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USGKB0012869 - Latest Version ▼

Adding New Direct Deposit Bank Accounts (ESS Job Aid)

Revised by Ashley Nobles

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4mo ago • 211 Views • ☆☆☆☆☆

Introduction

This article provides the steps need to set up direct deposit in OneUSG Connect. Employees have 30 days from hire to enter direct deposit information. In the meantime, paper checks will be sent to the Home Address listed in OneUSG Connect.

OneUSG Connect has increased security to help keep your personal information safe by restricting access to how you update personal information. You will still be able to view your direct deposit information in a protected manner via the OneUSG Connect Employee Self Service portal that you normally use. However, with these changes, you will not be able to update your direct deposit information unless you're physically present at your work location and using the location's network.

If you are unable to be physically present at your location, please contact your institution's Human Resources or Payroll representative for assistance.

To see a brief video highlighting the new security measures, please follow the link below:

Link to knowledge article: https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0012919

Navigation:

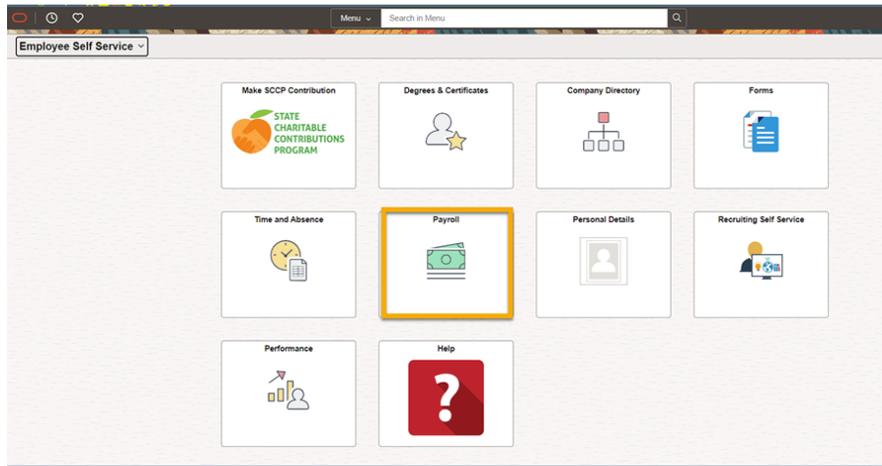
Employee Self Service Dashboard > Payroll Tile > Direct Deposit Tile

Instructions

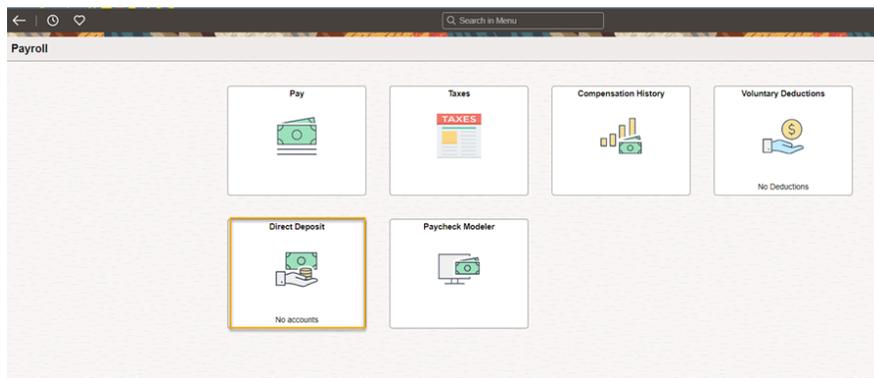
1. Log in to **OneUSG Connect** when you are physically present on your institution's network. If you are not physically present on your institution's network, contact your HR or Payroll representative for assistance.

NOTE: If you accessed OneUSG Connect from the public internet you will not be able to add, remove or modify your direct deposit information.

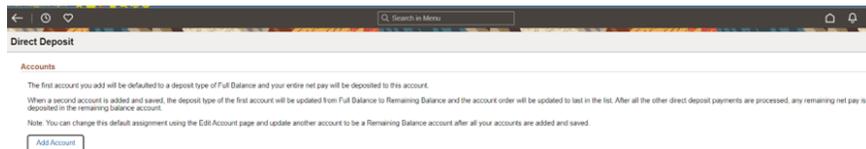
2. Access the **Employee Self Service** Dashboard and Click the **Payroll** tile. NOTE: **Employee Self Service** tile options may vary depending on your employee type.



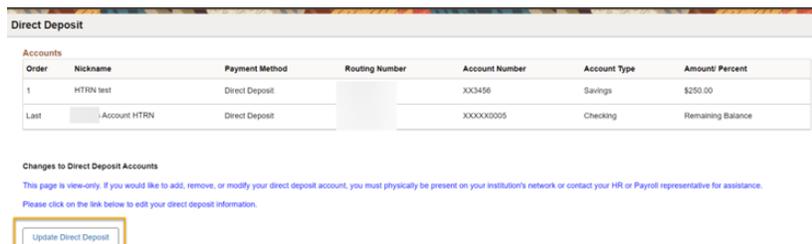
3. On the **Payroll** Dashboard click on the **Direct Deposit** Tile.



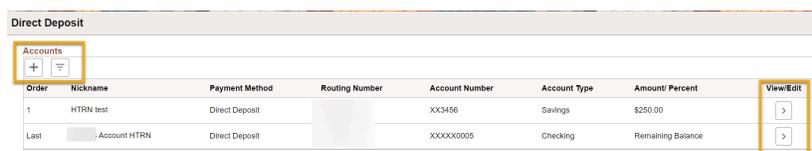
4. If this is the first bank account added to OneUSG Connect, the following message will be displayed:



5. Direct Deposit information can be added from the Accounts page when you are physically present on your institution's network. Account numbers are masked in Employee Self Service. This page is view-only. To make changes to Direct Deposit Account(s), you must physically be present on your institution's network or contact your HR or Payroll representative for assistance. You will need to click on the "Update Direct Deposit" link to make changes.



Clicking this link will bring you to the page where you can add, remove or modify direct deposit information.



NOTE: If you see the OneUSG Connect Access to Employee Information page you are on a public internet and will not be able to make any changes to your direct deposit.



6. Click Add Account. These accounts may be checking and/or savings accounts. For each account that you enter, you will need to know the routing number for the bank and the specific account number.

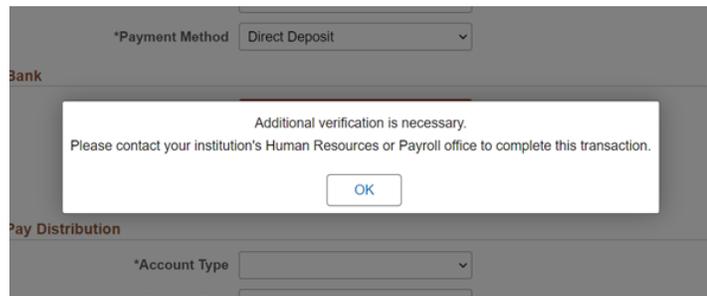
7. Enter the required information on the **Add Account** page, including:
- o **Nickname** – Enter a name that represents the bank account entered.
 - o **Payment Method** – Use the drop-down arrow to select **Direct Deposit**.
 - o **Routing Number** - A routing number is a nine-digit code that identifies a financial institution.
 - o **Account Number** – Must be entered twice to confirm the correct bank account is entered.
 - o **Account Type** – Select **Checking** or **Savings**
 - o Click **Save**. **Save** will only be available when details are entered. This bank account will be the **Full Balance** account and will be sent to your institution’s Financials system for Travel & Expense reimbursements.

NOTES:

- Bank accounts are masked in Employee Self Service

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount Percent
1	Sample Full Balance	Direct Deposit	[Masked]	XXXXXX789	Checking	Full Balance

- In an effort to provide our employees some protection from direct deposit fraud, certain financial institutions can only be added to OneUSG Connect by your institution’s Human Resources or Payroll office. When entering the Routing Number for these financial institutions, the employee will see this message:



8. Adding Additional Direct Deposit Bank Account(s)

- On the Direct Deposit accounts page, click the plus sign [+] to add a new direct deposit account.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount Percent
1	Add Account	Direct Deposit	XX7894	XXXXXX789	Savings	\$100.00
Last	Sample Full Balance	Direct Deposit	[Masked]	XXXXXX789	Checking	Remaining Balance

The Add Account window will open for you to add the bank account information.

- Add the following direct deposit account information:
 - **Nickname**
 - **Routing Number**
 - **Account Number**
 - **Account Type**
 - **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.

c. Click **Save** when the new account information has been added.

Cancel
Add Account
Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Percent

d. Click **Save** when the new account information has been added.

e. When three or more accounts exist, the order (priority) of the account numbers can be reordered by selecting the **Reorder** option on the page.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount Percent
1	Add Anaccount	Direct Deposit	XX7654	XXXXX4321	Savings	\$150.00
2	Add Third Account	Direct Deposit		XXXXX4321	Checking	10.00%
Last	Sample Full Balance	Direct Deposit		XXXXX6789	Checking	Remaining Balance

f. The **Reorder Accounts** page will be returned.

- Update the processing order of your accounts by dragging and dropping the row with the = icon on the **Reorder** column to the desired position. The account on row 1 will be processed first.
- When a **Remaining Balance** account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the **Edit Account** page to update the distribution details.

Cancel
Reorder Accounts
Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Reorder	Nick Name	Account Number	Amount or Percent
=	Add Anaccount	XX7654	\$150.00
=	Add Third Account	XXXXX4321	10.00%
	Sample Full Balance	XXXXX6789	Remaining Balance

▪ **NOTES**

- Up to 10 direct deposit accounts can be entered to receive money from your paycheck.
- **Remaining Balance:** The account that will be sent to PeopleSoft Financials for Travel & Expense reimbursements. All employees must have at least one (1) Remaining Balance deposit type. If the **Remaining Balance** account has a Payment Method of **“Check”**, no banking information will be sent to your institution’s Financials system for Travel & Expense reimbursements.
- **Deposit Order:** During direct deposit processing, distributions are made to accounts in order of priority. Funds are deposited into the account with the lowest deposit order first.

9. To Reassign the Remaining Balance Account:

- a. Click on the **Remaining Balance** account
- b. Click the Drop Down on **Deposit Type**
- c. Select **Amount** or **Percent**

The screenshot shows the 'Edit Account' form with the following fields: Nickname (Sample Full Balance), *Payment Method (Direct Deposit), Bank section (Routing Number, Account Number XXXXX6789, Retype Account Number), and Pay Distribution section (*Account Type: Checking, *Deposit Type: Remaining Balance). The 'Deposit Type' dropdown is open, showing options: Amount, Percent, and Remaining Balance (highlighted in blue). A yellow box highlights the dropdown menu.

- d. Add the **Amount** or **Percent** and a new field will be displayed for selecting a **New Remaining Balance Account**. Select an existing account. Click **Save**.

The screenshot shows the 'Edit Account' form with the following fields: Nickname (Sample Full Balance), *Payment Method (Direct Deposit), Bank section (Routing Number, Account Number XXXXX6789, Retype Account Number), and Pay Distribution section (*Account Type: Checking, *Deposit Type: Amount, Amount: 50.00). The 'New Remaining Balance Account' dropdown is open, showing options: Add Anaccount (highlighted in blue) and Add Third Account. A yellow box highlights the dropdown menu.

The following message will be displayed:

The deposit type of the selected account will be changed from Amount or Percent to Remaining Balance and the account order will be updated to last in the list. Select OK to continue, or Cancel to make another selection.

OK Cancel

e. Click **OK**. The new **Remaining Balance** account will be displayed, and the previous **Remaining Balance** account will up be updated to **Amount** or **Percent**.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Add Anaccount	Direct Deposit		XX7654	Savings	\$150.00
2	Sample Full Balance	Direct Deposit		XXXXXX6789	Checking	\$50.00
Last	Add Third Account	Direct Deposit		XXXXXX4321	Checking	Remaining Balance

10. When direct deposit information is updated in **OneUSG Connect Employee Self Service** you will receive an email to the **Primary Email Address** in indicated in **My System Profile**.

Your direct deposit request has been submitted.



xxxxxxdonotreply@usg.edu

To [Redacted]



4:44 PM

This message confirms your Direct Deposit account information was updated in OneUSG Connect.

If you did not request this change, please contact OneUSG Connect Support at oneusgsupport@usg.edu or 877-251-2644 for assistance.

Please do not respond to this confirmation e-mail. This mailbox is not monitored and you will not receive a response.

Sincerely,

The OneUSG Connect Support Team

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