

Adding a new direct deposit or modifying an existing direct deposit record.

Remember, first the student must have a job data record in order to save direct deposit information.

Payroll for NA > Employee Pay Data USA > Request Direct Deposit

Enter EmplID

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Request Direct Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with [dropdown] [input]

Name: begins with [dropdown] [input]

Last Name: begins with [dropdown] [input]

Second Name: begins with [dropdown] [input]

Second Last Name: begins with [dropdown] [input]

Alternate Character Name: begins with [dropdown] [input]

Include History Correct History Case Sensitive

[Basic Search](#)

The routing number is now referred to as Bank ID. We are now able to save bank information with the “Add New Bank” button. We are not required to save the bank information, it is an option. If you choose to save the bank information, click the “Add New Bank” button. If you do not wish to save the bank information, enter the routing number into the Bank ID field and tab over.

ion

Direct Deposit

Person ID:

Deposit Information Find | View All First 1 of 1 Last

*Effective Date: 09/30/2009 *Status: Suppress DDP Advice Print

Distribution Information Find | View All First 1 of 1 Last

Your Bank Information

Country Code: USA United States **Add New Bank**

Bank ID:

International ACH Bank Prenotification Required

Distribution

Account#: Prenote Date:

*Account Type: Prenotification Status: Not Submtd

*Deposit Type:

% Net Pay: Amount:

*Priority:

This data was last updated by _____ Data last updated on _____

Save Return to Search Refresh Update/Display Include History Correct History

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USA


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Country code will be USA, as we are not yet able to process direct deposits through international banks. The Bank ID will be the bank routing number.

Banks

[Find an Existing Value](#) [Add a New Value](#)

Country Code: 

Bank ID:

[Find an Existing Value](#) | [Add a New Value](#)

Press the “Add” button to add the bank information.

[Bank Table](#) [Branch Table](#)


Country Code: USA United States

Bank ID: 101000019 Status: Active

Bank Type: Alternate Bank ID:

*Bank Name: Test Bank Short Description:

Bank Identifier Code:

Country: USA  United States

Address: [Edit Address](#)

Phone:

[Bank Table](#) | [Branch Table](#)

Enter in the corresponding bank information. The only required field is the Bank Name. You may also enter branch information on the 2nd tab. However, it is not required.

Bank Table | **Branch Table**

Country Code: USA United States
Bank ID: 101000019 Bank Type:
Bank Name: Test Bank Short Desc: Test Bank

Branch Information Main Content Find | View All First 1 of 1 Last

*Branch ID: *Status: Active
*Branch Name: Short Name:
[Address Information](#)
Bank Identifier Code:

[Bank Table](#) | [Branch Table](#)

Press the "OK" button to save the information and proceed back to the direct deposit screen.

Once the Bank ID has been saved, you may proceed with the account information.

Note: We are not able to enter international bank information at this time. Therefore, the “International ACH Bank” checkbox should NOT be checked.

Direct Deposit

Person ID:

Deposit Information Find | View All First 1 of 1 Last

*Effective Date: 09/30/2009 *Status: Suppress DDP Advice Print

Distribution Information Find | View All First 1 of 1 Last

Your Bank Information

Country Code: USA United States Add New Bank

Bank ID: 101000019

Bank Name: Test Bank

Address:

International ACH Bank Prenotification Required

Distribution

Account#: 12345 Prenote Date:

*Account Type: Checking Prenotification Status: Not Submtd

*Deposit Type: Balance

% Net Pay: Amount:

*Priority: 1

This data was last updated by Data last updated on

Save Return to Search Refresh Update/Display Include History Correct History

Once all of the information has been entered, you must save the direct deposit information.