

Employee Self Service: Direct Deposit


Purpose: This document describes the key points in reviewing and changing direct deposit information in PeopleSoft Employee Self Service (ESS).

Topics Covered:

- [Viewing Direct Deposit](#) (pg 3).
- [Add or Edit Direct Deposit](#) (pg 4).

PeopleSoft 8.9

Key Changes

 There are no changes to the Direct Deposit pages.

 For more information about the changes and new features in PeopleSoft 8.9, check out the Self Service page on HARVie <http://harvie.harvard.edu/ess/selfservice/>. There you will find online courses, work instructions, and more.

Key Terms and Definitions

Transit Number: Also referred to as a “routing number” or “ABA” number. This number indicates the identity of the bank or financial institution.



Pre-note: A “test transfer” to the financial institution to ensure that all direct deposit information is correct. It occurs when you add or change a direct deposit account. Depending on timing, pre-notes may cause a delay in your direct deposit by one or two pay periods. During this period, you will receive a physical check.

Priority: For multiple direct deposits, assigns a priority order. The lowest number will be taken first.

Business Rules

Balance Account If you use direct deposit, there must be one balance account. This is the account where you want the balance of your pay to be deposited, after any other deposits you elect (maximum of 9 accounts).

- You may edit a balance account, but you cannot delete it.
- Harvard policy does not allow both a pay advice and a physical check.

 **Note:** If you only have one direct deposit account and are changing it to another account, click the edit button  to change your existing account to a new one. Do not add a new account.

Business Rules


Withdrawal From the Direct Deposit Program Due to the expense to the University of printing, delivering, and processing paper checks, it is preferred that everyone participate in the direct deposit program. However, if you need to withdraw entirely from the direct deposit program and start receiving checks by mail, please contact Central Payroll for assistance (617) 495-3001.

You cannot withdraw from direct deposit through Employee Self Service.

Suppress Your Printed Advice of Deposit You can voluntarily elect to no longer receive a paper copy of your pay advice. This will save the University money on paper, printing, and delivery costs.

Number of Accounts You have up to 9 accounts for direct deposit.

Viewing Direct Deposit

 **Navigation:** Access the direct deposit page by selecting the following path: [Self Service](#)> [Payroll and Compensation](#)>**Direct Deposit**:

Direct Deposit
Patrick Radcliffe

A **Direct Deposit Detail**

Account Type	Transit Number/Bank ID	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	011010012	32132132	Balance		999	Edit	

B [Add Account](#) Alert: The system restricts the number of direct deposits per employee. You may only enter 9 accounts in your direct deposit profile.


C **Pay Advice Print Option**

Check this box to suppress the printing of your pay advice and use Employee Self Service to review your pay advice online. Uncheck this box to receive a paper pay advice. [Save](#)

For more detailed instructions on how to update your information, please visit <http://www.ctd-eureka.harvard.edu>


[Return to Self Service](#)

Page Summary: This page lists all of the accounts that are currently used for your direct deposit. From here, you can edit or delete an account, add an account, or elect to stop or resume the printing of your pay statement.

Section	Field/Table	Description/Additional Information
A	Direct Deposit Detail	<p>Displays basic information/links about your direct deposit:</p> <ul style="list-style-type: none"> Account Type – click the link for more detailed information about your account. Transit Number/Bank ID. Account Number. Deposit Type (Amount, Percentage, or Balance). Amt/Pct – displays either an amount, percentage, or is blank if the deposit type = “Balance.” Priority – the order in which deposits will be made. Edit – click to edit an existing direct deposit account. Delete – click to delete a direct deposit account – if you have only one account, and wish to withdraw from the direct deposit program, you must contact Central Payroll for assistance, (617) 495-3001.
B	Add Account	<ul style="list-style-type: none"> Add Account – Click to add an account (limit 9). <p> Note: If you only have one direct deposit account and are changing it to another account, click Edit to change your existing account to a new one. <u>Do not add a new account.</u></p>
C	Advice Print Option	Click the box to start or stop the printing of your pay statements.


All documents and online simulations related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>.
For additional questions or technical support, please contact the Payroll Help Desk (617) 495-3001.

Add or Edit Direct Deposit

 **Navigation:** If you are editing information on an existing account, click [Edit](#).
If you are adding an additional direct deposit account, click [Add Account](#).

Direct Deposit
Add Direct Deposit / Change Direct Deposit
Patricia Conde

A *Direct Deposit Account Type:

* Transit Number/ Bank ID 

Account Number: [View check example](#)

Deposit Type

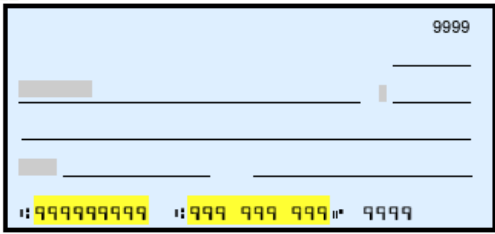
Amount/Percent:

Priority: Assign direct deposits a priority order. The lowest priority number will be taken.


[Save](#) [Return to Direct Deposit](#)

* Required Field

B **Check Example**



1 - Routing Number
2 - Account Number

Section	Field/Table	Data Requirement	Description/Additional Information
A	Add/Change Direct Deposit	Yes-all fields	<ul style="list-style-type: none"> Direct Deposit Account Type – select either Checking or Savings Transit Number/Bank ID – enter the 9-digit transit number for your bank or click the search icon  to select. The transit number is located on the bottom portion of your personal checks (see above). <p>! Note: Many savings account deposit slips do not contain the transit number. If you are unable to locate your transit number, contact your financial institution to verify their transit number, otherwise known as a “routing” or “ABA” number.</p>

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Section	Field/Table	Data Requirement	Description/Additional Information
A	Add/Change Direct Deposit (con't)	Yes-all fields	<ul style="list-style-type: none"> • Account Number – enter your account number (see above). Note: If the account number printed on your check contains non-numerical characters such as hyphens or periods, <u>do not</u> include these characters when entering your account number. For example, if the printed account number reads 123-45-6789, simply enter 123456789. Otherwise, the bank will reject your account number. • Deposit Type – select either “Amount,” “Balance,” or “Percent.” <ul style="list-style-type: none"> ○ If this is your first time adding a direct deposit account, the Deposit Type must be set to “Balance.” ○ If you are adding an additional account, select either “Amount” or “Percent” type. • Amount/Percent – enter either the percentage amount or amount that you want to be deposited into your account. <ul style="list-style-type: none"> ○ If you only have one account (your “Balance” account), <u>leave this field blank</u>. ○ If this is an additional account, enter the percent amount (if you selected a deposit type of “Percentage) or a dollar amount (if you selected a deposit type of “Amount”). • Priority – enter a number to correspond with the order in which the account will be deposited. The lower the number, the higher the priority.
B	Sample Check Image	n/a	See the image on the preceding page to view a sample of where a transit number and account number appear on a personal check.

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