Introduction

This job aid provides instructions on how to review, update or delete current direct deposit information in OneUSG Connect.

Instructions

1. Log in to **OneUSG Connect** when you are physically present on your institution's

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

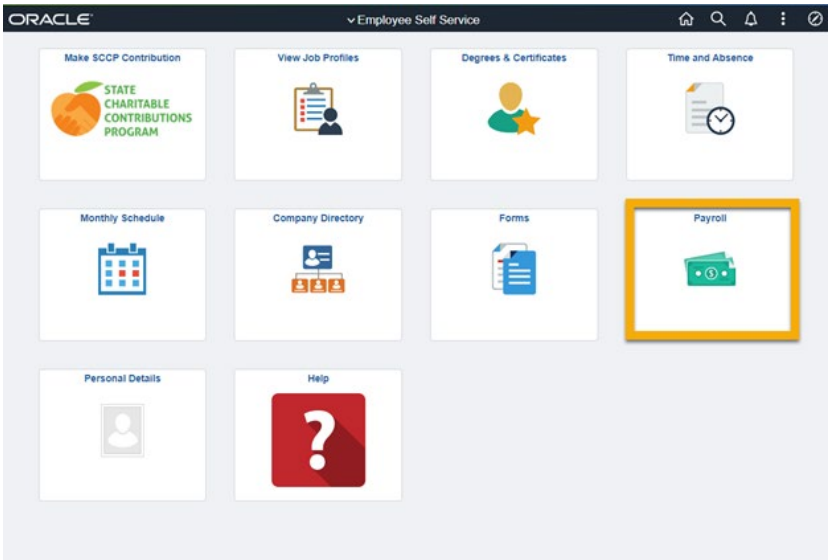
   NOTE: If you accessed OneUSG Connect from the public internet you will not be able to add, remove or modify your direct deposit information.

   Navigation:

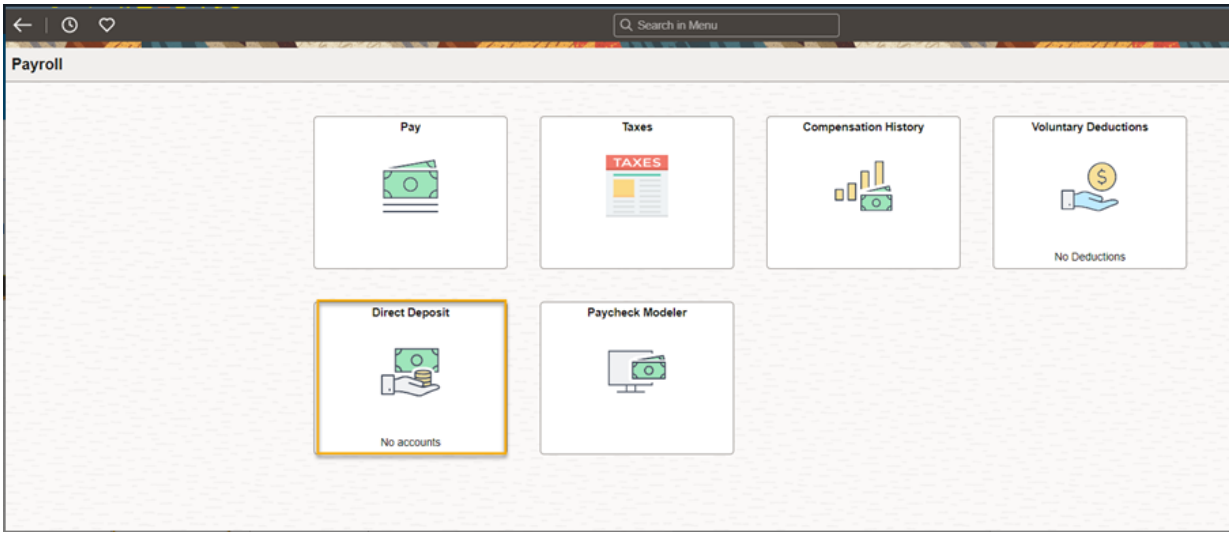
   Employee Self Service > Payroll > Direct Deposit

2. Click on the **Payroll** tile.

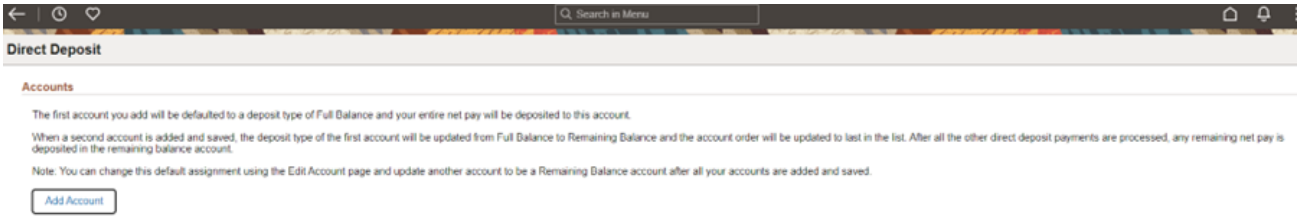
   Note: Employee Self Service tile options may vary depending on your employee type.



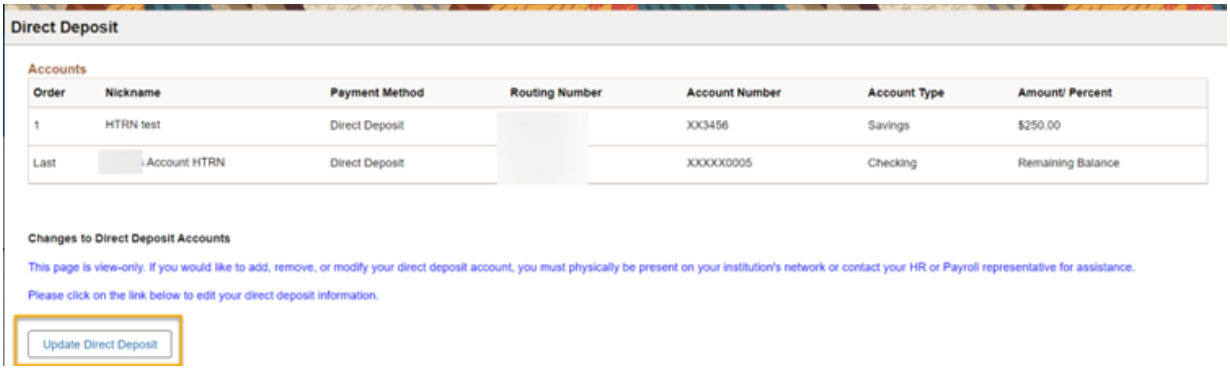
3. On the **Payroll** Dashboard click the **Direct Deposit** tile**.**



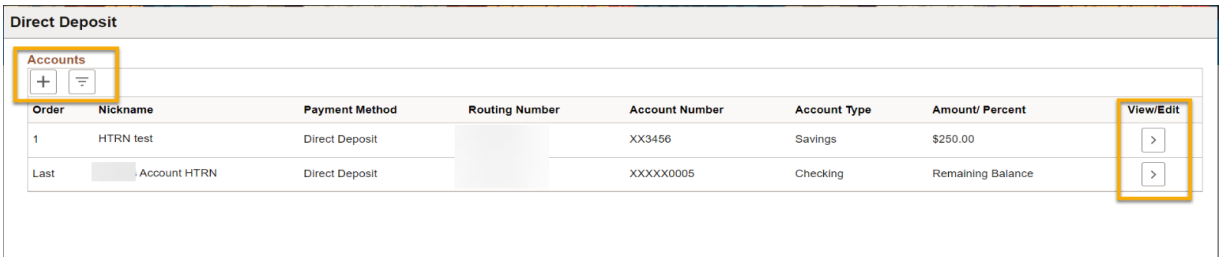
4. If this is the first bank account added to OneUSG Connect, the following message will be displayed:



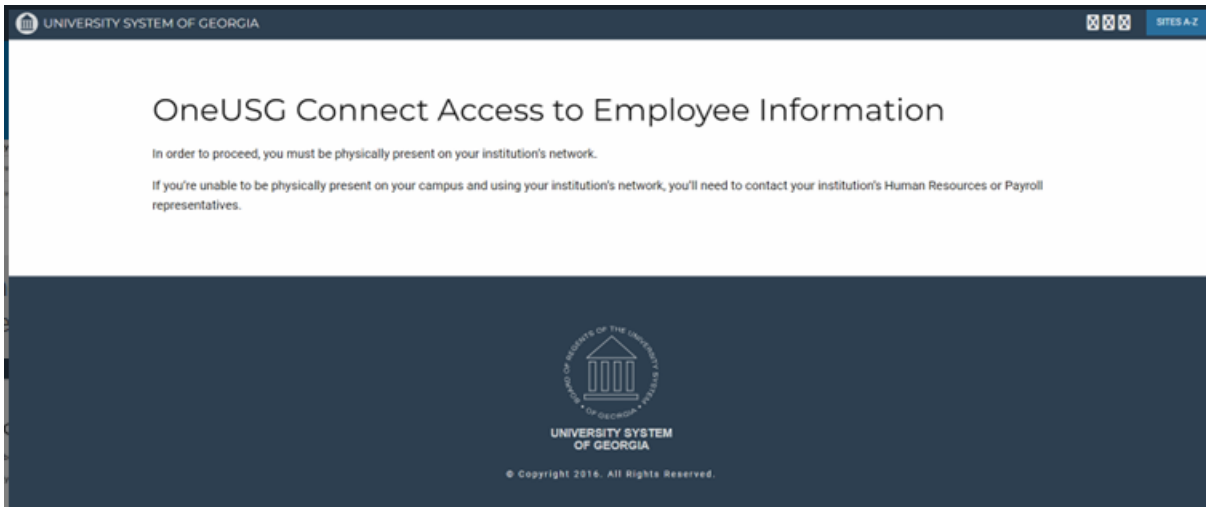
5. Direct Deposit information can be added from the Accounts page when you are physically present on your institution's network. Account numbers are masked in Employee Self Service. This page is view-only. To make changes to Direct Deposit Account(s), you must physically be present on your institution's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



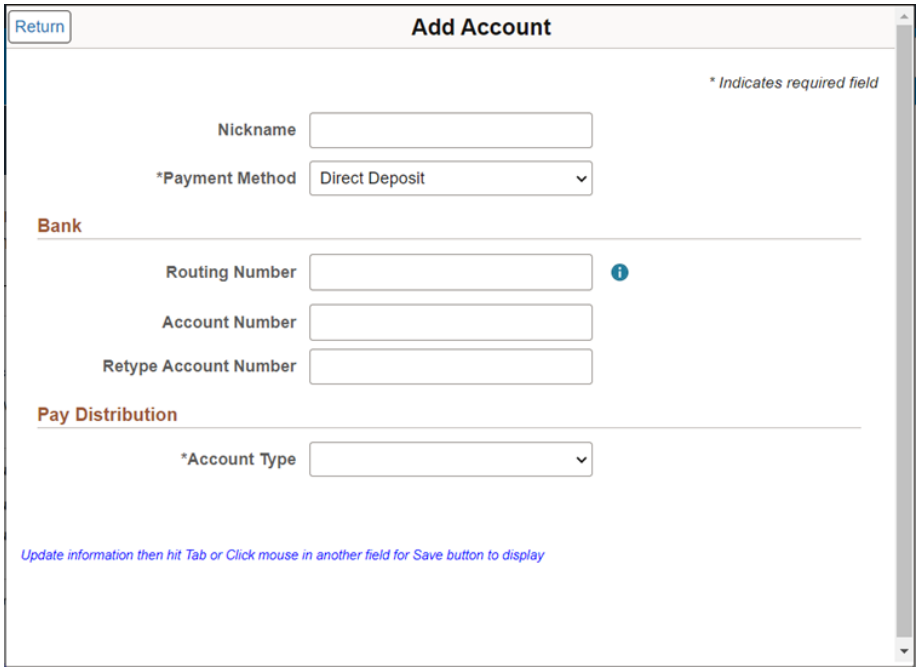
Clicking this link will bring you to the page where you can add, remove or modify direct deposit information.



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.

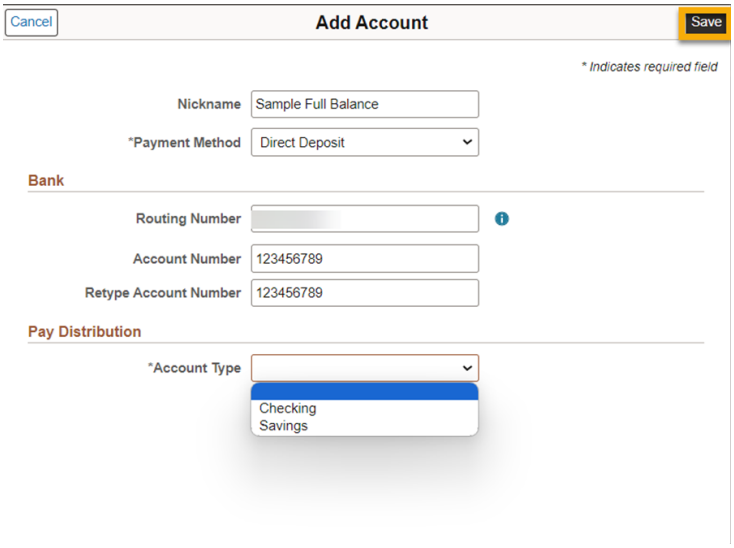


6. Click Add Account. These accounts may be checking and/or savings accounts. For each account that you enter, you will need to know the routing number for the bank and the specific account number.



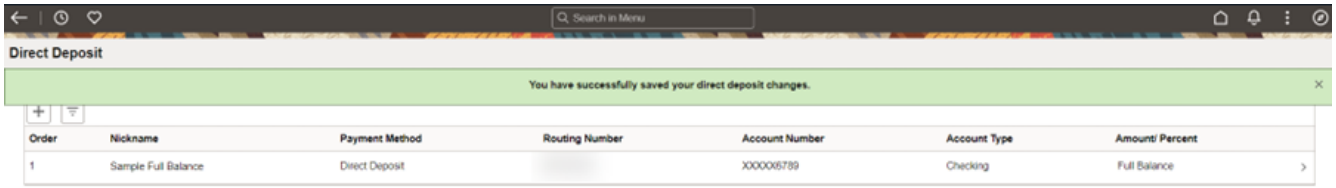
7. Enter the required information on the **Add Account** page, including:

Nickname – Enter a name that represents the bank account entered.
Payment Method – Use the drop-down arrow to select Direct Deposit.
Routing Number - A routing number is a nine-digit code that identifies a financial institution.
Account Number – Must be entered twice to confirm the correct bank account is entered.
Account Type – Select **Checking** or **Savings**
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.

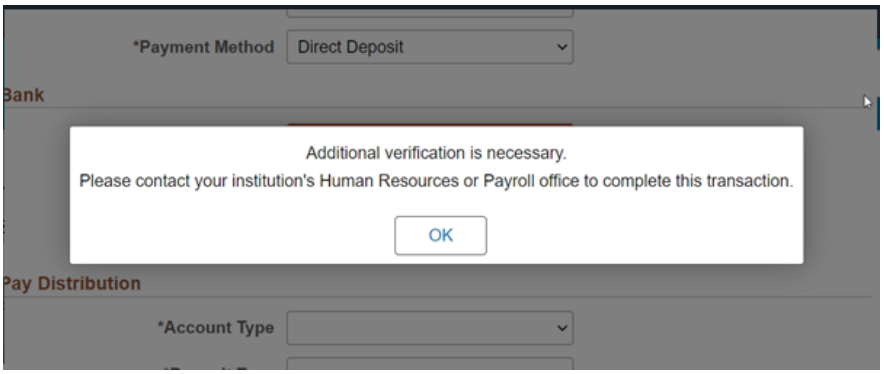


NOTES:

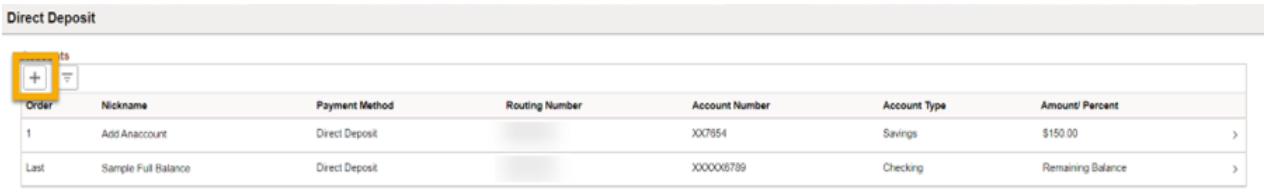
- Bank accounts are masked in Employee Self Service.



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

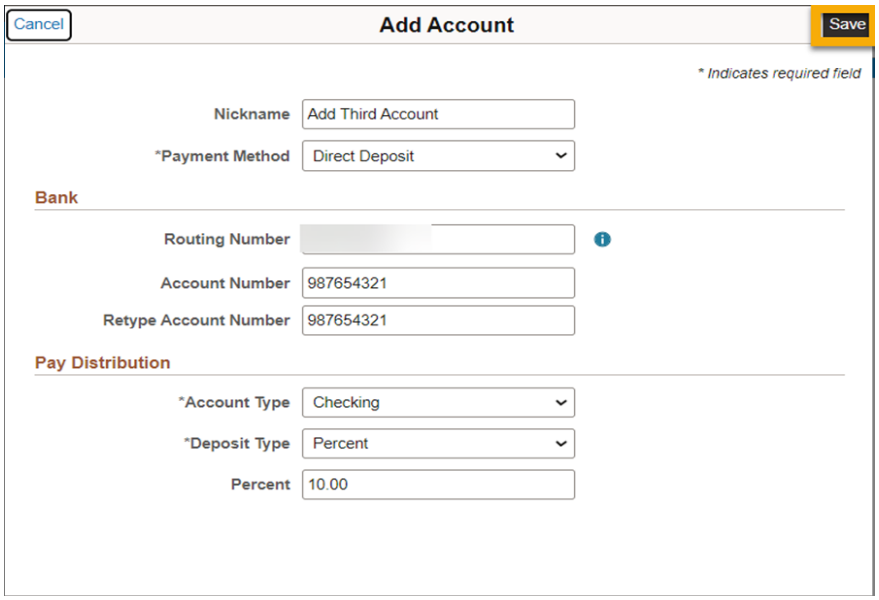


The Add Account window will open for you to add the bank account information.

b. Add the following direct depost account information:

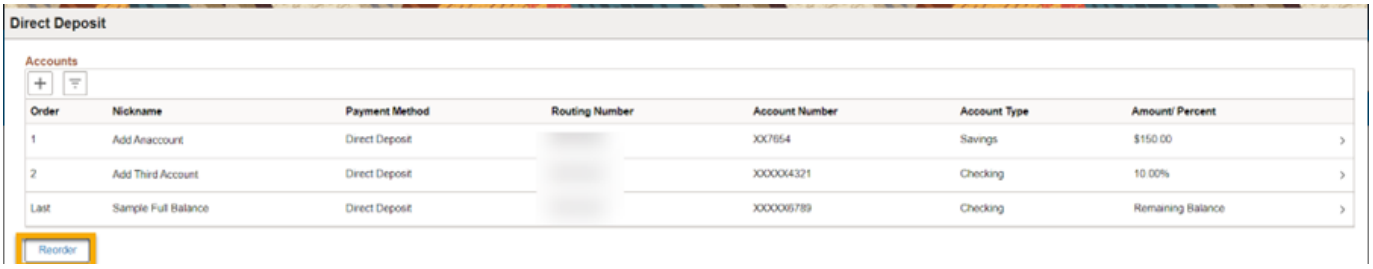
- **Nickname**
- **Routing Number**
- **Account Number**
- **Account Type**
- **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.

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



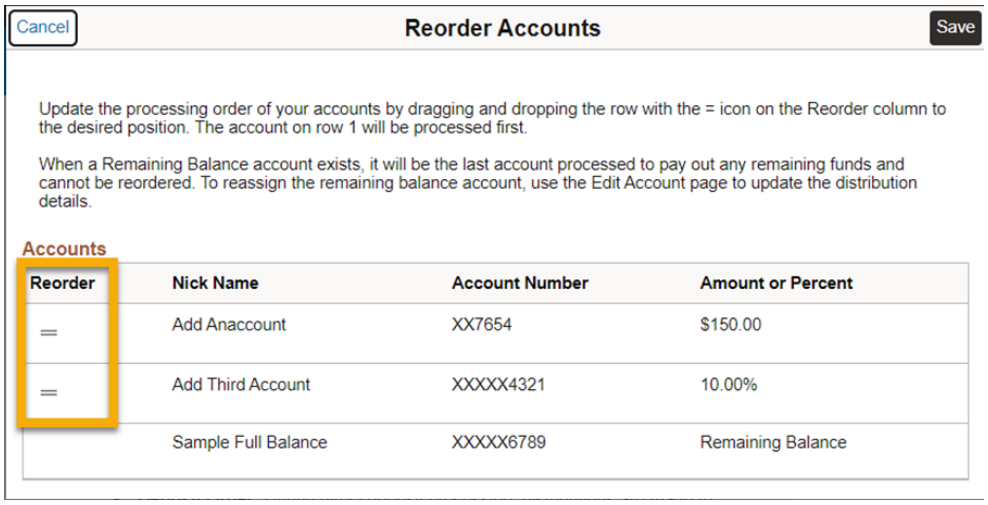
d. **Click Save when the new account information has been added.**

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.



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.

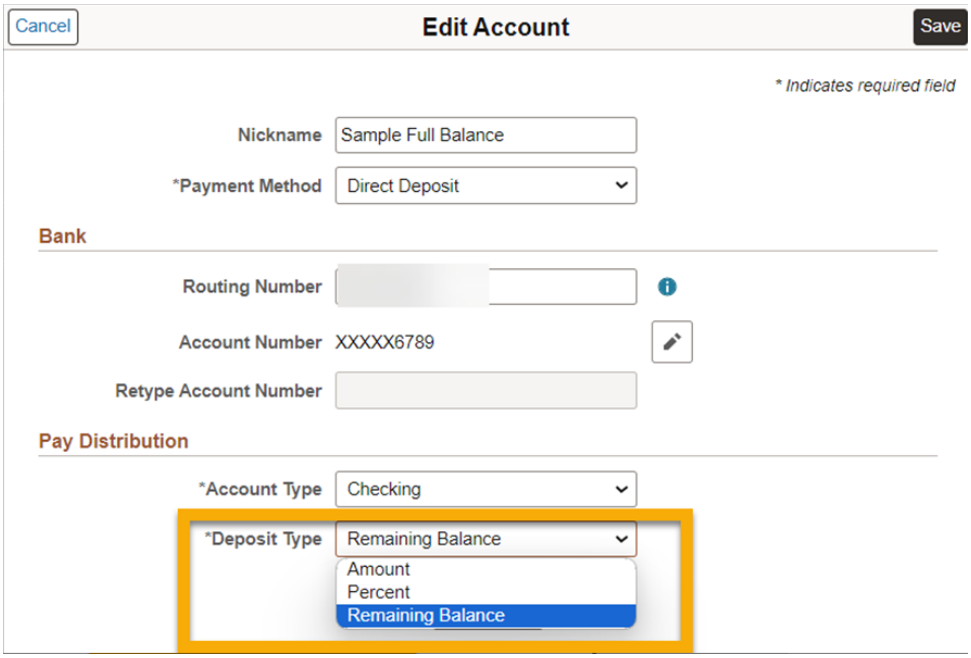


NOTES

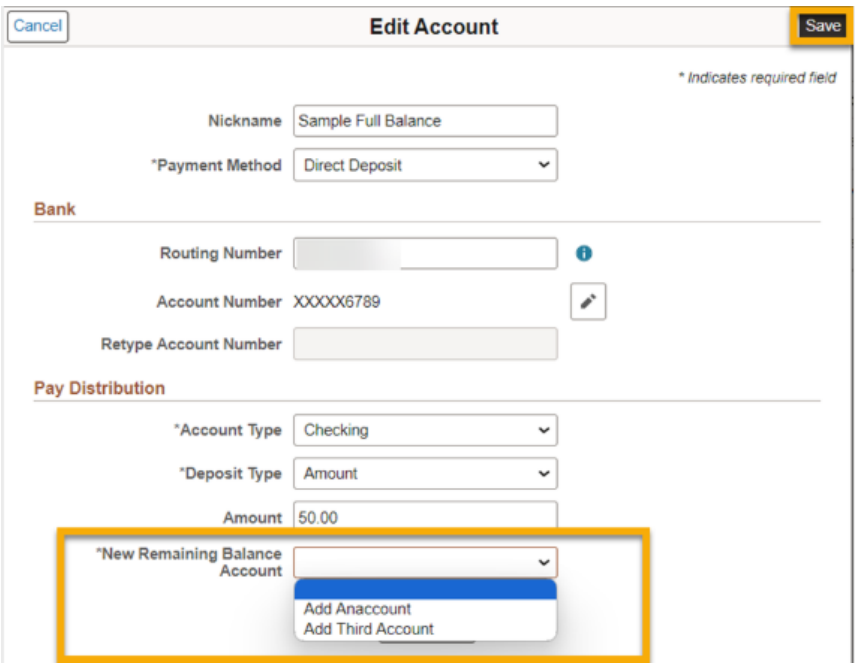
- Up to 10 direct deposit accounts can be entered to receive money from your paycheck.
- **Remaining Balance**: The account that will be sent to PeopleSoft Financials for Travel & Expense reimbursements. All employees must have at least one (1) Remaining Balance deposit type. If the **Remaining Balance** 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:

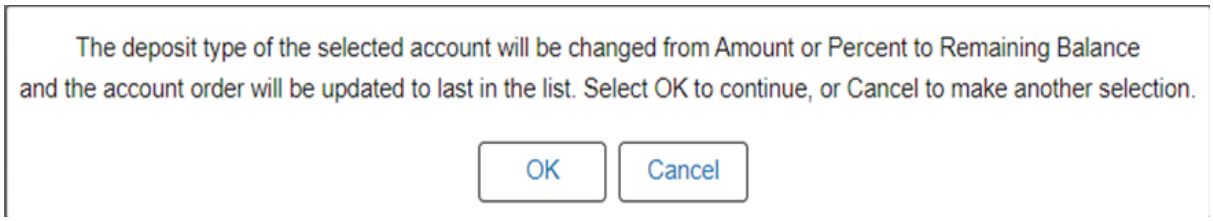
a. Click on the Remaining Balance account
b. Click the Drop Down on Deposit Type
c. Select Amount or Percent



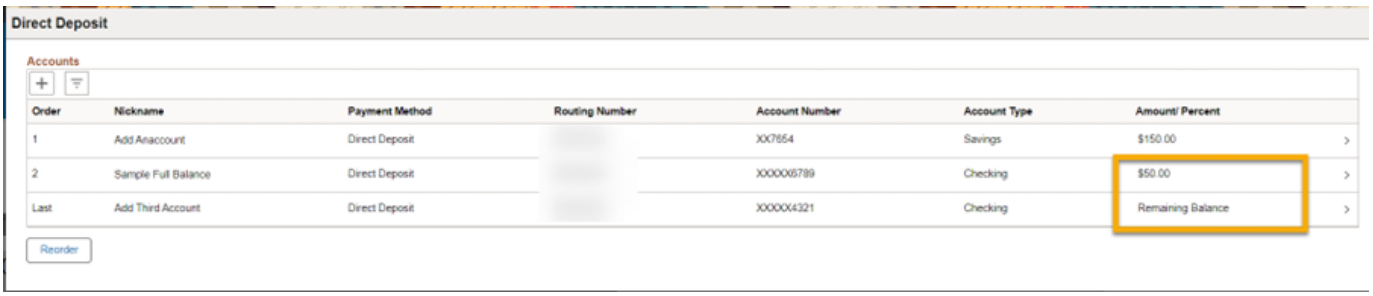
d. Add the **Amount** or **Percent** and a new field will be displayed for selecting a **New Remaining Balance Account.** Select an existing account. **Click Save.**



The following message will be displayed:



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.



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.

X xxxxxxdonotreply@usg.edu
To

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