




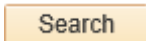





### PY032.04: Adding a Direct Deposit Checking or Savings Account

Step	Action
1.	On the <b>Manager Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button. 
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Employee Pay Data USA</b> menu. 
5.	Click the <b>Request Direct Deposit</b> menu. 
6.	Populate the <b>Empl ID</b> field. Empl ID <input type="text" value="begins with"/> <input type="text"/>
7.	Populate the <b>Last Name</b> field. Last Name <input type="text" value="begins with"/> <input type="text"/>
8.	Click the <b>Search</b> button. 
9.	Select the desired employee record in listing. 



Step	Action
10.	Review the <b>Effective Date</b> populated by the system and make any necessary updates.  NOTE: In most instances, the <b>Effective Date</b> will be the begin date of the next pay period. Effective Date <input type="text" value="10/19/2016"/>
11.	Click the <b>Drop Down</b> icon associated with the <b>Status</b> field. Status <input type="text" value=""/>
12.	Select <b>Active</b> from the list. Active <input type="text" value=""/>
13.	Populate the <b>Bank ID</b> field. Bank ID <input type="text" value=""/>
14.	Click the <b>Drop Down</b> icon associated with the <b>Account Type</b> field. Account Type <input type="text" value=""/>
15.	Select the desired value from the listing. Checking <input type="text" value=""/>
16.	Click the <b>Drop Down</b> icon associated with the <b>Deposit Type</b> field. Deposit Type <input type="text" value=""/>
17.	Select the desired value from the listing.  <b>NOTE:</b> All employees must have a distribution account with the <b>Balance of Net Pay</b> deposit type. Balance of Net Pay <input type="text" value=""/>
18.	Populate the <b>Priority</b> field, to indicate the distribution sequence (100, 200, etc.)  NOTE: The <b>Priority</b> value for Balance of Net Pay accounts must be <b>999</b> . Priority <input type="text" value=""/>
19.	Populate the <b>Account Number</b> field. Account Number <input type="text" value=""/>
20.	Click the <b>Save</b> button. <input type="button" value="Save"/>



Step	Action
21.	You have successfully completed the <b>Adding a Direct Deposit Checking or Savings Account</b> topic. <b>End of Procedure.</b>