

Employee Self Service Direct Deposit

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Introduction

You can view and update your direct deposit information using Employee Self Service. This data is secured by your user ID and password. After signing in as you do to view your pay stub, you can view and update direct deposit information on the Direct Deposit page.

You are not required to enter direct deposit changes on the self service page. Agency payroll/HR staff will continue to process direct deposit changes if they are submitted on paper forms.

DO NOT COMPLETE PAPER FORMS IF YOU COMPLETE DIRECT DEPOSIT CHANGES ONLINE.

General Information

A direct deposit is set up using your financial institution's transit number and account number. You may have up to ten direct deposit records to distribute either a percentage or an amount of your net pay. The direct deposit distribution must include either an account with a Deposit Type of Percent with 100% or an account with a Deposit Type of Balance. The following guidelines apply to direct deposit records:

- When you set up distributions using percentages, the total percentages cannot exceed 100%.
- When you do NOT have a single account set up to receive 100% of net pay, the system will add an additional record with a Deposit Type of Balance. You may need to edit the account information on this Balance record.
- When a new direct deposit account is established, or when key fields are updated on an existing account, prenotification occurs.
- Your direct deposit distribution will be applied to all checks you receive.
- If a direct deposit is set up with a dollar amount, and your check includes regular pay and business expenses, you will have one direct deposit transmission and one paystub.
- If a direct deposit is set up with percentages or balance, and your check includes regular pay and business expenses, you will have two direct deposit transmissions and two pay stubs. (The business expenses will be separate.)

Prenotification

Prenotification is a trial run of the direct deposit. It tests the transit number and account numbers you entered by sending them to the financial institution. No funds are sent in the prenote process. If there is a problem with the information you will be contacted by direct deposit staff in your agency. Your direct deposit records will need to be updated.

Effective Date and Timing

Modifications to direct deposit information are assigned an effective date equal to the date of entry. Direct deposit changes entered from 8 to 20 days before a regularly scheduled payday will normally be effective that payday. Holidays may affect this schedule. Only agency payroll staff can enter future effective-dated records. If you want a change to be effective on a future date, enter the change on the desired date or submit a paper form to your payroll office for processing. In any case, future effective-dated records (if they exist) will NOT display.

Priority and Direct Deposit Examples

When you have more than one direct deposit account, the **priority** assigned to each account determines the order in which net pay is distributed. The following examples illustrate how the distribution of net pay is affected by the way direct deposit accounts are set up.

Example 1:

An employee's net pay is \$1,337. The employee wants \$100 of net pay deposited in a savings account and 100% (of funds remaining) deposited into checking. You would set it up this way:

Account Type	Deposit Type	Amount/Percent	Priority
Savings	Amount	\$100	1
Checking	Percent	100%	2

Since there is a single record with 100%, a record with a Deposit Type of Balance will not be added by the system.

Example 2:

An employee's net pay is \$1,337. She wants 10% of net pay deposited in a savings account, \$100 deposited in a checking account and the balance of net pay deposited in a separate savings account. Since there is not a single record with 100% the system will add a record with a Deposit Type of Balance. This Balance record needs to be updated in this example. You would set it up this way:

Account Type	Deposit Type	Amount/Percent	Priority
Savings	Percent	10%	1
Checking	Amount	\$100	2
Savings (The system creates this record. You will need to update the account information. The system will deposit the balance of \$1,103 into a separate savings account only if you change the savings account number.)	Balance	blank	999

10% will be deposited into savings (\$133.70), \$100 into checking, and the balance (\$1,103.30) into a separate savings account.

Example 3:

An employee's net pay is \$1,337. He wants \$100 of net pay deposited in a savings account and the balance of net pay deposited in a checking account. Since there is not a single record with 100% the system will add a Savings record with a Deposit Type of Balance. This Balance record needs to be updated in this example. You would set it up this way:

Account Type	Deposit Type	Amount/Percent	Priority
Savings	Amount	\$100	1
Savings (The system creates this record. You will need to update the account information. The system will deposit the balance of \$1,237 into checking only if you change it to Checking with its account number.)	Balance	blank	999

The balance record always has the highest number in the priority field because the system distributes funds in priority number order.

Note: Examples 1 and 3 achieve the same result.

Access the Direct Deposit page

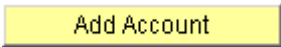
To access the Direct Deposit page, take the following steps.

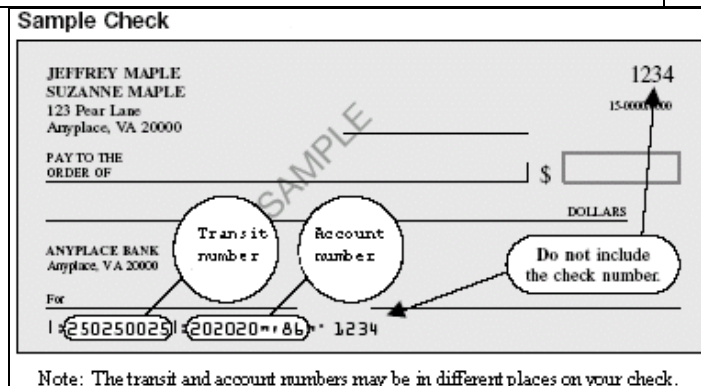
ACTION	RESULT
1. Access the Employee Self Service Web site www.state.mn.us/employee .	State of Minnesota Employee Self Service sign in page displays.
2. Sign in with the same user ID and password that you use to view your pay stub. New employees obtain sign-in instructions from your Human Resources or Payroll office.	State of Minnesota Employee Self Service page displays.
3. Select <u>Other Payroll</u> .	State of Minnesota Other Payroll page displays.
4. Select <u>Direct Deposit</u> .	Direct Deposit page displays with the current direct deposit information.

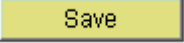

Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using links on the pages. If you use back or forward buttons, recover by clicking the Refresh button on the browser to return to the Employee Self Service page, where you can start over.

Add a Direct Deposit Account


To add a direct deposit account, follow the instructions below.

ACTION	RESULT
1. Review the Priority field value for the current direct deposit accounts. Determine if the priority of the existing accounts will need to be changed due to the additional direct deposit account to be added. Also determine the priority for the new account you are about to add.	
2. On the Direct Deposit page, click the Add Account  button.	Add Direct Deposit page appears.
3. In the Account Type field, select the type of account.	
4. In the Transit Number field, enter the ID number of the financial institution. The transit number is a nine-digit number that identifies a financial institution in the Federal Reserve System. This number is usually the first nine digits of the MICR code printed at the bottom of a check or deposit slip.	
5. In the Account Number field, enter the checking or savings account number of the account to which net pay is to be distributed. The account number usually follows the transit number.	



ACTION	RESULT
6. In the Deposit Type field, select the type of deposit.	
7. In the Amount/Percent field, choose one of the following to indicate the amount or percent of net pay to be distributed: <ul style="list-style-type: none"> • If Amount is selected in the Deposit Type field, enter the amount of net pay to be distributed. • If Percent is selected in the Deposit Type field, enter the percentage of net pay to be distributed. 	
8. In the Priority field, enter the priority for each account as you determined in step 1 above. If you need to change the priorities of existing accounts, select a new range of values to use. For example, if a checking account has priority 1 and you are adding a savings account that you want funds deposited to first, number the savings account 2 and renumber the checking account 3. The system will assign priority 999 to the <i>balance</i> account so that it will be the last account to have funds distributed.	
9. You have completed entering the new direct deposit record. Click the Save  button.	Record is saved.
10. If a message displays, read the message and click the OK  button. If the message describes an error, fix the error and save again.	Direct Deposit page appears.
11. Choose one of the following: <ul style="list-style-type: none"> • If existing direct deposit records need to be updated, go to the <i>Modify a Direct Deposit Account</i> instructions below. • If no other changes are needed, continue with the next step. 	


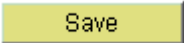

To Exit

ACTION	RESULT
1. If you want to return to the State of Minnesota Other Payroll page, click Other Payroll Page .	State of Minnesota Other Payroll page displays.
2. If you want to return to the State of Minnesota Employee Self Service home page, click Employee Self Service Home Page .	State of Minnesota Employee Self Service page displays.
3. When you are finished, click the Sign Out  link in the upper-right corner of the page.	State of Minnesota Employee Self Service sign-in page displays.


Modify a Direct Deposit Account

To modify direct deposit accounts, follow the instructions below.

Note: Modifications to your direct deposit information will always be assigned an effective date equal to the date of entry.

ACTION	RESULT
1. Review the Priority field value for the existing direct deposit accounts. Determine if the priority of the existing accounts will need to be updated due to the change you will be making.	
2. On the Direct Deposit page, locate the record to be modified and click the Edit  button.	Change Direct Deposit page appears.
3. In the Account Type field, select the type of account.	
4. In the Transit Number field, enter the ID number of the financial institution. Note: The transit number is a nine-digit number that identifies a financial institution in the Federal Reserve System. This number is usually the first nine digits of the MICR code printed at the bottom of a check or deposit slip.	
5. In the Account Number field, enter the checking or saving account number of the account to which net pay is to be distributed. The account number usually follows the transit number.	
6. In the Deposit Type field, select the type of deposit.	
7. In the Amount/Percent field, choose one of the following to indicate the amount or percent of net pay to be distributed: <ul style="list-style-type: none"> • If Amount is selected in the Deposit Type field, enter the amount of net pay to be distributed. • If Percent is selected in the Deposit Type field, enter the percentage of net pay to be distributed. <p>If Balance is in the Deposit Type field, you cannot change the Amount/Percent field.</p>	
8. In the Priority field, enter the priority value for this account you determined in step 1 above. <p>Note: If you need to change the priorities of the direct deposit accounts, select a new range of values to use. For example, if this direct deposit account currently has checking as priority 1 and you want a direct deposit to savings first, renumber the checking 4 and the savings account 3.</p>	
9. You have completed updating this account. Click the Save  button.	Record is saved.
10. If a message displays, read the message and click the OK  button. If the message describes an error, fix the error and save again.	Direct Deposit page appears.
11. Choose one of the following: <ul style="list-style-type: none"> • To modify another account, return to step 2 above. • If you have completed your changes, continue with the next step. 	

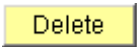


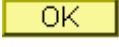
To Exit

ACTION	RESULT
1. If you want to return to the State of Minnesota Other Payroll page, click Other Payroll Page .	State of Minnesota Other Payroll page displays.
2. If you want to return to the State of Minnesota Employee Self Service home page, click Employee Self Service Home Page .	State of Minnesota Employee Self Service home page displays.
3. When you are finished, click the Sign Out  link in the upper-right corner of the page.	State of Minnesota Employee Self Service sign-in page displays.


Delete a Direct Deposit Account

To delete a direct deposit account, follow the instructions below.

Note: Modifications to your direct deposit information will always be assigned an effective date equal to the date of entry.

ACTION	RESULT
1. Review the Priority field value for the existing direct deposit records. Determine if the priority of the remaining records will need to be updated due to the change you will be making to an existing record.	
2. On the Direct Deposit page, locate the record to delete and click the Delete  button.	Delete Confirmation page appears.
3. Read the question and choose one of the following: <ul style="list-style-type: none"> • Click the Yes – Delete  button to delete the direct deposit record. • Click the No – Do Not Delete  button and return to step 2 above. 	Message displays Direct Deposit page appears.
4. If a message displays, read the message and click the OK  button.	Direct Deposit page appears.
5. Choose one of the following: <ul style="list-style-type: none"> • To delete another record, return to step 2 above. • If you have completed your changes, continue with the next step. 	
Note: If you need to modify remaining direct deposit record(s) follow the <i>Modify a Direct Deposit Account</i> directions above.	

To Exit

ACTION	RESULT
1. If you want to return to the State of Minnesota Other Payroll page, click Other Payroll Page .	State of Minnesota Other Payroll page displays.
2. If you want to return to the State of Minnesota Employee Self Service home page, click Employee Self Service Home Page .	State of Minnesota Employee Self Service home page displays.
3. When you are finished, click the Sign Out  link in the upper-right corner of the page.	State of Minnesota Employee Self Service sign-in page displays.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency Payroll/HR office.

PROBLEM	SOLUTION
I have a direct deposit record with Deposit Type "balance" that I did not enter. Why?	If direct deposit records do not include 100% to a single account, the system adds a "balance" record with a priority of 999 to ensure all of net pay is direct deposited.
I receive an error message related to the Transit Number.	Confirm you are entering the Transit Number and NOT the Account Number. For more assistance, contact your payroll/HR office.
I made a change to my direct deposit record and at least one of my accounts is not receiving any funds.	Review each account and pay attention to the priority number assigned to each record. Funds are distributed to accounts in priority number order – lowest number first. You may need to change the priority number of one or more accounts to achieve the desired results.
Direct deposit changes I entered took effect sooner or later than I expected.	Modifications to your direct deposit information will be assigned an effective date equal to the date of entry. Direct deposit changes entered from 8 to 20 days before a payday will be effective that payday. Holidays may affect this schedule. In addition, a prenotification may be required. Prenotification is a trial run of the direct deposit. It tests the transit number and account number you entered by sending them to the financial institution. No funds are sent in the prenote process. If there is a problem with the information you will be contacted by the direct deposit staff in your agency. Your direct deposit record will need to be updated.
If I go on an unpaid leave of absence, do I need to update or reenter my direct deposit information after returning to work?	If your direct deposit record information is still accurate, you do not need to enter or change your information.
My bank is merging with another financial institution. Do I need to change my direct deposit information?	Contact the direct deposit representative at your financial institution and ask if your transit number or account number is changing due to the merger. If yes, ask when the change is effective. Obtain your new transit and account numbers. Modify your record 8 – 20 days before the first regularly scheduled payday the new information will be used.
Why can't I set up my direct deposit record to have the "balance" go to a single account?	Only the system can add a "balance" record. However, you may be able to accomplish the same thing by designating 100% of your net pay to a single account.
I have 13 savings accounts set up in my name, one for each grandchild. Can I set up a small direct deposit to each account?	No. The maximum number of direct deposit records you can have is 10. This includes a single record with 100% or a system-added record with "Balance."
My bank statement shows multiple transmissions for my paycheck. Why is the amount split?	<p>Employees who receive business expense reimbursements AND have a direct deposit disbursement set up with percentages or balance, will see the business expenses on a separate paystub. There will be two direct deposit transactions and two pay stubs.</p> <p>Employees who receive business expense reimbursements AND have a direct deposit disbursement set up with a dollar amount, will have a single transmission and only one pay stub.</p>

Direct Deposit Account Worksheet

Use this worksheet to plan your direct deposit changes before entering them.

Account Type	Deposit Type	Amount/Percent	Priority
Checking/Savings	Amount/Percent	-	1
Checking/Savings	Amount/Percent	-	2
Checking/Savings	Amount/Percent	-	3
Checking/Savings	Amount/Percent	-	4
Checking/Savings	Amount/Percent	-	5
Checking/Savings	Balance	Blank	999

Account Type	Deposit Type	Amount/Percent	Priority
Checking/Savings	Amount/Percent	-	1
Checking/Savings	Amount/Percent	-	2
Checking/Savings	Amount/Percent	-	3
Checking/Savings	Amount/Percent	-	4
Checking/Savings	Amount/Percent	-	5
Checking/Savings	Balance	Blank	999

Account Type	Deposit Type	Amount/Percent	Priority
Checking/Savings	Amount/Percent	-	1
Checking/Savings	Amount/Percent	-	2
Checking/Savings	Amount/Percent	-	3
Checking/Savings	Amount/Percent	-	4
Checking/Savings	Amount/Percent	-	5
Checking/Savings	Balance	Blank	999

Account Type	Deposit Type	Amount/Percent	Priority
Checking/Savings	Amount/Percent	-	1
Checking/Savings	Amount/Percent	-	2
Checking/Savings	Amount/Percent	-	3
Checking/Savings	Amount/Percent	-	4
Checking/Savings	Amount/Percent	-	5
Checking/Savings	Balance	Blank	999