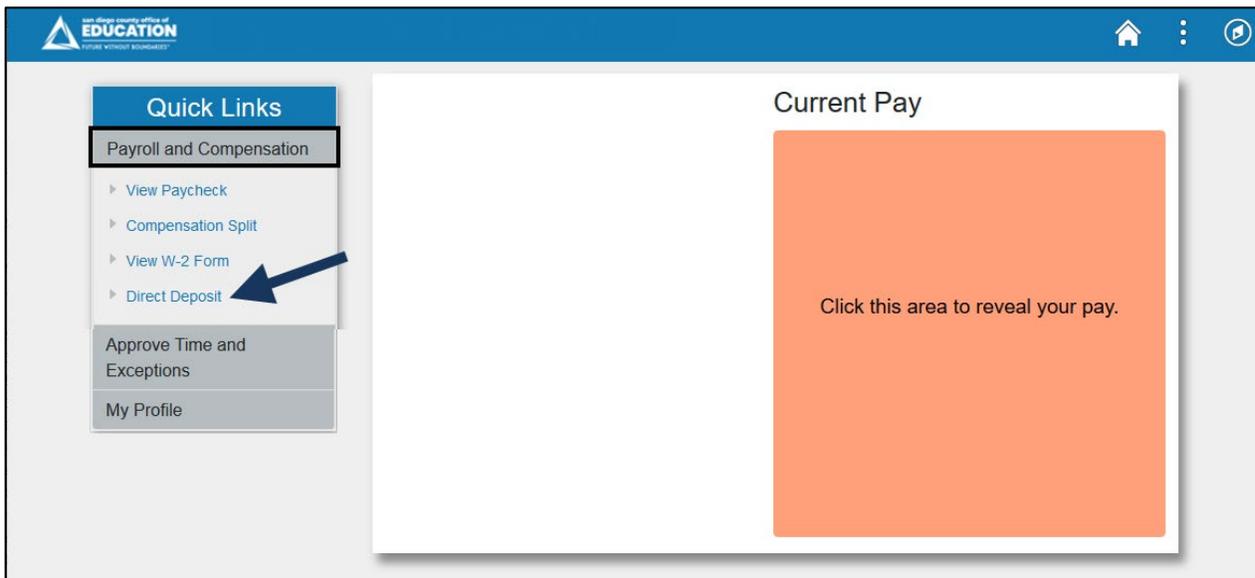
Reorder

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.

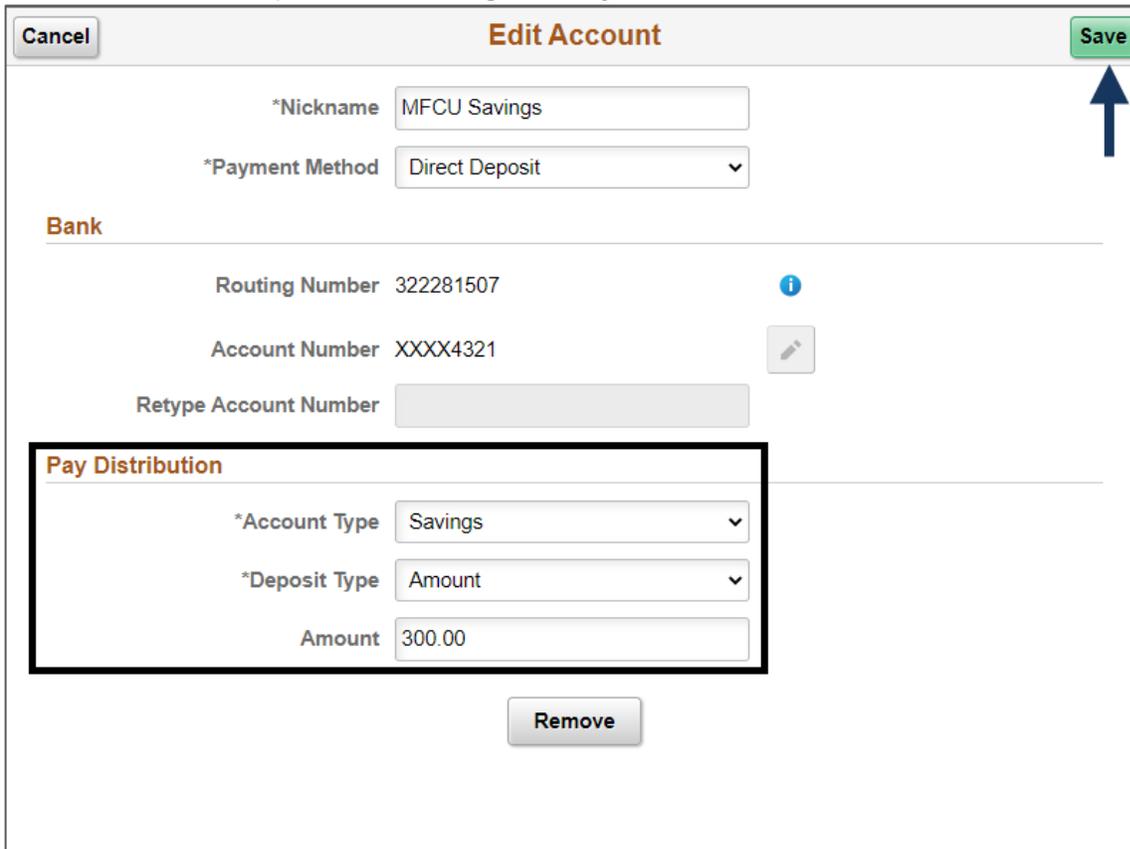
1. Log into [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) <https://ess.erp.sdcoe.net>
2. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit**.



3. 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	322281617	XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit	322281507	XXXX4321	Savings	\$500.00 >
Last	MFCU	Direct Deposit	322281507	XXXX1234	Checking	Remaining Balance >

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



Edit Account

*Nickname: MFCU Savings

*Payment Method: Direct Deposit

Bank

Routing Number: 322281507

Account Number: XXXX4321

Retype Account Number: [Empty Field]

Pay Distribution

*Account Type: Savings

*Deposit Type: Amount

Amount: 300.00

Remove

Save

5. 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.

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

Accounts

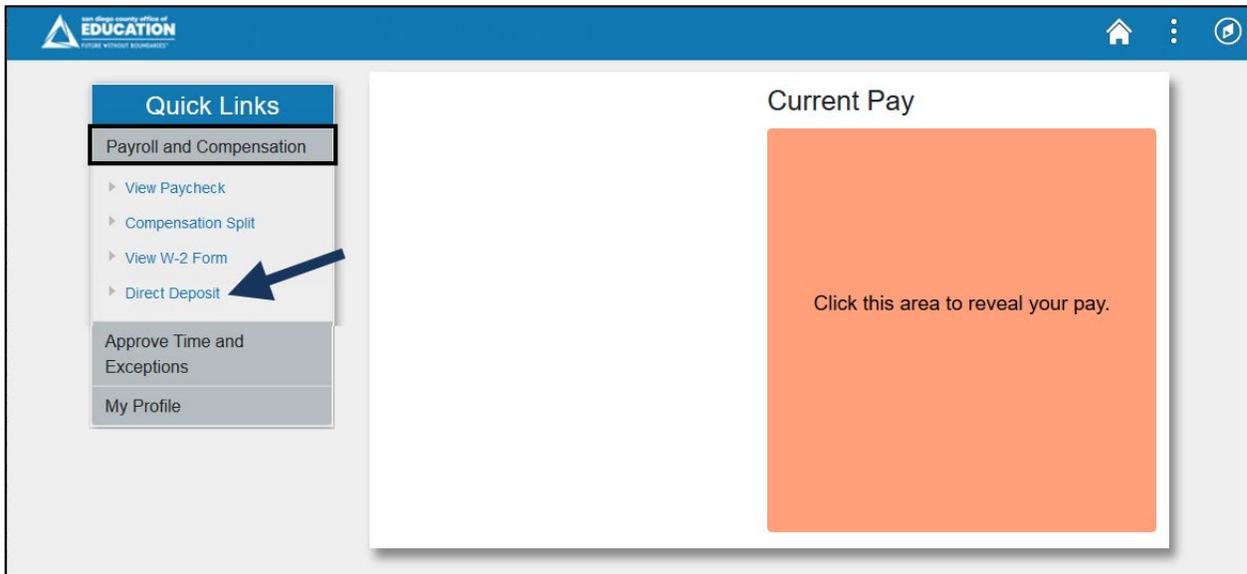
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	SDCCU Checking	Direct Deposit	322281617	XXXX7788	Checking	10.00%
2	MFCU Savings	Direct Deposit	322281507	XXXX4321	Savings	\$300.00
Last	MFCU	Direct Deposit	322281507	XXXX1234	Checking	Remaining Balance

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. Under *Quick Links*, click on **Payroll and Compensation** then click **Direct Deposit**.



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 ?

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	322281507	XXXX4321	Savings	\$300.00 >
Last	MFCU	Direct Deposit	322281507	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	322281617	XXXX8899	Savings	10.00% >
100	Checking100	Direct Deposit	122235821	XXXXXXXX3357	Checking	Remaining Balance >
101	US Bank 1	Direct Deposit	122235821	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	322281617	XXXX7788	Checking	10.00% >
2	MFCU Savings	Direct Deposit	322281507	XXXX4321	Savings	\$300.00 >
Last	MFCU	Direct Deposit	322281507	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