# 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

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<td>➢ Navigation Path:</td>
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<td>Oracle Homepage → Me → Pay → Payment Methods</td>
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<td>From the home screen:</td>
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<td>● Click on the Me tab on your home page to review your Employee Self-Service applications</td>
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<td>● Within the Quick Actions select Show More to see the entire menu.</td>
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<td>▶ QUICK ACTIONS</td>
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<td>Under the Pay header select Payment Methods</td>
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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:

- 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”.

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.
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.
Step 2.1
Select your Bank Account as your Payment Method:

On the Payment Methods screen under the My Payment Methods section:

- Click +Add

On this screen:

- 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 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.
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.

NOTE: Your changes are reflected immediately on the “Payment Methods” page.