

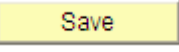
ESTABLISHING OR CHANGING YOUR DIRECT DEPOSIT

You must maintain a 'Primary Account', which is identified as a Deposit Type of '100% or Balance of Pay'. You WILL NOT be able to delete your 'Primary Account'

Please note: You may select up to two bank accounts for direct deposit.

How do I deposit all of my net pay into one account?

Account Type: Select "Checking" or "Savings"
Deposit Type: Select "100% or Balance of Pay"
Amount/Percent: No entry
Routing Number: Enter your bank's routing number
Account Number: Enter your account number

Click on the  button

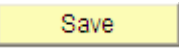
Click  to complete the request

How do I split my net pay, by percentage, between two accounts?

If you do not have an existing account, you will need to create two accounts. If you have an existing account, you will only need to create bank account #2.

Bank Account #1

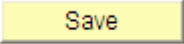
Account Type: Select "Checking" or "Savings"
Deposit Type: Select "100% or Balance of Pay"
Amount/Percent: Leave this field blank.
PeopleSoft will calculate the remaining percentage when the second account is created.
Routing Number: Enter your bank's routing number
Account Number: Enter your account number

Click on the  button

Click  to complete the request

Bank Account #2

Account Type: Select "Checking" or "Savings"
Deposit Type: Select "Percent"
Amount/Percent: Enter percent you want to deposit to this account.
For example: for 25%, enter 25
Routing Number: Enter your bank's routing number
Account Number: Enter your account number

Click on the  button

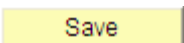
Click  to complete the request

How do I deposit a fixed amount to one account and the remainder to a second account?

Bank Account #1

Account Type: Select "Checking" or "Savings"
Deposit Type: Select "100% or Balance of Pay"
Amount/Percent: Leave this field blank.
PeopleSoft will calculate the remaining percentage when the second account is created.

Routing Number: Enter your bank's routing number
Account Number: Enter your account number

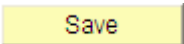
Click on the  button

Click  to complete the request

Bank Account #2

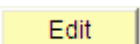
Account Type: Select "Checking" or "Savings"
Deposit Type: Select "Amount"
Amount/Percent: Enter amount you want to deposit to this account
For example: for \$250.00 enter 250

Routing Number: Enter your bank's routing number
Account Number: Enter your account number

Click on the  button

Click  to complete the request

How do I change my current direct deposit selections?

Click on the  button to the right of the appropriate account.

Complete the fields based on the instructions above.

I have one account and would like to add a second. How would I make this change?

Click on the  button below the Direct Deposit Detail.

Complete the fields based on the instructions above.

How do I cancel my bank or account selection?

Click on the **Delete** button to the right of the appropriate account.

Reminder - You must maintain a 'Primary Account', which is identified as a Deposit Type of '100% or Balance of Pay'. You WILL NOT be able to delete your 'Primary Account'

If you have any questions or difficulty entering your Direct Deposit information, please call Payroll at 561/434-8944 (PX48944) or via email at Epaygroup@palmbeach.k12.fl.us