

## How to Change Direct Deposit Information

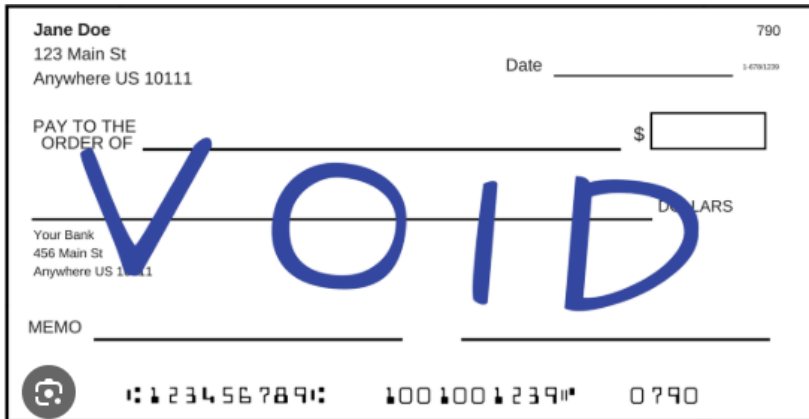
### Access Direct Deposit Information

These instructions will guide you how to make changes to where your pay is deposited.

Have ready to upload Acceptable Bank Information

### Examples of Acceptable Bank Information

A. A check with the word voided on it.



B. Bank auto generated Direct Deposit Form

## Direct Deposit / Automatic Payment Set-up Guide

Take advantage of a fast, convenient and secure way to manage receiving regular deposits to, from your account.

**Key benefits of direct deposit:**

Direct deposit is a service that automatically deposits qualifying recurring income\* into any Wells Fargo account you choose.

**Convenient** - Your money is deposited automatically for you, even when you are on vacation or too busy. Your check is deposited electronically into your Wells Fargo account.

**Fast** - You have immediate access to your money on the day of deposit.

**Safe** - Never worry about checks getting lost, delayed or stolen.

**Build savings automatically** - You can watch your savings grow by directing at least part of your pay to a Wells Fargo savings account.

*\* Income you receive from your employer, Social Security, pension and retirement plans, the Armed Forces, VA Benefits, and other sources that qualify for direct deposit.*

**Key benefits of automatic payments:**

Never worry about missing a payment or possible late fees. Note that you can also make recurring payments with Bill Pay.

Depending on how you obtained this guide, some of the below information may be pre-filled for you. If not, view your account documents provided at account opening for your account number. You can also log in to Wells Fargo Online or call (1-800-869-3557) for the correct Routing/Transit Number. Please note that Wells Fargo cannot provide your account number.

### Three easy steps to set up Federal direct deposit enrollment

**Step 1. Gather and review account information**

Key information about you and your Wells Fargo account that will allow transactions with third parties to be processed.

Customer Name: Jane Doe Routing Number (RTN): 1234567 Account Number: 1234321123

**Step 2. Contact your employer or payor/payee**


The table below can help you identify the correct contact for different types of direct deposits. Your employer or payor should provide and/or request a voided check to process your direct deposit request.

Contact your payee for any additional required information to process your automatic payment.

# How to Change Direct Deposit Information

## Examples of Not Acceptable Bank Information

### A. Non-Auto Generated Direct Deposit/Automatic Payment Set Up (unless signed and dated by a bank employee )



### Direct Deposit/Automatic Payments Set-up Guide

Information to help you arrange automatic deposits or payments to/from third parties

Take advantage of the fast, convenient, and secure way to manage regular deposits to, or making regular payments on your account.

**Key benefits of direct deposit:**  
 Direct deposit is a service that automatically deposits qualifying recurring income\* into any Wells Fargo checking or savings account you choose.  
 • Convenient — Your money is deposited into your account, even when you are on vacation or too busy to get to the bank.  
 • Fast — You have immediate access to your money on the day of deposit.  
 • Safe — You never have to worry about checks getting lost, delayed or stolen.  
 • Build savings automatically — You can watch your savings grow by directing at least part of your pay to a savings account.  
 \* Some examples would include: income you receive from your employer, Social Security, pension and retirement plans, the Armed Forces, VA Benefits, and annuity or dividend payments may all qualify for Direct Deposit.

**Key benefits of automatic payments:**  
 Never worry about missing a payment or possible late fees or other consequences. You will need to have the required available funds in your account at the time of the payment. Note that you can also make recurring payments by signing on to Wells Fargo Online® Banking with Bill Pay.

**Step 1. Gather and review account information**  
 Key information about you and your Wells Fargo account that will allow transactions with third parties to occur:

(1) Your name \_\_\_\_\_

(2) Routing/Transit Number (9 digits) \_\_\_\_\_

(3) Account number (maximum 18 digits, include any leading zeros, do not include check number) \_\_\_\_\_

(4) Type of Account (check one)  Checking  Savings

Depending on how you obtained this guide, some of the above information may be pre-filled for you. If not, view your bank statement, printed checks (see diagram above) or account documents provided at account opening. You can also log in to Wells Fargo Online or contact us at 1-800-FD-WELLS (1-800-468-3637) for the correct Routing/Transit Number. Please note that Wells Fargo cannot process your account number over the phone.

**SAMPLE CHECK** 0101

DATE \_\_\_\_\_

THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_ DOLLARS

PAY TO THE ORDER OF \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_ Check Number \_\_\_\_\_

**Step 2. Contact your employer or payor/payee**  
 The table below can help you identify the correct contact for different types of direct deposits. Your employer or payor may need you to complete a form they provide and/or request a voided check to process your direct deposit request.

**Direct deposit information**  
 For the following types of direct deposit, contact your employer or other payor directly with the information on this form:

- Salary / Wages
- Pension
- Dividends / Investment Home

For direct deposit information on Other Federal Agency Benefits, contact the agency directly or call Go Direct at 1-800-333-1796 to obtain the telephone number of many federal agencies.

Types of direct deposit existing and new enrollment

Type of direct deposit	Existing enrollment (To change the bank currently/receiving deposits electronically)	New enrollment (To change your paper checks to electronic deposits)
• Social Security (SSA)	Call 1-800-772-1213 (1-800-328-0778 TTY)	Visit your local branch or visit <a href="http://www.godirect.org">www.godirect.org</a> or call 1-800-333-1796
• Supplemental Security income (SSI)	Call 1-800-772-1213 (1-800-328-0778 TTY)	Visit your local branch or visit <a href="http://www.godirect.org">www.godirect.org</a> or call 1-800-333-1796
• Railroad Retirement	Call 1-877-772-8772 (1-812-761-4701 TTY)	Visit your local branch or visit <a href="http://www.godirect.org">www.godirect.org</a> or call 1-800-333-1796
• Civil Service Retirement (Office of Personnel Management)	Call 1-888-767-8738 (1-800-878-8707 TTY)	Visit your local branch or visit <a href="http://www.godirect.org">www.godirect.org</a> or call 1-800-333-1796
• Veterans Compensation and Pension	Call 1-877-838-2778 (1-800-828-4833 TTY)	Visit your local branch or visit <a href="http://www.godirect.org">www.godirect.org</a> or call 1-800-333-1796

**Step 3. Monitor your Account**  
 Note that it may take time for the third party to process your request and begin processing transactions.  
 Question? Call us at 1-800-FD-WELLS (1-800-468-3637)  
 Office Use Only: RTN: [[OCADO:Account RTN CHK]] Account Number [[OCADO:Account RTN CHK]]

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### B. Bank Statement

**CHASE**  
 JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

January 23, 2019 through February 21, 2019  
 Account Number:

00004984 DRE 601 211 05319 NNNNNNNNNN 1 000000000 14 0000  
 PALOMINO  
 PALOMINO  
 PALOMINO  
 W LEWIS AVE  
 PHOENIX AZ 85035-1340

#### CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**  
 Service Center: **1-800-935-9935**  
 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-877-312-4273**  
 International Calls: **1-713-262-1679**

#### CHECKING SUMMARY Chase Total Checking

	AMOUNT
<b>Beginning Balance</b>	<b>\$11.96</b>
Deposits and Additions	620.00
ATM & Debit Card Withdrawals	-25.66
Electronic Withdrawals	-616.21
Other Withdrawals	-4.00
Fees	-46.00
<b>Ending Balance</b>	<b>-\$59.91</b>

## How to Change Direct Deposit Information

**NOTE: When entering a save effective date, the date must always be today's date in the format mmdyyy with no slashes or dashes.**

1. Log in to Self Service using your username and password.



2. Click **Direct Deposit Information**.

Joanne Lewandowski Employee

Search ...

- PERSONAL INFORMATION
  - Personal Profile
  - Emergency Contact Information
- PAY INFORMATION
  - Banking Information
  - Tax Filing Information
  - Pay Line History
  - View Earning Statement
  - Deposit Stub Report
  - My W-2 Consent
  - Assignments
  - Calendar Events
  - Direct Deposit Information**
  - Transaction History
  - Pay History
  - View W2 Information
  - Time Punches
  - W2 Form
- ATTENDANCE
  - Leave Balances
  - Leave History
- BENEFITS
  - Current Benefit Enrollments
- BENEFIT PROVIDER LINKS
  - Deferred Comp - Nationwide
  - Horizon Medical & Dental
  - IAA Medical
  - Colonial Life Products
  - Express Scripts
  - Horizon Vision
  - Pension - State of NJ
  - Self Care Connect EAP
- MY EMPLOYEE FORMS & MEMOS
  - HR Forms
  - Paycheck and Payroll Forms
  - Benefit Forms
  - Pension/Retirement Forms
- MESSAGE BOARD
  - Title (Click for message)
  - No data to display
- PERSONAL ASSISTANT
  - Self Service and FAQ Documentation
  - Closing & Delayed Opening Notification
  - Wellness Program Registration
  - Employee Guide
  - NJ CS Promotional Job Announcements
  - Sign Up for Benefit Notifications
  - Retirement Seminars
  - HR Training Opportunities
- POLICY ACKNOWLEDGEMENTS
  - Assigned For
  - Status
  - Description (click to view detail)
  - No data to display
  - Policy Acknowledgements Assigned
- TRAINING
  - Monmouth County Cyber Security Training
  - Preventing Harassment & Discrimination
- SUPERVISOR TRAINING
  - Assigned For
  - Status
  - Description (click to view detail)
  - No data to display
  - Supervisor Trainings Assigned

## How to Change Direct Deposit Information

### Update Banking Information

Update the *existing* bank information to new bank information (account type, bank transit, bank account number). *Only update the existing information - do not delete the current banking information and add new banking information.*

1. If the deposit is going to a different bank, then select the new bank from the drop down list for Bank Routing. If the bank does not appear in the drop down list, contact your timekeeper. Timekeeper will then contact payroll to add the bank to the list.

SEARCH FOR: Bank Routing No.  
Search  
Bank Routing No.:

ACCOUNTS ALLOWED

Bank Routing No.	Bank	Branch
011000028	T.RowePrice	T.RowePrice, 011000028
011000138	Bank of America Three	Bank of America Three, 011000138
011001276	One United	One United, 011001276
011075150	Santander	Santander, 011075150
011304478	The Edgartown National Bank2	The Edgartown National Bank2, 011304478
011305684	The Edgartown National Bank	The Edgartown National Bank, 011305684
011400071	TD Bank	TD Bank, 011400071

Account Type: Checking  
Bank Routing No.: 021200339  
Bank Account: 009472965610111  
Bank Name: Bank of America  
State:  
Prime Deposit:   
Account Info:  
Prenote Required:

OK Cancel

2. Check the *Prenote Required* check box.

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

Priority	Method	Amount	Pay Remaining
100	Pay by Deposit		
999	Pay By Check		

Account Type: Checking  
Bank Routing No.: 022000046  
Bank Account: 23432424  
Bank Name: M&T BANK  
State:  
Prime Deposit:   
Upload a Voided Check or Document from Bank w/Account Info:  
Prenote Required:

## How to Change Direct Deposit Information

3. Upload a voided check or document from the bank (the document cannot be handwritten or typed by yourself). The document type must be a pdf, jpg, or jpeg. If no document is uploaded, the request will be returned to the employee via the timekeeper.
  - a. Click the **Upload** button to upload a Voided Check or Document from the Bank.
  - b. Click **Choose File** and navigate to your file.
  - c. Click **Open** after selecting your file.
  - d. Click **OK**.

The screenshot illustrates the process of uploading a voided check or document from a bank. It shows a web application interface with a file explorer window open, displaying a list of files. A file named "PERS Retro Vouchers E Colon.pdf" is selected. A "Choose File" dialog is open, and the "Open" button is highlighted. The "Choose File" dialog is also open, showing the "Choose File" button. The "OK" button is highlighted. The form for bank account information is visible, with the "Upload a Voided Check or Document from Bank w/Account Info" button highlighted.

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

Priority	Method	Amount	Pay Remaining
100	Pay by Deposit		<input checked="" type="checkbox"/>
999	Pay By Check		

Account Type:   
Bank Routing No.:   
Bank Account:   
Bank Name: M&T BANK  
State:   
Prime Deposit:   
Upload a Voided Check or Document from Bank w/Account Info:   
Prenote Required:

## How to Change Direct Deposit Information

- Information that your file was uploaded successfully will display. Click **OK**.  
Once changed, the banking information will turn blue.

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit		
		Check		—

**Information**

File was uploaded successfully. Please save the changes.

**OK**

\* Account Type: Checking

\* Bank Routing No.:

\* Bank Account:

Bank Name: M&T BANK

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers D Ross.pdf](#)

Prenote Required:

- Click Save.

Linda Greco

WEPPM

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit		
	999	Pay By Check		—

\* Account Type: Checking

\* Bank Routing No.:

\* Bank Account:

Bank Name: M&T BANK

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers D Ross.pdf](#)

Prenote Required:

## How to Change Direct Deposit Information

- The Date Sensitive Change box displays.
- Enter the **Effective as of date** as today's date in the format **mmddyyyy** (**do not use any dashes or slashes in the date**) or select today's date from the calendar.
- Change Reason** is optional and can be left blank.  
If entered, some options are *Update* or *Bank/Acct Chg*.
- Check the entered information for accuracy. At this point, you can still Cancel Changes by clicking **Cancel** and everything will revert back. Closing the screen prior to clicking Submit Changes will also cancel all changes.
- Click **OK**.

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

Date Sensitive Change

If this change is to take effect on a specific date, enter the date in the format mmddyyyy and Reason then click 'OK'.

Effective as of: 09302024

Change Reason:

If this is a correct change, click OK. If there is an error, click Cancel.

Account Type: Checking

Routing No.: 031201360

Bank Account: 2342334234

Bank Name: TD Bank

State:

Direct Deposit:

Account Info: Horizon\_rates\_coverages\_2024.pdf

Required:

- Click Submit Changes.** Once you click **OK**, *no changes* can be made until the request is processed by Payroll. If there are errors, click **Cancel**. If you do not click **Cancel** and there is an error or you forgot to upload a file, contact your timekeeper *or* wait until the changes were made and then enter the correct information (changes will be made typically within 1 business day, unless processing payroll).

## How to Change Direct Deposit Information

MY PAYMENT METHODS

PLEASE SUBMIT YOUR CHANGES ONCE COMPLETED

**SUBMIT CHANGES** **CANCEL CHANGES**

Submit Changes  
Submit Changes  
✓ PLEASE VERIFY YOUR CHANGES  
PA (Request) #: 119875 Takes Effect: 27-Sep-2024

Old Value	New Value	Status
1323423456	PERS Retro ...	Verified
	23432424	Verified
	Yes	Verified

If changes are correct, click OK, otherwise click Cancel

**OK** **Cancel**

Account Type: Checking  
Bank Routing No.: 022000046  
Bank Account: 23432424  
Bank Name: M&T BANK  
State:  
Prime Deposit:   
Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers D.Ross.pdf](#)  
Prenote Required:

Amount Pay Remaining

Your account changes are now submitted and being reviewed for approval.

## Paycheck Deposited in More Than One Account

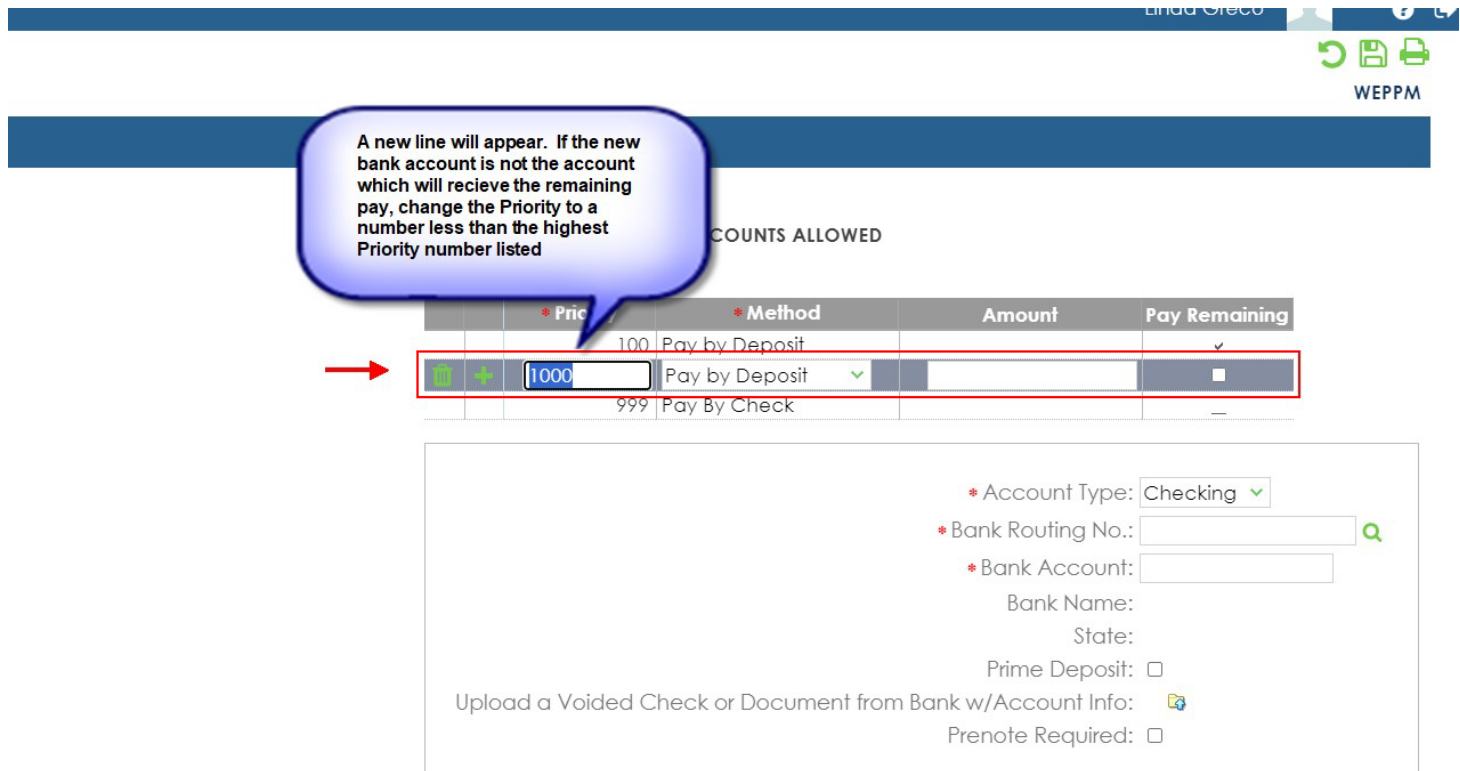
**Note:** Paycheck amounts are processed in the order of the Priority Number from low to high. The lowest Priority Number will be processed first, and the highest Priority Number will be processed last as long as there are funds. The Pay Remaining box must be checked on the highest Priority Number.

**Note:** Each updated bank and/or bank account number requires a voided check or official bank document (we will not accept any handwritten documentation; if the bank gives handwritten documentation, it will need to be signed by a bank employee). All documentation must be in one file and must be a pdf, jpg, or jpeg format (if bank and/or bank account number are being changed for more than one account, the documentation for all accounts must be in the same file to upload).

## How to Change Direct Deposit Information

### Adding a Bank Account to Receive a Set Amount/Partial Deposit from Paycheck

1. Click the green plus sign (+). A new row will display with a default Priority number. The default Priority number will be greater than the existing Priority number.



A new line will appear. If the new bank account is not the account which will receive the remaining pay, change the Priority to a number less than the highest Priority number listed

* Pric	* Method	Amount	Pay Remaining
100	Pay by Deposit		✓
1000	Pay by Deposit		■
999	Pay By Check		—

\* Account Type:

\* Bank Routing No.:

\* Bank Account:

Bank Name:

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info:

Prenote Required:

2. If the new bank account will be receiving a set amount/partial deposit from the paycheck (account is not going to receive the remaining funds), you must change the generated Priority Number to a number less than the Priority Number of the pay remaining bank account (i.e. if the bank account that will receive the remaining funds has a Priority Number of 500 and the new bank account will receive a set deposit amount, then the Priority Number should be less than 500).

Change the Priority Number as noted above, enter the Amount, Banking Information, check the Prenote Box, and upload verification document. Click Save (effective date is today's date in the format **mmddyyyy with no dashes or slashes**).

The original (generated) Priority Number is changed to a number less than the account receiving the remaining pay.

ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit		✓
→	50	Pay by Deposit	150.00	■
	999	Pay By Check		—

→

\* Account Type:

\* Bank Routing No.:

\* Bank Account:

Bank Name: Bank of America Three

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers E Colon.pdf](#)

Prenote Required:

- If adding a second bank account to receive a partial payment, click the green plus sign (+) to add another account. The Priority Number will be higher than the highest priority number. Change the Priority Number to a number less than the Priority Number for the account receiving the pay remaining. Since the Priority Number determines the order of payment, if this bank account should receive the partial deposit first, the Priority Number should be lowest of all the Priority Numbers (picture A), otherwise the Priority Number should be between the 2 existing Priority Numbers (picture B).

Change the Priority Number, enter the amount and Banking Information. Click Save (effective date is today's date in the format mmddyyyy with no dashes or slashes).

# How to Change Direct Deposit Information

## Picture A

**CANCEL CHANGES**

Accounts Allowed

Priority	Method	Amount	Pay Remaining
50	Pay by Deposit	150.00	-
100	Pay by Deposit		✓
25	Pay by Deposit	200.00	

Adding a 2nd account for a partial deposit. This account will receive the first partial deposit - account has the lowest Priority Number

Enter banking information

Account Type:    
Bank Routing No.:    
Bank Account:    
Bank Name: TD Bank 3   
State:    
Prime Deposit:    
Upload a Voiced Check or Document from Bank w/Account Info:    
Prenote Required:

## Picture B

**CANCEL CHANGES**

Accounts Allowed

Priority	Method	Amount	Pay Remaining
50	Pay by Deposit	150.00	-
100	Pay by Deposit		✓
300	Pay by Deposit	200.00	




Adding a 2nd account for a partial deposit. This account should receive the partial deposit after the existing account that receives a partial deposit. The account should have a Priority Number between the 2 existing Priority Numbers.




Add Banking Information

Account Type:    
Bank Routing No.:    
Bank Account:    
Bank Name: TD Bank 3   
State:    
Prime Deposit:    
Upload a Voiced Check or Document from Bank w/Account Info:    
Prenote Required:


## How to Change Direct Deposit Information



4. Click Save.


Linda Greco   


    
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MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED



	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit 		<input checked="" type="checkbox"/>
	999	Pay By Check		—

\* Account Type:  



\* Bank Routing No.:  

\* Bank Account:

Bank Name: M&T BANK

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers D Ross.pdf](#)  

Prenote Required:

- a. The Date Sensitive Change box displays.
- b. Enter the **Effective as of date** as today's date in the format mmddyyyy (**do not use any slashes in the date**) or select today's date from the calendar.
- c. **Change Reason** is optional and can be left blank.  
If entered, some options are *Update* or *Bank/Acct Chg*.
- d. Check the entered information for accuracy. At this point, you can still Cancel Changes by clicking **Cancel** and everything will revert back. Closing the screen prior to clicking Submit Changes will also cancel all changes.
- e. Click **OK**.

METHODS

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

Date Sensitive Change

If this change is to take effect on a specific date, enter the date and Reason then click 'OK'.

Effective as of:  Date is today's date in the format mmdyyy (no dashes/slashes) or select the date from the calendar

Change Reason:

If this is a correction, enter the reason as is and click 'OK'

If you have made a correction, click 'OK'.

OK Cancel

Verify changes

Account Type:

Routing No.:

Bank Account:

Bank Name: TD Bank

State:

Prime Deposit:

Account Info: [Horizon rates coverages 2024.pdf](#)

Prenote Required:

- Click **Submit Changes** after all updates have been made. Once you click **OK**, *no changes* can be made until the request is processed by Payroll. If there are errors, click **Cancel**. If you do not click Cancel and there is an error or you forgot to upload a file, contact your timekeeper *or* wait until the changes were made and then enter the correct information (changes will be made typically within 1 business day, except when processing pay).

Linda Greco

WEPPM

MY PAYMENT METHODS

Any field emphasized as **burnt orange** is currently being reviewed for approval in Personnel Action 119875.

PLEASE SUBMIT YOUR CHANGES ONCE COMPLETED

SUBMIT CHANGES CANCEL CHANGES

Submit Changes

Submit Changes

✓ PLEASE VERIFY YOUR CHANGES

PA (Request) #: 119875 Takes Effect: 27-Sep-2024

Old Value	New Value	Status
1323423456	23432424	Verified
	Yes	Verified

OK Cancel

Account Type:

Bank Routing No.:

Bank Account:

Bank Name: M&T BANK

State:

Prime Deposit:

Account Info: [PERS Retro Vouchers D Ross.pdf](#)

Prenote Required:

Your account changes are now submitted and being reviewed for approval.

## Update When Paycheck Deposited in More Than One Account

Click on the bank account(s) to be updated. If making changes to multiple accounts, click on the account, make the change, click save, then click on the next account to be updated.

The screenshot shows the top navigation bar with the user name "Linda Greco" and a profile icon. Below the navigation bar is a blue header with the text "METHODS ACCOUNTS ALLOWED". A callout bubble points to the first row of the table with the text "Click the row for the account to be changed". The table has columns for Priority, Method, Amount, and Pay Remaining. The first row is highlighted with a red box and has three red arrows pointing to it. Below the table is a form for updating account information.

Priority	Method	Amount	Pay Remaining
300	Pay by Deposit	200.00	
500	Pay by Deposit		✓
999	Pay By Check		—

Account Type:    
Bank Routing No.:    
Bank Account:    
Bank Name: TD Bank 3   
State:   
Prime Deposit:    
Upload a Voided Check or Document from Bank w/Account Info:    
Prenote Required:

## Update Only the Amount

1. Enter the new amount.

The screenshot shows the same interface as the previous one, but with the "Amount" field in the table highlighted with a red box and a callout bubble pointing to it with the text "Update the amount". The "Amount" field now contains the value "150.00".

Priority	Method	Amount	Pay Remaining
300	Pay by Deposit	150.00	
500	Pay by Deposit		✓
999	Pay By Check		—

Account Type:    
Bank Routing No.:    
Bank Account:    
Bank Name: TD Bank 3   
State:   
Prime Deposit:    
Upload a Voided Check or Document from Bank w/Account Info:    
Prenote Required:

## How to Change Direct Deposit Information

2. Click Save.

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit		<input checked="" type="checkbox"/>
	999	Pay By Check		—

\* Account Type:

\* Bank Routing No.:

\* Bank Account:

Bank Name: M&T BANK

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers D Ross.pdf](#)

Prenote Required:

- The Date Sensitive Change box displays.
- Enter the **Effective as of date** as today's date in the format mmddyyyy (**do not use any slashes in the date**) or select today's date from the calendar.
- Change Reason** is optional and can be left blank.  
If entered, some options are *Update* or *Bank/Acct Chg*.
- Check the entered information for accuracy. At this point, you can still Cancel Changes by clicking **Cancel** and everything will revert back. Closing the screen prior to clicking Submit Changes will also cancel all changes.
- Click **OK**.

METHODS

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

Date Sensitive Change

If this change is to take effect on a specific date, enter the date and Reason then click 'OK'.

Effective as of:  Date is today's date in the format mmddyyyy (no dashes/slashes) or select the date from the calendar

Change Reason:

If this is a correction, enter the reason as is and click 'OK'

If you have made a correction, click 'OK'.

Account Type:

Routing No.:

Bank Account:

Bank Name: TD Bank

State:

Prime Deposit:

Account Info: [Horizon rates coverages 2024.pdf](#)

Prenote Required:

Verify changes

3. If you need to update another account, either amount or banking information, follow the instructions above for each account that needs a change. Click **Save** after each account has been completely updated (effective date must be in format mmddyyyy with no dashes or slashes).
4. Click **Submit Changes** after all updates have been made. Once you click **OK**, no changes can be made until the request is processed by Payroll. If there are errors, click **Cancel**. If you do not click Cancel and there is an error or you forgot to upload a file, contact your timekeeper or wait until the changes were made and then enter the correct information (changes will be made typically within 1 business day).

MY PAYMENT METHODS

Any field emphasized as **burnt orange** is currently being reviewed for approval in Personnel Action 119883.

PLEASE SUBMIT YOUR CHANGES ONCE COMPLETED

Submit Changes

Submit Changes

PLEASE VERIFY YOUR CHANGES

PA (Request) #: 119883 Takes Effect: 30-Sep-2024

	Old Value	New Value	Status
Effective as of...	10-Jul-2024	30-Sep-2024	Verified
Account Ty...	02-Checking	02-Checking	Verified
Amount \$		33.000000	Verified
Bank Acco...		2342334324	Verified
Locati...		Santander, ...	Verified
Type		03-Pay by D...	Verified
ment Rule		43393	Verified
reque...		300	Verified

Account Type:

Bank Routing No.:

Bank Account:

Bank Name: Santander

State:

Prime Deposit:

Account Info:

Prenote Required:

Verify changes

If changes are correct, click OK, otherwise click Cancel

Your account changes are now submitted and being reviewed for approval.

## How to Change Direct Deposit Information

### Updating the Amount and Banking Information

1. Update the Amount and Banking Information. Must check the prenote box and upload a document (see above to update banking information). Click Save.

Theresa Washington

WEPPM

MENT METHODS

PAYMENT METHODS

ENT METHOD

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	300	Pay by Deposit	200.00	
	500	Pay by Deposit		

Update amount

Update Banking Information. Must check prenote box and upload a document

\* Account Type:

\* Bank Routing No.:

\* Bank Account:

Bank Name: Santander

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [2024Q3\\_PS\\_IROC\\_Employees\\_in\\_EP\\_not\\_on\\_State.pdf](#)

Prenote Required:

2. If you need to update another account, either amount or banking information, follow the instructions above for each account that needs a change. Click **Save** after each account has been completely updated.

Linda Greco

WEPPM

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit		<input checked="" type="checkbox"/>
	999	Pay By Check		

\* Account Type:

\* Bank Routing No.:

\* Bank Account:

Bank Name: M&T BANK

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info: [PERS Retro Vouchers D Ross.pdf](#)

Prenote Required:

## How to Change Direct Deposit Information

- The Date Sensitive Change box displays.
- Enter the **Effective as of date** as today's date in the format **mmddyyyy** (**do not use any slashes in the date**) or select today's date from the calendar.
- Change Reason** is optional and can be left blank.  
If entered, some options are *Update* or *Bank/Acct Chg*.
- Check the entered information for accuracy. At this point, you can still Cancel Changes by clicking **Cancel** and everything will revert back. Closing the screen prior to clicking Submit Changes will also cancel all changes.
- Click **OK**.



The screenshot shows a 'Date Sensitive Change' dialog box. It has a title bar with a plus sign and the text 'MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED'. The main content area contains the following text: 'Date Sensitive Change', 'If this change is to take effect on a specific date, enter the date and Reason then click 'OK''. There are two input fields: 'Effective as of:' with the value '09302024' and 'Change Reason:'. Below these fields is the text: 'If this is a correction, click OK. If there is an error, click Cancel'. At the bottom are 'OK' and 'Cancel' buttons. A blue callout bubble points to the 'Effective as of:' field with the text: 'Date is today's date in the format mmddyyyy (no dashes/slashes) or select the date from the calendar'. Another blue callout bubble points to the 'OK' button with the text: 'If changes are correct, click OK. If there is an error, click Cancel'. To the right of the dialog box is a 'Verify changes' button. Below the dialog box is a form for account information with fields for 'Account Type', 'Routing No.', 'Bank Account', 'Bank Name', 'State', 'Prime Deposit', 'Account Info', and 'Prenote Required'.

- Click **Submit Changes** after all updates have been made. Once you click **OK**, *no changes* can be made until the request is processed by Payroll. If there are errors, click **Cancel**. If you do not click Cancel and there is an error or you forgot to upload a file, contact your timekeeper *or* wait until the changes were made and then enter the correct information (changes will be made typically within 1 business day).

The screenshot shows the 'MY PAYMENT METHODS' page. At the top, it says 'MY PAYMENT METHODS' and 'Any field emphasized as **bold orange** is currently being reviewed for approval in Personnel Action 119883.' Below this is a green 'SUBMIT CHANGES' button. A blue callout bubble points to this button with the text: 'Verify changes'. Below the button is a 'Submit Changes' dialog box. The dialog box has a title bar with a checkmark and the text 'Submit Changes'. The main content area contains the following text: 'Submit Changes', 'PLEASE VERIFY YOUR CHANGES', 'PA (Request) #: 119883', 'Takes Effect: 30-Sep-2024'. There is a table with the following columns: 'Effective as ...', 'Old Value', 'New Value', and 'Status'. The table has the following rows: 'Effective as ...', '10-Jul-2024', '30-Sep-2024', 'Verified'; 'Account Ty...', '02-Checking', 'Verified'; 'Amount \$', '33.000000', 'Verified'; 'Bank Acco...', '2342334324', 'Verified'; 'Locati...', 'Santander, ...', 'Verified'; 'Type', '03-Pay by D...', 'Verified'; 'Rent Rule', '43393', 'Verified'; 'Seque...', '300', 'Verified'. Below the table are 'OK' and 'Cancel' buttons. A blue callout bubble points to the 'OK' button with the text: 'If changes are correct, click OK, otherwise click Cancel'. To the right of the dialog box is a 'Verify changes' button. Below the dialog box is a form for account information with fields for 'Account Type', 'Bank Routing No.', 'Bank Account', 'Bank Name', 'State', 'Prime Deposit', 'Account Info', and 'Prenote Required'.

Your account changes are now submitted and being reviewed for approval.

## How to Change Direct Deposit Information

### Update the Bank Account that Receives Remaining Pay

1. Uncheck the Pay Remaining box for the account currently receiving the remaining pay. Click Save (effective date must be in format mmddyyyy – no dashes or slashes)



MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	300	Pay by Deposit	33.00	
	<input type="text" value="500"/>	Pay by Deposit <input type="checkbox"/>		<input checked="" type="checkbox"/>

\* Account Type:

\* Bank Routing No.:

\* Bank Account:

Bank Name: Fleet

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info:

Prenote Required:

**Uncheck this box** (with red arrow pointing to the checked box in the table)

## Adding New Bank Account to Receive Remaining Pay

2. Click the green plus sign (+). A new row will display with a default Priority number. Do not change the Priority Number.

The screenshot shows the 'MY PAYMENT METHODS' interface. On the left, there is a 'TIME FRAME' table with columns 'Current' and 'Since'. The main area displays a table of payment methods with columns for Priority, Method, Amount, and Pay Remaining. A new row with Priority 501 and Method 'Pay by Deposit' is highlighted. A callout box explains that a new line will appear and that the Priority Number should be less than the existing bank account's priority. Below the table is a form for adding a new bank account, including fields for Account Type, Bank Routing No., Bank Account, Bank Name, State, Prime Deposit, and Prenote Required.

Priority	Method	Amount	Pay Remaining
300	Pay by Deposit	33.00	—
500	Pay by Deposit		
501	Pay by Deposit		

**Callout:** A new line will appear. If the new bank account is not the account which will receive the remaining funds, change the Priority Number to a number less than the Priority Number for the existing bank account.

**Form Fields:**

- Account Type:
- Bank Routing No.:
- Bank Account:
- Bank Name:
- State:
- Prime Deposit:
- Prenote Required:

3. Click the Pay Remaining Box and enter the Banking information, check prenote box. Upload documentation. Click Save (effective date must be today's date in format mmddyyyy – no dashes or slashes).

## Changing an Existing Bank Account to Receive Remaining Pay.

1. Uncheck the Pay Remaining box for the account currently receiving the remaining pay. Click Save (effective date must be today's date in format mmddyyyy – no dashes or slashes)
2. Click on the account which should receive the Pay Remaining. Change the Priority Number to be greater than the current highest Priority Number in the list of current Priority Numbers. Click the Pay Remaining check box. Click Save (effective date must be today's date in format mmddyyyy – no dashes or slashes).

## How to Change Direct Deposit Information

Theresa Washington WEPPM

Click on the row of the account to be changed to receive the Pay Remaining. Change the Priority Number to be greater than the current highest Priority Number.

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

Priority	Method	Amount	Pay Remaining
600	Pay by Deposit	33.00	<input checked="" type="checkbox"/>
500	Pay by Deposit		<input type="checkbox"/>

Account Information:

- \* Account Type:
- \* Bank Routing No.:
- \* Bank Account:
- Bank Name: Santander
- State:
- Prime Deposit:
- Upload a Voided Check or Document from Bank w/Account Info:
- Prenote Required:

3. Click **Submit Changes** after all updates have been made. Once you click **OK**, *no changes* can be made until the request is processed by Payroll. If there are errors, click **Cancel**. If you do not click **Cancel** and there is an error or you forgot to upload a file, contact your timekeeper *or* wait until the changes were made and then enter the correct information (changes will be made typically within 1 business day).

MY PAYMENT METHODS

PLEASE SUBMIT YOUR CHANGES ONCE COMPLETED

**SUBMIT CHANGES**

MY PAYMENT METHODS

PAYMENT METHOD

TIME FRAME

Current Since

30-Sep-2024
10-Jul-2024
09-Jul-2023
05-Jul-2023
03-Jul-2023
02-Jul-2023
01-Jul-2023
01-Oct-2021
01-Jan-0001

Submit Changes

Submit Changes

PLEASE VERIFY YOUR CHANGES

PA (Request) #: 119883 Takes Effect: 30-Sep-2024

	Old Value	New Value	Status
Effective as ...	10-Jul-2024	30-Sep-2024	Verified
Account Ty...	02-Checking	02-Checking	Verified
Amount \$	33.000000	33.000000	Verified
Bank Acco...	2342334324	2342334324	Verified
Locati...	Santander, ...	Santander, ...	Verified
Type	03-Pay by D...	03-Pay by D...	Verified
ment Rule	43393	43393	Verified
que...	300	300	Verified

If changes are correct, click OK, otherwise click Cancel

OK Cancel

Verify changes

Account Information:

- \* Account Type:
- \* Bank Routing No.:
- \* Bank Account:
- Bank Name: Santander
- State:
- Prime Deposit:
- Upload a Voided Check or Document from Bank w/Account Info:
- Prenote Required:

## How to Change Direct Deposit Information

Your account changes are now submitted and being reviewed for approval.

## Deleting a Bank

1. Click on the account row you wish to delete. Click on the garbage can. Click Save (effective date is today's date in the format mmddyyyy with no dashes or slashes).

MY PAYMENT METHODS

WEPPM

MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

+	Priority	Method	Amount	Pay Remaining
+	600	Pay by Deposit	33.00	✓
	500	Pay by Deposit		

Account Type:

Bank Routing No.:

Bank Account:

Bank Name:

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info:

Prenote Required:

2. Click **Submit Changes** after all updates have been made. Once you click **OK**, no changes can be made until the request is processed by Payroll. If there are errors, click **Cancel**. If you do not click **Cancel** and there is an error or you forgot to upload a file, contact your timekeeper or wait until the changes were made and then enter the correct information (changes will be made typically within 1 business day).

MY PAYMENT METHODS

WEPPM

PLEASE SUBMIT YOUR CHANGES ONCE COMPLETED

**SUBMIT CHANGES**

Submit Changes

PLEASE VERIFY YOUR CHANGES

PA (Request) #: 119883 Takes Effect: 30-Sep-2024

	Old Value	New Value	Status
Effective as ...	10-Jul-2024	30-Sep-2024	Verified
Account Ty...	02-Checking	02-Checking	Verified
Amount \$		33.000000	Verified
Bank Acco...		2342334324	Verified
Locati...		Santander, ...	Verified
Type		03-Pay by D...	Verified
ment Rule		43393	Verified
reque...		300	Verified

Account Type:

Bank Routing No.:

Bank Account:

Bank Name:

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info:

Prenote Required:

## How to Change Direct Deposit Information

Your account changes are now submitted and being reviewed for approval.

### Prime Deposit – Additional Check

An employee may receive an additional check for uniform, stipend, etc. An employee has the option to have an additional check deposited in a specific bank account. If they check the Prime Deposit box for an account, this account will receive the full amount of the additional check. If the Prime Deposit box is not checked, then an additional check will be processed in the same manner as a regular paycheck.



MAXIMUM OF 3 BANKS ACCOUNTS ALLOWED

	* Priority	* Method	Amount	Pay Remaining
	100	Pay by Deposit	200.00	<input type="checkbox"/>
	600	Pay by Deposit		<input checked="" type="checkbox"/>

The entire amount of an additional check will be deposited in the account highlighted.

Account Type:

Routing No.:

Account:

Bank Name:

State:

Prime Deposit:

Upload a Voided Check or Document from Bank w/Account Info:

Prenote Required: