Add Direct Deposit Account Information in Paylocity

<mark>Must be done on the browser and not in the app.</mark>

Use the following process to add Direct Deposit account information:

1. Obtain the:

    o   Routing Number

    o   Account Number

2. Employees navigate to **HR & Payroll > Employees > Person Record > Pay > Direct Deposit** to add or edit their own direct deposit account(s).
    📄 **NOTE:** Any applicable **Pending Setup** shows on this page as well.

3. <mark>To edit an existing bank account:</mark>
    ⚠ **CAUTION:** Direct Deposit routing numbers and account numbers can no longer be modified. If the routing or account number is incorrect or needs to be modified, the account must be deleted and re-added.
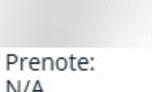
- Select **Edit Setup** on the existing account.

Edit Direct Deposit Setup

Close   Save

Direct Deposit Setup

Deposits from your paycheck will be submitted in order until your Remaining Balance is reached

Add From Account List   Paperless Enabled

Account	Type	Amount	Remove
1. Prenote: N/A	Flat Amount ⌄	60	✕
2. **Checking** Prenote: N/A	**Remaining Balance**		✕

- Select Add From Account List to add an additional bank account.
- Select the desired type from the dropdown.
- Enter an amount, if applicable.
- Select the **X** in the **Remove** column to remove the account from Direct Deposit Setup.
- **Save**.

4. To add a new bank account:

- Select **Add Account**.
- Enter an **Account Nickname** if desired.
- Confirm the **Name on Account.**
  📄 **NOTE:** The **Name on Account** cannot be longer than 30 characters, including spaces.
- Select one of the following from the **Account Type** dropdown menu:
  1. Checking

2. Savings

3. Pay Card

Step 1: Add Bank Account

Close | Next

$ **Add Bank Account**
In Progress

≔ **Review Direct Deposit Setup**
Not Started

Bank Account Details

Account Nickname *(optional)*

Name on Account

Account Type

Select a type ⌄

Routing Number

Account Number

Retype Account Number

Allocation Details

Allocation Type:

Select a type ⌄

Amount

- o Enter the nine-digit American Banker's Association (ABA) Transit Routing Number in the Routing Number field, without dashes or spaces. Valid Routing Numbers start with 0, 1, 2, or 3.

     1. Find the Routing Number by looking at the first set of numbers at the bottom of a check. The account number is the second set of numbers in the same area.

     2. Employees should provide the Routing Number listed on a check; do not use the routing number from a deposit slip. Deposit slip routing numbers are typically for internal use only, and banks are likely to reject them.

3. If the bank name does not populate or shows an unknown bank, use the routing number to search the **website for the Federal Reserve**. If listed there, the bank is a valid institution, but if not, the direct deposit can be rejected.

o Enter the account number in the **Account Number** field (17-character limit).

1. If an incorrect character is in the **Account Number** field, the system prompts the user with a message stating **Account Number cannot contain the character**.

2. Although rare, some Bank Account Numbers may contain letters or dashes within the Account Number.

o Complete the following if this is not the Primary account:
📄 **NOTE:** The Primary account is the account where the bulk of the check is deposited, minus any additional allocation from additional accounts.

1. Toggle **Allocation Type** to either $ or %, based on what should route to the additional account.

2. Based on the type chosen, enter the amount the account should receive in the **Amount** field.
🛠 **EXAMPLE:** A user chose the **Percent** type and enters 30 into the **Amount** field so that 30% of the pay goes into this account.

3. Select **Next** to navigate to Review Direct Deposit Setup.

4. Select the ⣿ icon to the left of the account numbers to drag up or down and change the priority of the additional account.

5. Ensure that at least one account is present as the **Remaining Balance** account.

▪ The **Remaining Balance** account is where all funds not allocated to an additional account remain.

▪ Navigate **HR & Payroll > Employees > Employee Payroll File > Payroll Setup > Direct Deposit**

1. Select **Edit Setup**.

2. Select ellipses (°°°) under the **Actions** column.

3. Select **Use Account for Remaining Balance** for the main account and remove the possibility of receiving a paper check.

   - This ensures deposits allocate correctly and no potential live checks generate.

   o 1Select **Save**.

     1. The entered amount deposits into each additional account listed.

     2. The net check deposits into the main account.

5. Select **Delete** to remove an unneeded account.

   📄 **NOTE:** When a company deletes a Direct Deposit account with activity in the current year, that account still appears on the user's pay stub, **Current Check page**, and **Check History page** until the new year.