

Using Employee Self Service to Configure Direct Deposit

(CCRI Internal Payroll ONLY)

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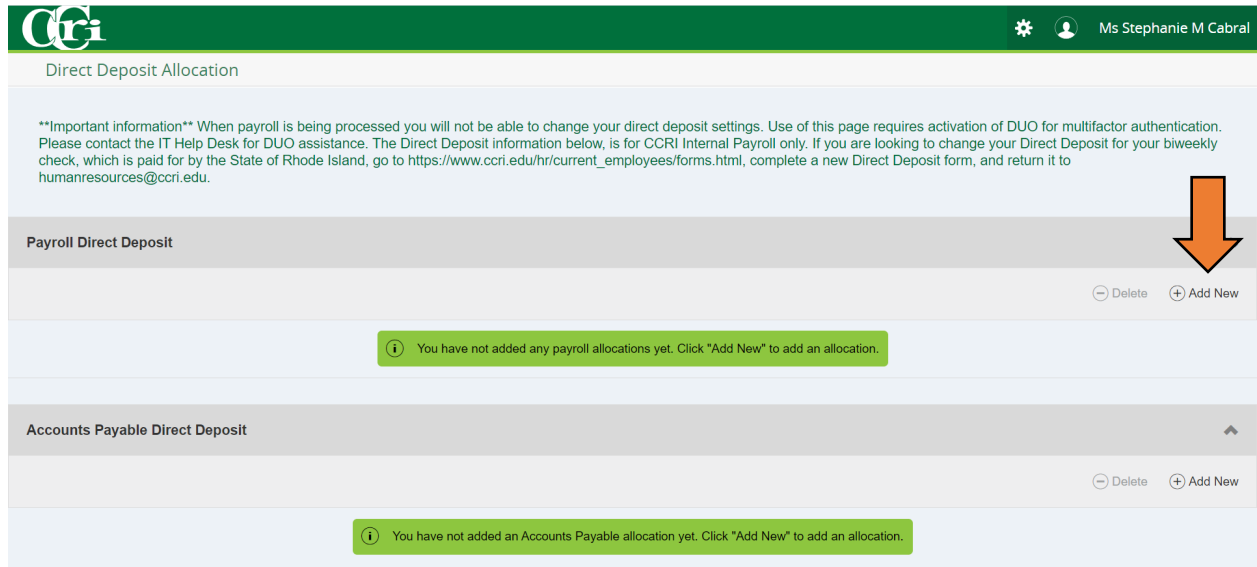
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A video tutorial of each section can be found [here](#).

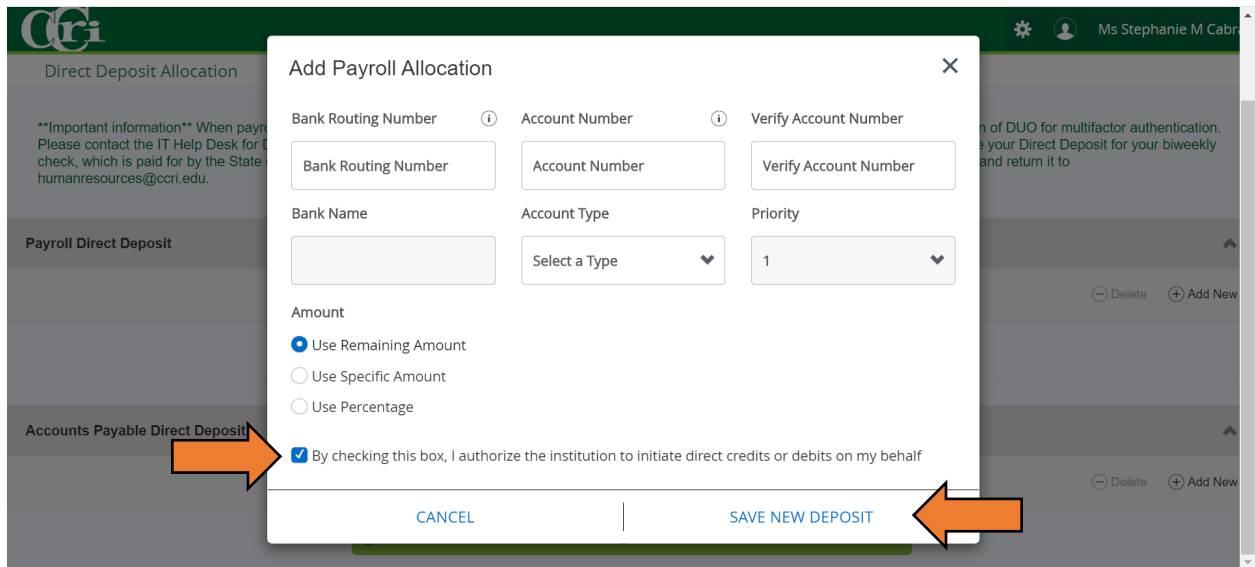
Adding an Account

[Click here for video instructions.](#)

1. Under “Proposed Pay Distribution,” click Add New



2. Fill out each of the boxes shown. The Bank Name will automatically populate once you enter the Bank Routing Number. Leave “Use Remaining Amount” selected. Checkmark the box at the bottom and hit “Save New Deposit”



3. If the change was successful, you should see your account information appear and a message stating, "Saved Successfully"

The screenshot shows a web interface for "Direct Deposit Allocation". At the top, there is a green header with the CCR logo, a settings icon, a user profile icon for "Ms Stephanie M Cabral", and a yellow notification badge with the number "1". Below the header, a green message box displays "Saved Successfully" with a checkmark icon. A light blue informational box contains the following text: "**Important information** When payroll is being processed you will not be able to change your direct deposit settings. Use of this page requires activation of DUO for multifactor authentication. Please contact the IT Help Desk for DUO assistance. The Direct Deposit information below, is for CCR Internal Payroll only. If you are looking to change your Direct Deposit for your biweekly check, which is paid for by the State of Rhode Island, go to https://www.ccri.edu/hr/current_employees/forms.html, complete a new Direct Deposit form, and return it to humanresources@ccri.edu." Below this is a section titled "Payroll Direct Deposit" with a collapse icon. It features a table with columns: Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, and Status. A single row is visible with the following data: Bank Name: Bank of America (with an unchecked checkbox), Routing Number: xxxxx0010, Account Number: xxxxx6789, Account Type: Checking (dropdown), Amount: Remaining (dropdown), Priority: 1 (dropdown), and Status: Active (button). To the right of the table are "Delete" and "Add New" buttons. Below the table is a section titled "Accounts Payable Direct Deposit" with a collapse icon. At the bottom, there is a checkbox for authorization: "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf". To the right of this checkbox are "Cancel Changes" and "Save Changes" buttons.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	1	Active

Adding an Additional Account

[Click here for video instructions.](#)

If you would like a portion of your pay deposited into a different account, follow the steps below:

1. On the same screen, click “Add New”

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxx0010	xxxxx6789	Checking	Remaining	1	Active

2. Fill out each of the boxes shown with your information. The Bank Name will automatically populate once you enter the Bank Routing Number. You can either select “Use Specific Amount” or “Use Percentage,” then fill with the amount you want. Checkmark the box at the bottom and hit “Save New Deposit”

Use Specific Amount

Bank Routing Number: Account Number: Verify Account Number:

Bank Name: Account Type: Priority:

Amount

Use Remaining Amount

Use Specific Amount

Enter Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Use Percentage

Bank Routing Number: Account Number: Verify Account Number:

Bank Name: Account Type: Priority:

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

Enter Percentage %

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Direct Deposit Instructions

3. You should now see both accounts under “Proposed Pay Distribution”

The screenshot shows a web interface for "Direct Deposit Allocation". At the top, there is a green header with the CCR logo and a user profile for "Ms Stephanie M. Cabral". A notification bar indicates "Saved Successfully". Below this is a warning message: "**Important information** When payroll is being processed you will not be able to change your direct deposit settings. Use of this page requires activation of DUO for multifactor authentication. Please contact the IT Help Desk for DUO assistance. The Direct Deposit information below, is for CCR Internal Payroll only. If you are looking to change your Direct Deposit for your biweekly check, which is paid for by the State of Rhode Island, go to https://www.ccri.edu/hr/current_employees/forms.html, complete a new Direct Deposit form, and return it to humanresources@ccri.edu." The main section is titled "Payroll Direct Deposit" and contains a table with two rows of account information. Each row has a checkbox, bank name, routing number, account number, account type (dropdown), amount (dropdown), priority (dropdown), and status (Active). Below the table is a section for "Accounts Payable Direct Deposit" with a checkbox for authorization and "Cancel Changes" and "Save Changes" buttons.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx4321	Checking	\$200.00	1	Active
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	2	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Changing the Pay Distribution of Accounts

[Click here for video instructions.](#)

1. Click on the drop-down box for the account that you would like to change. Click on the option you wish to change to and enter the amount.

Direct Deposit Allocation

Payroll Direct Deposit

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx4321	Checking	60%	1	Active
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Use Percentage	2	Active

Accounts Payable Direct Deposit

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

2. Check the box at the bottom left hand corner of the screen and then click “Save Changes”

Direct Deposit Allocation

Payroll Direct Deposit

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx4321	Checking	60%	1	Active
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	2	Active

Accounts Payable Direct Deposit

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Direct Deposit Instructions

3. You should see the screen below with a “Saved Successfully” message:

The screenshot shows a web application interface for Direct Deposit Allocation. At the top, there is a green header with the CCRI logo on the left and a user profile for Ms. Stephanie M. Cabral on the right. Below the header, the page title is "Direct Deposit Allocation". A green notification box at the top right displays a checkmark and the text "Saved Successfully".

Below the notification, there is a section titled "Payroll Direct Deposit" with an expandable arrow. Underneath this section is a table with the following columns: Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, and Status. There are two rows of data, each with a checkbox on the left.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx4321	Checking	60%	1	Active
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	2	Active

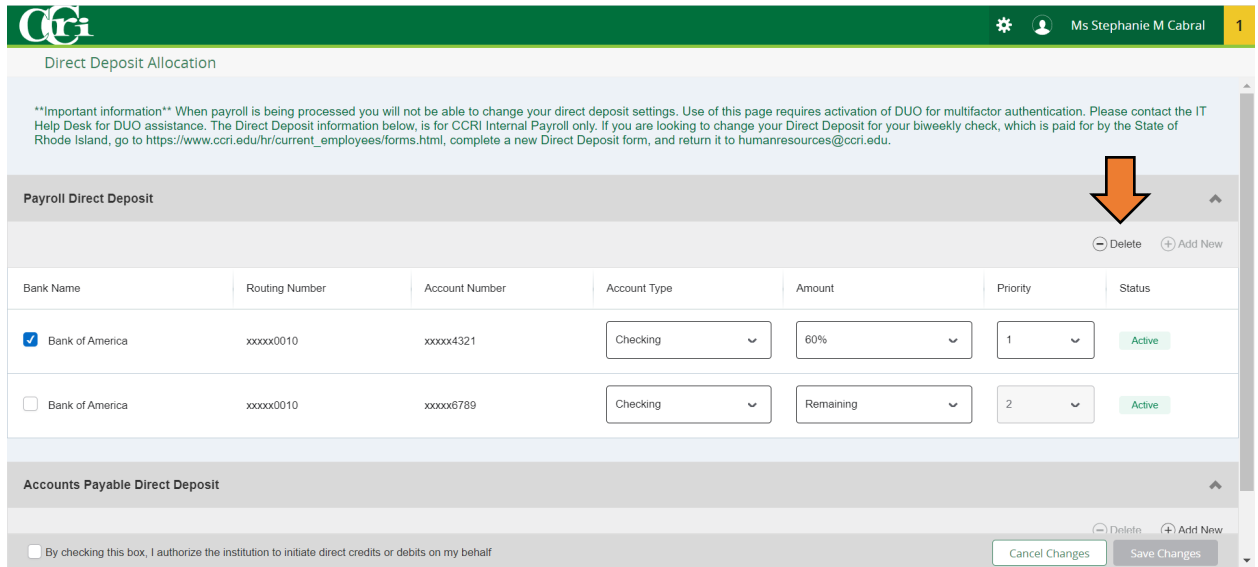
Below the table, there is a section titled "Accounts Payable Direct Deposit" with an expandable arrow. At the bottom of the page, there is a checkbox with the text "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf". To the right of this checkbox are two buttons: "Cancel Changes" and "Save Changes".

Deleting an Account

[Click here for video instructions.](#)

1. Check the box of the account you would to delete and then click “Delete.”

NOTE: If you are deleting the account where your remaining balance goes, you **MUST** change the amount of your other account to “Remaining” before deleting.



Direct Deposit Allocation

****Important information**** When payroll is being processed you will not be able to change your direct deposit settings. Use of this page requires activation of DUO for multifactor authentication. Please contact the IT Help Desk for DUO assistance. The Direct Deposit information below, is for CCR1 Internal Payroll only. If you are looking to change your Direct Deposit for your biweekly check, which is paid for by the State of Rhode Island, go to https://www.ccri.edu/hr/current_employees/forms.html, complete a new Direct Deposit form, and return it to humanresources@ccri.edu.

Payroll Direct Deposit

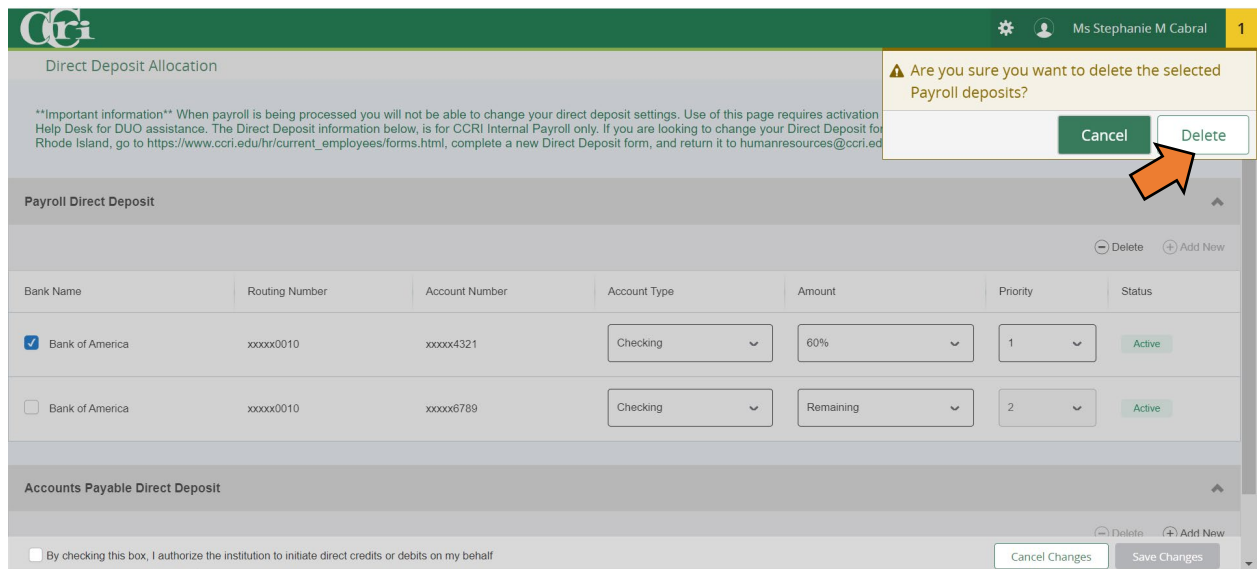
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input checked="" type="checkbox"/> Bank of America	xxxxx0010	xxxxx4321	Checking	60%	1	Active
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	2	Active

Accounts Payable Direct Deposit

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

2. The following message should appear at the top right corner of the screen. Click “Delete”



Direct Deposit Allocation

****Important information**** When payroll is being processed you will not be able to change your direct deposit settings. Use of this page requires activation of DUO for multifactor authentication. Please contact the IT Help Desk for DUO assistance. The Direct Deposit information below, is for CCR1 Internal Payroll only. If you are looking to change your Direct Deposit for your biweekly check, which is paid for by the State of Rhode Island, go to https://www.ccri.edu/hr/current_employees/forms.html, complete a new Direct Deposit form, and return it to humanresources@ccri.edu.

Payroll Direct Deposit

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input checked="" type="checkbox"/> Bank of America	xxxxx0010	xxxxx4321	Checking	60%	1	Active
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	2	Active

Accounts Payable Direct Deposit

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Are you sure you want to delete the selected Payroll deposits?

Cancel Delete

Direct Deposit Instructions

3. Your screen will reload and show the remaining account:

Direct Deposit Allocation

****Important information**** When payroll is being processed you will not be able to change your direct deposit settings. Use of this page requires activation of DUO for multifactor authentication. Please contact the IT Help Desk for DUO assistance. The Direct Deposit information below, is for CCR1 Internal Payroll only. If you are looking to change your Direct Deposit for your biweekly check, which is paid for by the State of Rhode Island, go to https://www.ccri.edu/hr/current_employees/forms.html, complete a new Direct Deposit form, and return it to humanresources@ccri.edu.

Payroll Direct Deposit

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	1	Active

Accounts Payable Direct Deposit

[-] Delete [+ Add New

You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Adding an Account to Accounts Payable

[Click here for video instructions.](#)

1. Under Accounts Payable Deposit click on “Add New”

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxxx0010	xxxxx6789	Checking	Remaining	1	Active

Accounts Payable Deposit

i You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

2. When the window below pops up, you can either select “Create from an existing account” or “Create new”

Create from existing account information

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Select existing account

Bank of America
Account: xxxxx6789

Create new

Create new

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Create new

Bank Routing Number Account Number Verify Account Number

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type

Select a Type

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Direct Deposit Instructions

3. Check the box underneath the chosen option and then click “Save New Deposit.”

Create from existing account information

Create new

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Bank of America ...6789

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Create new

CANCEL | SAVE NEW DEPOSIT

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Create new

Bank Routing Number Account Number Verify Account Number

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type

Select a Type

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

4. You should now see the account listed under “Accounts Payable Deposit.”

Direct Deposit Allocation

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Status
<input type="checkbox"/> Bank of America	xxxx0010	xxxx6789	Checking	Remaining	1	Active

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> Bank of America	xxxx0010	xxxx6789	Checking	Active

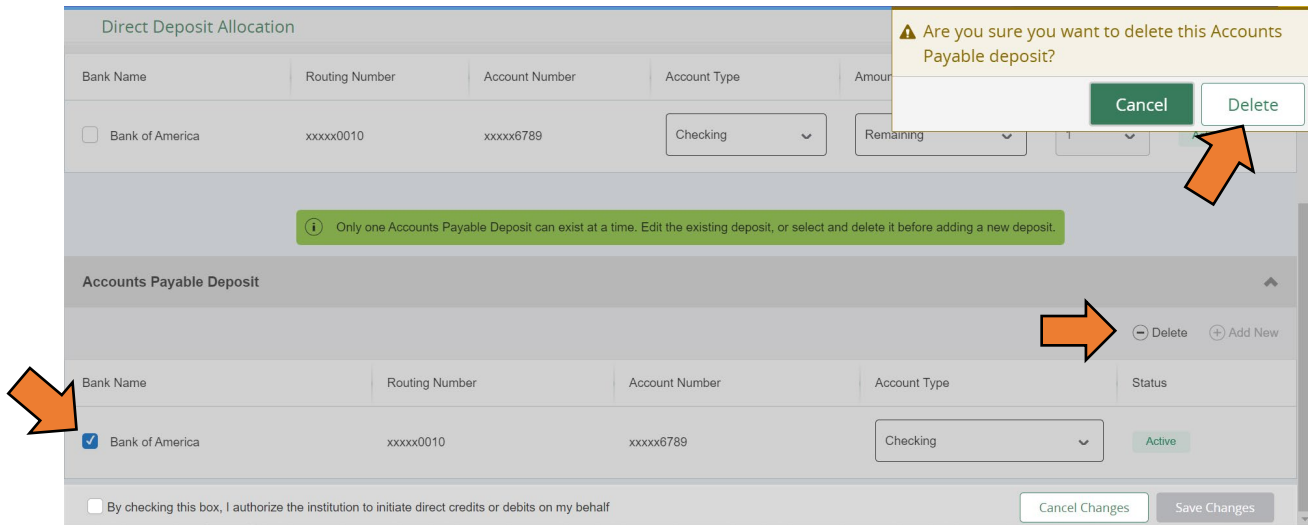
By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

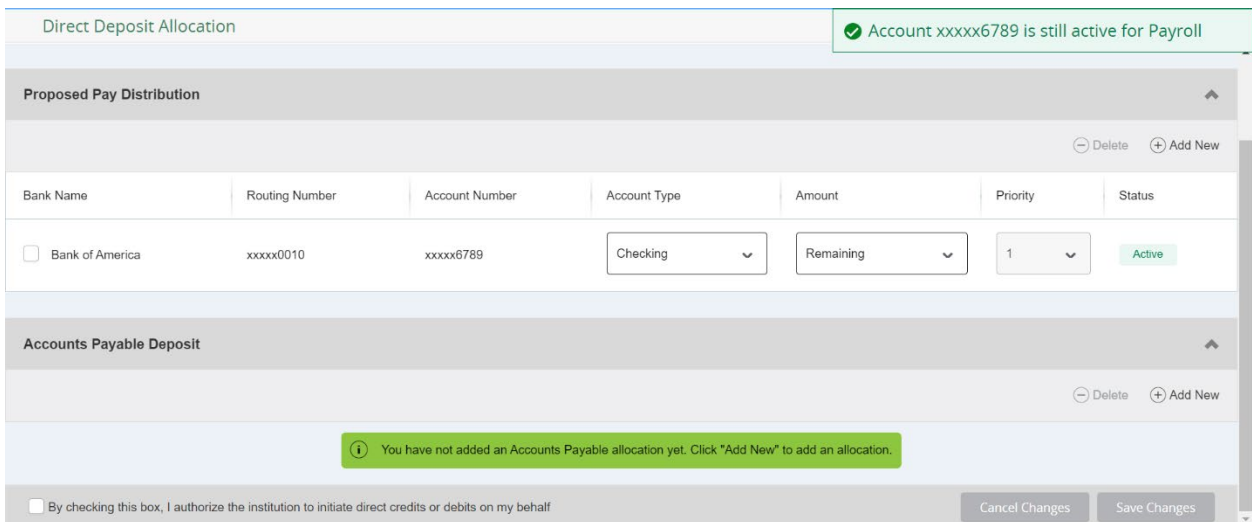
Deleting an Account from Accounts Payable

[Click here for video instructions.](#)

1. Check the box next to the account you want to remove, and click delete. A message will appear at the top right-hand corner of the window- press delete to confirm.



2. You should no longer see the account under Accounts Payable Deposit. If you are using the same account for direct deposit, you will receive a message that the account is still active in payroll (direct deposit).



Troubleshooting

[Click here for video instructions.](#)

▪ **I am getting an error message when entering my bank routing number.**

Bank Routing Number i

121142119

An invalid routing number was entered. Please enter a valid routing number

If you are receiving the error message as shown, please double check that the bank routing number is correct.

If it is correct then the bank routing number is not active in our Banner system. Please contact the Controller’s Office for further assistance.

▪ **I do not see an “Add New” button under Payroll Direct Deposit.**

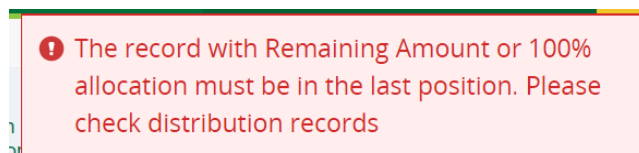
There could be several reasons for this to occur:

- i. You must be enrolled in DUO in order to change your direct deposit. Please refer to Step 1 [here](#) for instructions on how to enroll in DUO.
- ii. The header may be collapsed. Click on the arrow to the far right of the header to open the contents. The arrow should be pointing up.



- iii. The page did not load correct. Refresh the page.
- iv. There is an issue with stored data. Clear your cache by going into the settings of your internet browser.

▪ **I am getting an error message stating the Remaining Amount or 100% allocation must be in the last position.**



The Remaining Amount (or 100% allocation) should always have last priority. To change the priority, click on the drop-down menu next to Remaining (or 100%) and switch it to the last number. (It will be two for 2 accounts, 3 for three accounts, etc.)

Amount	Priority
Remaining v	1 v
\$25.00 v	2 v