



WORKFORCE ONE

Direct Deposit

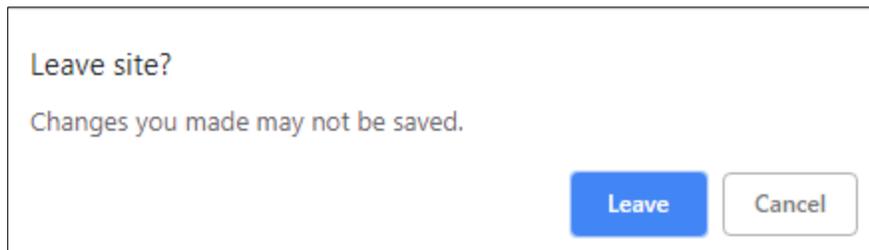
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Introduction

This document is intended as a comprehensive resource for the payroll section of the system. Some things you should note about this document:

- Any time you see an item marked in **bold** it means it is a button or option to select.
- Tables below large screen shots are there to describe the various options in the screen shot above (which normally have a bold rectangle around them).
- Anything in *italics* is the name of the window you are viewing.
- If you ever see this popup below, it means you have not saved your work. Select cancel, save your work, and then you won't get that popup and can continue through the system.



Direct Deposit

Adding direct deposit is done from the employee's payroll information screen. This document will show you how to:

- Add a direct deposit for an employee
- Split their direct deposit over more than one account
- End their direct deposit

Fields in the direct deposit window are detailed in the table below.

Field	Description
SEQ	The sequence number refers to the order in which the funds are dispersed. It is assigned by the system based by entry. The order can be changed by clicking the up and down arrows. The system will apply the direct deposits in the displayed order as long as there are funds available. After reaching the limit on funds the balance is applied to Entire/Remainder. <i>Special Note: Entire/Remainder calculation method will always be the last direct deposit item sequence.</i>
Active From	Enter the effective date for the direct deposit item.
Active To	Enter the end date for the direct deposit item.
Type	This field defaults to Direct Deposit when the New Direct Deposit button is clicked.
Calc Method	There are four direct deposit calculation method options available: Entire/Remainder, Flat \$ Amount, % of Gross Earnings, and % of Net Pay.
Account Type	Select Checking or Savings from the drop-down menu.
ABA # Bank Routing #	The routing number the financial institution uses. After entering the routing number, select the VALIDATE button to ensure you have the correct number and financial institution.
Account #	Enter the employee's bank account number at the financial institution.

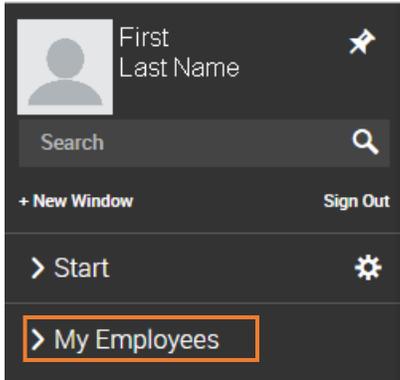
Example: Add New Direct Deposit

In our first lesson will we will add a direct deposit to a new employee. There are multiple ways to find this employee, we can use the search field, a shortcut from the widgets below, or navigate with our hamburger menu. For this example, we will use the hamburger menu.

1. Select the Hamburger Menu (highlighted below).

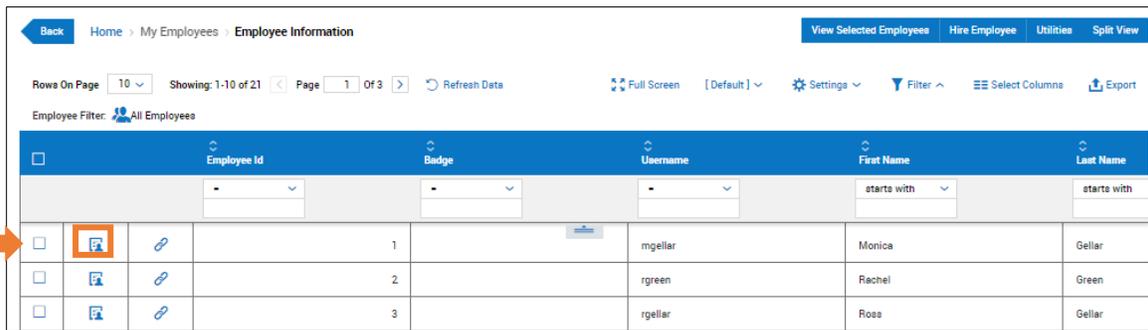


2. Select the **My Employees** option.



The menu expands.

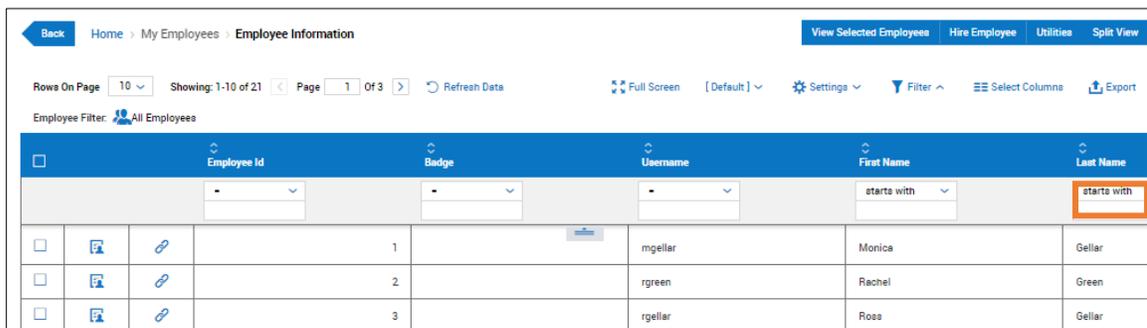
3. Select **Employee Information** under My Employees.



	Employee Id	Badge	Username	First Name	Last Name
<input type="checkbox"/>		1	mgellar	Monica	Gellar
<input type="checkbox"/>	2		rgreen	Rachel	Green
<input type="checkbox"/>	3		rgellar	Rosa	Gellar

Employee Information Pane

4. Find the employee you want to set up. You can search in last name filter box at the top of the screen.



	Employee Id	Badge	Username	First Name	Last Name
<input type="checkbox"/>		1	mgellar	Monica	Gellar
<input type="checkbox"/>	2		rgreen	Rachel	Green
<input type="checkbox"/>	3		rgellar	Rosa	Gellar

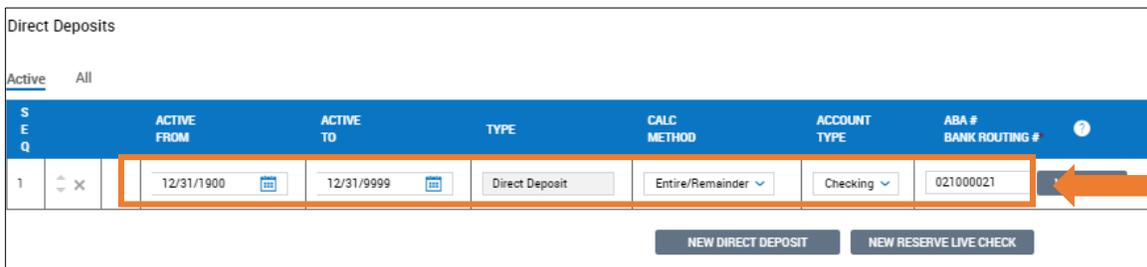
5. Enter the employees last name and press **Enter** on your keyboard.
6. Select the employee information  icon.
7. Select the **Payroll** tab and scroll down to the Direct Deposit pane

8. Select **New Direct Deposit**.

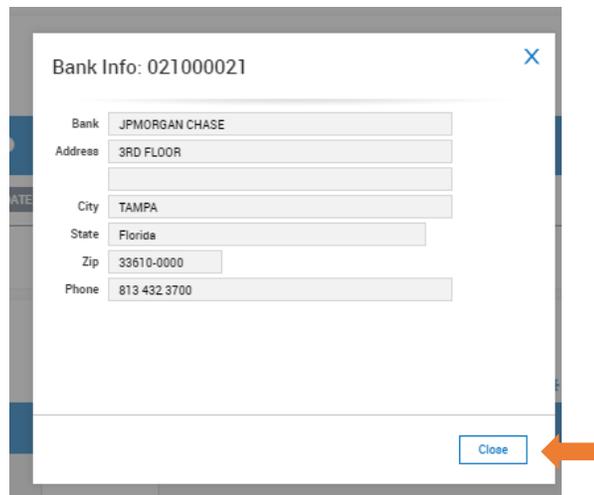


The default dates mean starting now and going on into the future. You don't have to change them if it's effective immediately, but you can make it a future date if you like. If the entire check is to go into one account, keep the default of Entire/Remainder selected in the Calc Method field. If the check is to be split to two different accounts, we will demonstrate that later. Select the type of account, checking or savings, from the drop-down menu.

9. Enter in the **ACTIVE FROM** date, **ACTIVE TO** (12/31/9999 is indefinite end), **CALC METHOD** (in this case, Entire/Remainder), **ACCOUNT TYPE**, **ABA# (BANK ROUTING#)**.

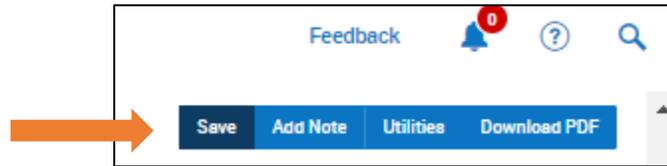


10. Select **VALIDATE** and this immediately will let you know that the bank is correct or not.



11. Select Close.

12. Enter the account number.



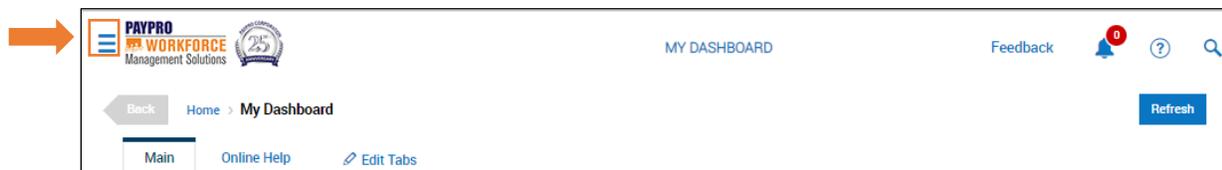
13. Save your work.

A prenote test file is automatically generated and sent to the bank to verify the information we just added is correct. It takes about 14 days for the direct deposit to be in effect.

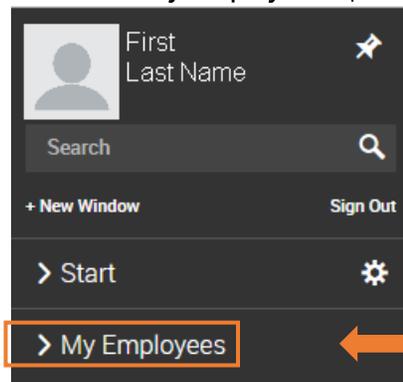
Example: Add Partial Direct Deposit

There are times that an employee wants part of their pay to go to one account and the remainder to go to another account. The example below shows you how.

1. Select the Hamburger Menu (highlighted below).



a. Select the **My Employees** option.



The menu expands.

2. Select **Employee Information** under My Employees.

Back Home > My Employees > Employee Information View Selected Employees Hire Employee Utilities Split View

Rows On Page: 10 Showing: 1-10 of 21 Page 1 of 3 Refresh Data Full Screen [Default] Settings Filter Select Columns Export

Employee Filter: All Employees

Employee Id	Badge	Username	First Name	Last Name
<input type="checkbox"/>  	1	mgellar	Monica	Gellar
<input type="checkbox"/>  	2	rgreen	Rachel	Green
<input type="checkbox"/>  	3	rgellar	Rosa	Gellar

Employee Information Pane

3. Select the  icon to select an employee.
4. Select the **Payroll** tab and scroll down to the Direct Deposit pane
5. Select **New Direct Deposit**.

Direct Deposits

Active All

SEQ	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #	
1	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking	021000021	VALIDATE

NEW DIRECT DEPOSIT NEW RESERVE LIVE CHECK

6. Enter in the **ACTIVE FROM** date, **ACTIVE TO** (12/31/9999 is indefinite end), **CALC METHOD** (in this case, 50.00, Flat \$ Amount), **ACCOUNT TYPE**, **ABA# (BANK ROUTING#)**.

Direct Deposits

Active All

Direct Deposit Transactions Will Process In Order Listed Below

SEQ	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #	ACCOUNT#
1	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking	021000021	123456
2	12/31/1900	12/31/9999	Direct Deposit	% Of Net Pay	Checking		

7. Select **VALIDATE** and this immediately will let you know that the bank is correct.

Bank Info: 021000021 X

Bank: JPMORGAN CHASE

Address: 3RD FLOOR

City: TAMPA

State: Florida

Zip: 33610-0000

Phone: 813 432 3700

[Close](#)

8. Select Close.
9. Enter the account number.
10. Select Save from the top of the screen.

A prenote test file is automatically generated and sent to the bank to verify the information we just added is correct. It takes about 14 days for the direct deposit to be in effect.

The employee's record now displays two different direct deposits. In future payrolls \$50 will be deposited to his savings and the rest will go to his checking account. We have now completed this lesson.

Saved.

Active All

Direct Deposit Transactions Will Process In Order Listed Below

SEQ	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #	ACCOUNT#	PRE-NOTE STATUS
1	12/31/1900	12/31/9999	Direct Deposit	\$* 50.00 Flat \$ Amount	Savings	021000021 VALIDATE	456789	Ready To Send
2	12/31/1900	12/31/9999	Direct Deposit	Entire/Reminder	Checking	021000021 VALIDATE	123456	Ready To Send

[NEW DIRECT DEPOSIT](#) [NEW RESERVE LIVE CHECK](#)

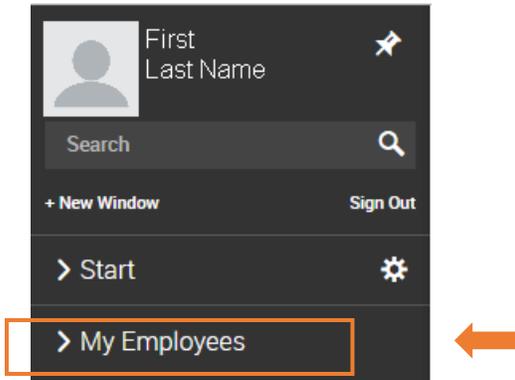
Example: Stopping a Direct Deposit

There may be a time where the employee no longer wants their direct deposit. Maybe, in the example above, the person has decided they no longer want their money put into savings. They want their entire check in their checking account. So let's go through the steps to stop the existing direct deposit.

1. Select the Hamburger Menu (highlighted below).

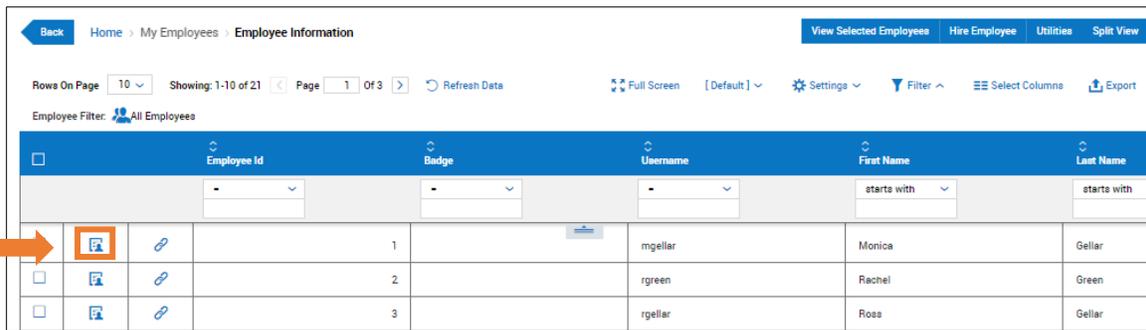


2. Select the **My Employees** option.



The menu expands.

3. Select **Employee Information** under My Employees.

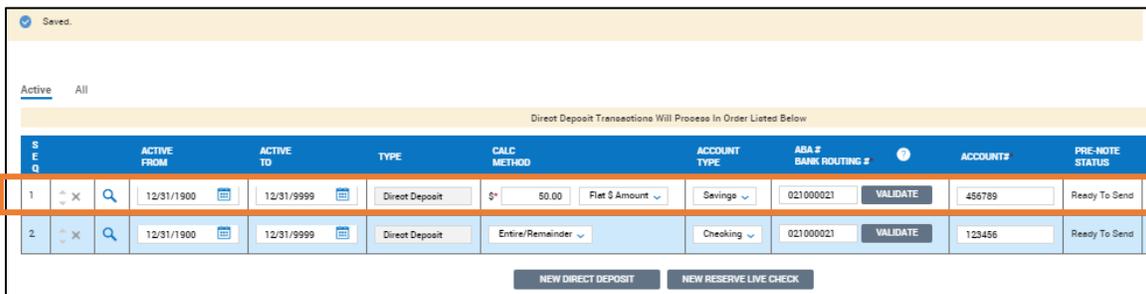


Employee Id	Badge	Username	First Name	Last Name
1		mgellar	Monica	Gellar
2		rgreen	Rachel	Green
3		rgellar	Rosa	Gellar

Employee Information Pane

4. Select the  icon to select an employee.

5. Select the **Payroll** tab and scroll down to the Direct Deposit pane



SEQ	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #	ACCOUNT#	PRE-NOTE STATUS
1	12/31/1900	12/31/9999	Direct Deposit	\$* 50.00 Flat \$ Amount	Savings	021000021	456789	Ready To Send
2	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking	021000021	123456	Ready To Send

6. In this example we are stopping the savings split. Select the calendar icon next to the direct deposit and choose an end date.

7. Save your work from the top right of the screen.

Once the end date is reached, the direct deposit will stop and the entire check will be deposited into the employee's checking account.