Direct Deposit - Add, Change or Remove Accounts
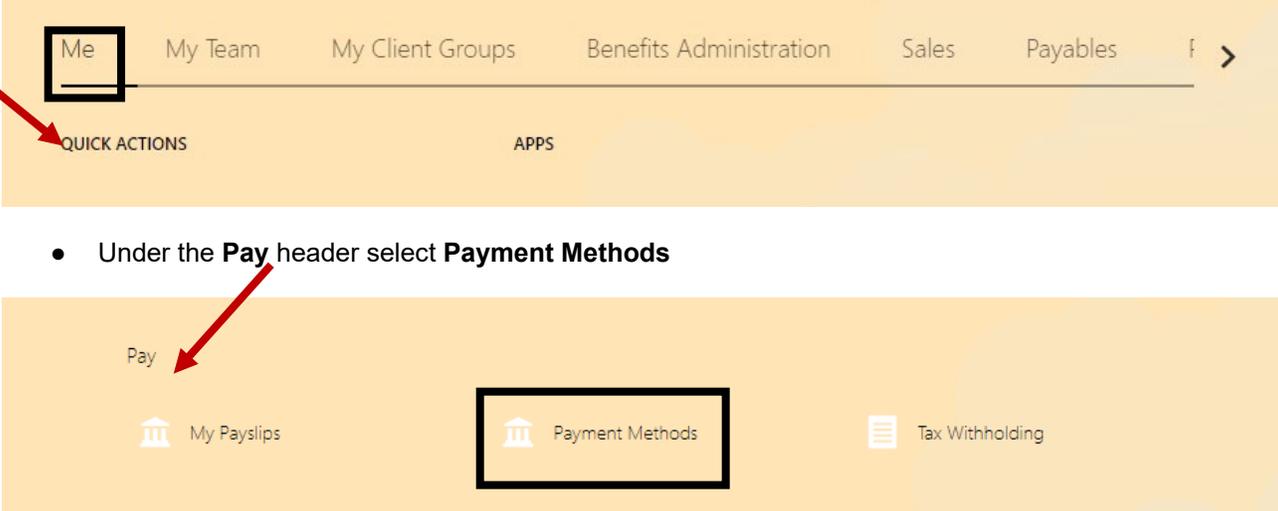
|	
This process will be used to help employees add, change or remove personal direct deposit bank accounts for Payroll to be deposited into. Audience: All	**Additional Resources:** ● [Human Resources Knowledge Base](#) ● payroll@gmhec.org ● (802) 443-2100

PLEASE NOTE: Direct Deposit changes will not go into effect until the following payroll is run

| Process Step & Description	Action
Step 1.0 **Navigation Path**	**Getting Started** ➢ Navigation Path: Oracle Homepage → Me → Pay → Payment Methods From the home screen: ● Click on the **Me** tab on your home page to review your Employee Self-Service applications ● Within the **Quick Actions** select **Show More** to see the entire menu. ● Under the **Pay** header select **Payment Methods**

Add a New Direct Deposit Account:

On this screen, to add a bank account for direct deposit:

- Click the **+Add** button on the Bank Accounts portion of the screen

On this screen:

Step 2.0 Add a new Direct Deposit Account
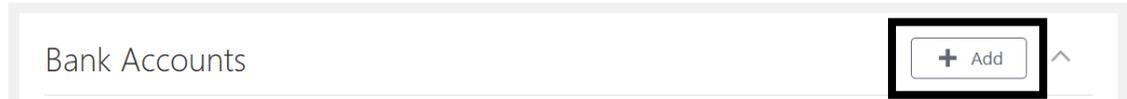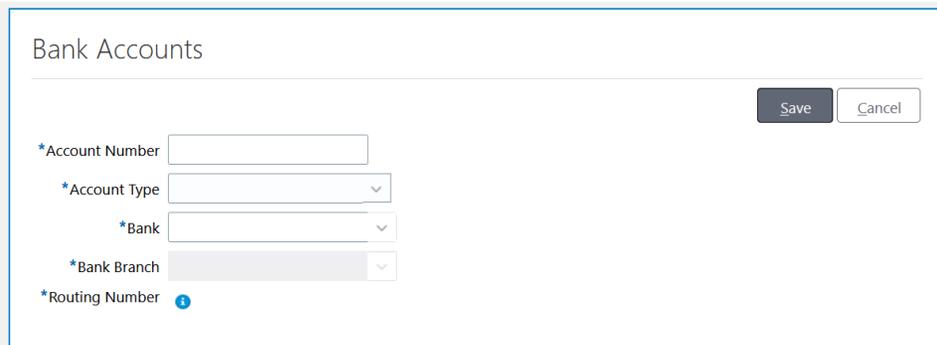
- Next to **Account Number** type in your bank account number

- Next to **Account Type** select your bank account type from the drop-down list. If you can write checks from your account, it is a Checking account. If you cannot write checks, it is a Savings.

- Next to **Bank** select your bank's name from the drop-down list or click on the blue **Search…** at the bottom of the list
  - Type the first three letters of the name of your bank into the **Bank Name** search box and click **Search**
  - Select your bank from the list and click **OK**
  - You may find many bank names with slightly different spellings (ie. *Wells Fargo Bank, N.A.* and *Wells Fargo Bank*). A lot of the bigger banks have this issue.
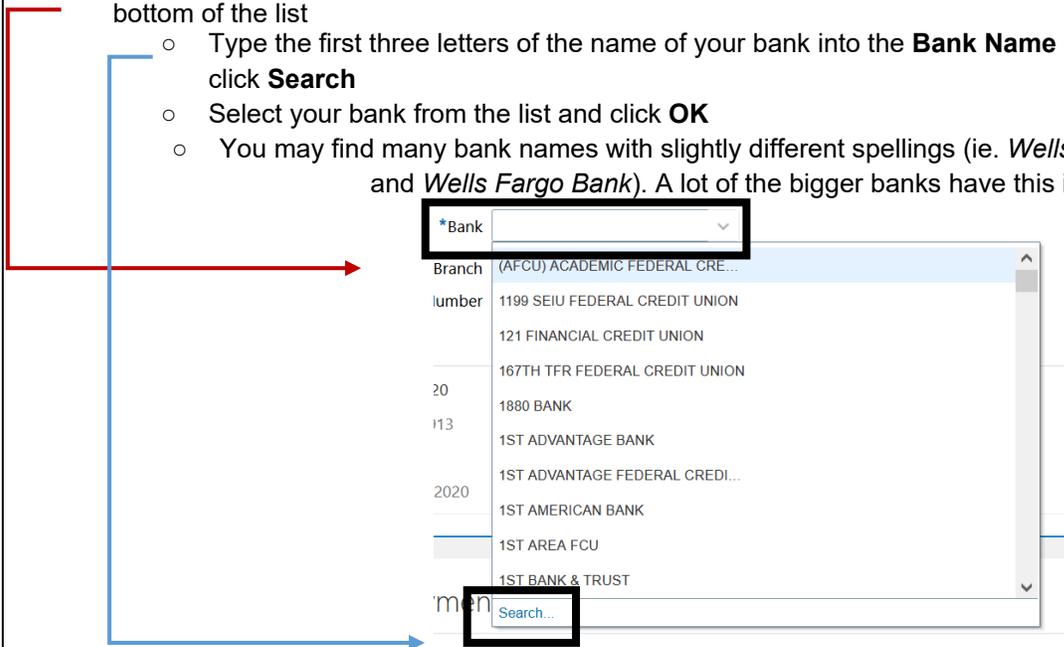
- Next to the Bank **Branch** select your bank name and routing number combination from the drop-down list – Your routing number should automatically populate in the **Routing Number** field.

- ○ If you do not see your routing number, try a different spelling of the bank name. (ie. *J.P. Morgan Chase Bank, N.A.* vs *JPMorgan Chase Bank*)
- ○ **NOTE:** Do **NOT** settle for a routing number that differs from the one on your checks or online service. If you do, your pay **may be rejected and cause a long delay** in you getting paid. Keep checking the different spellings of the bank names. Some banks start with the word "The".

| *Bank | 121 FINANCIAL CREDIT UNIC ⌄ |
| *Bank Branch | |
| *Routing Number | |

263078950 - 121 FINANCIAL CREDI...   263078950   121 FINANCIAL CREDIT UNION

Unsure which is your account number, and which is your routing number? Follow the diagram on the right.

NOTE: If you are having trouble locating your correct bank name and routing number combination, please use the bank name lookup sheet linked here. If you continue to have trouble, please reach out for support by emailing payroll@gmhec.org.
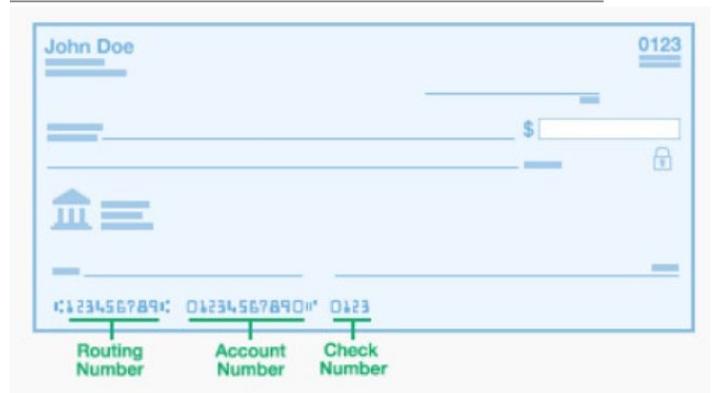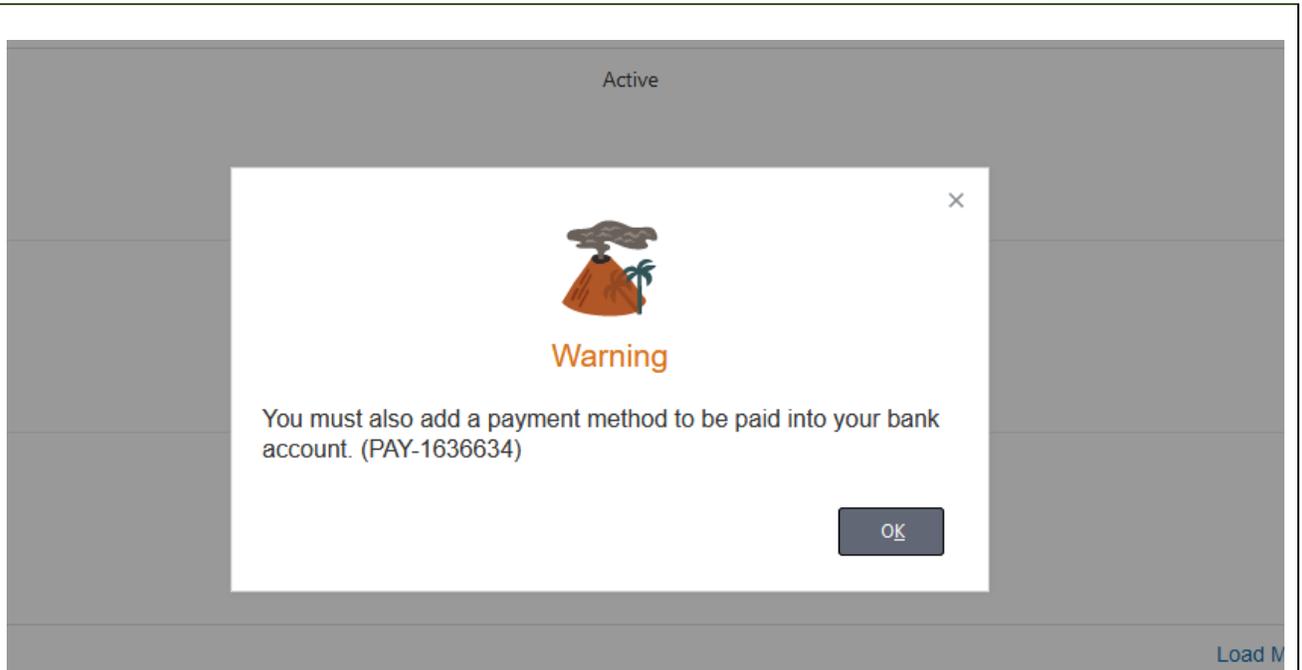
- ● After completing all the fields, check your entries for accuracy.
- ● Click **Save**

Your new account will now appear in the **Bank Accounts** section.

Bank Accounts   ＋ Add   ⌃

XXXXX6789	Active	
081019120		✎
Savings		
09-Jul-2021		

Active

This will pop up after saving your account. This is a reminder to add your account as your payment method. If you skip this step your pay will continue to be delivered via live check and mailed to the address in Oracle.

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Step 2.1 **Select your Bank Account as your Payment Method**	**Select your Bank Account as your Payment Method:** On the **Payment Methods** screen under the **My Payment Methods** section: ● Click **+Add** My Payment Methods **+ Add** On this screen: My Payment Methods Save Cancel *What do you want to call this payment method? *Payment Type Direct Deposit *Bank Account ● In the **What do you want to call this payment method?** field, give your payment method a name (e.g. *John Doe's Direct Deposit*, *Direct Deposit*, *Paycheck Account*, etc.) ● In the **Payment Type** field make sure **Direct Deposit** is selected ● From the **Bank Account** drop-down, select your bank account that you just created After completing all the fields, click **Save**.
Step 3.0 **Change a Direct Deposit Account**	**Change or Create a New Direct Deposit Account:** To make *changes to an existing bank account,* from the **Payment Methods** page, in the section labeled **Bank Accounts**, click on the **pencil** icon next to the account you wish to make changes to. From that edit screen, you will have the ability to change the existing information. From the **Payment Methods** page, in the section labeled **Bank Accounts** click on the **+ Add** icon to add *new account information* using the same steps as above in **Add a New Direct Deposit Account**. If you have an existing account in the system that is no longer active, click on the **pencil** icon next to that account. On the edit screen, uncheck the **Active** box.
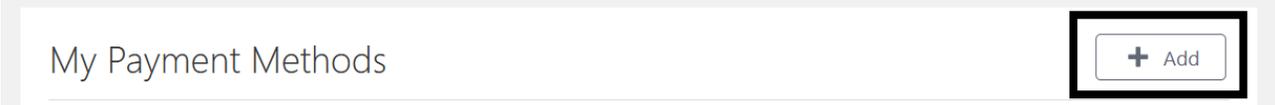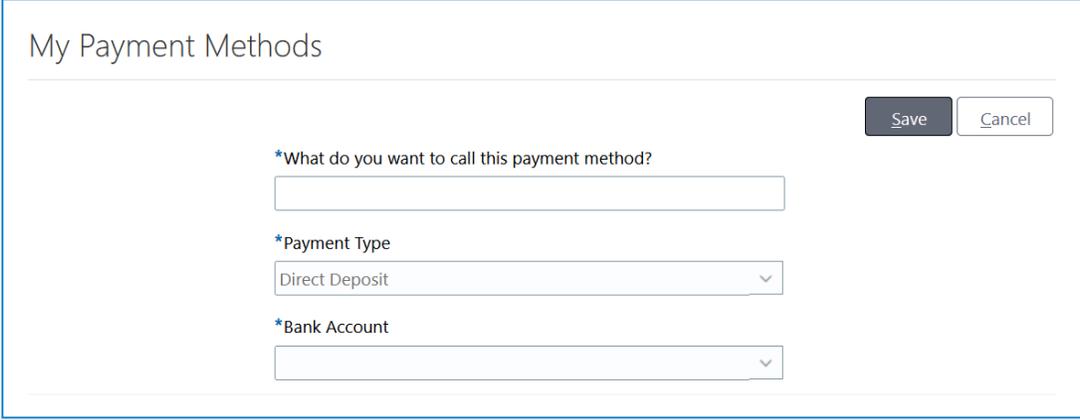
	  - Click **Save** - Delete the old account (see below, *Remove a Direct Deposit Account*) - Done **NOTE:** Your changes are reflected immediately on the "Payment Methods" page.
Step 4.0 **Remove a Direct Deposit Account**	## Remove a Direct Deposit Account: From the **Payment Methods** page, in the section labeled **My Payment Methods** find the direct deposit account you wish to delete. - Click on the **pencil** icon. On the edit screen: - Click **Delete** Your account is now removed from the **Payment Methods** page. To select your new account as your payment method for payroll payments, see above *Select your Bank Account as your Payment Method*.