

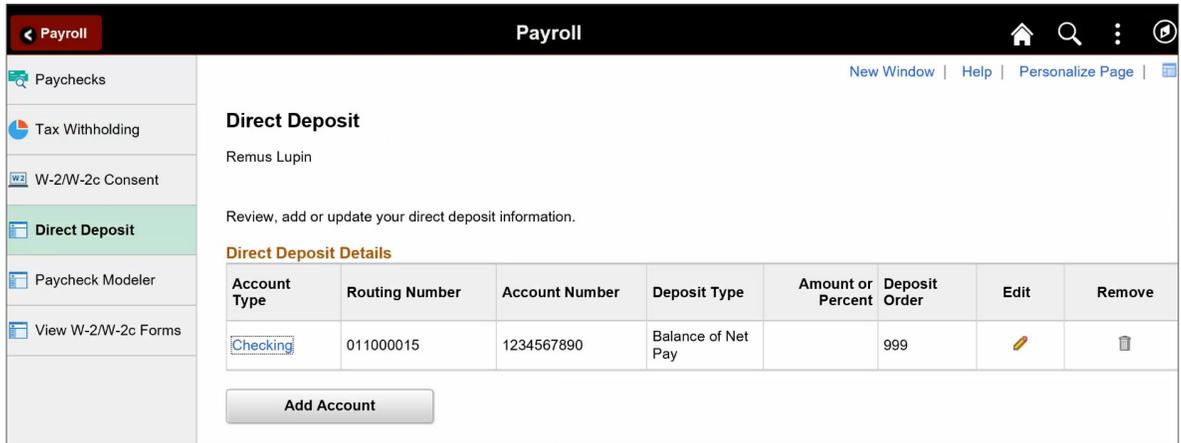
Direct Deposit Quick Reference

All UofSC employees are required to set up direct deposit. They can have their pay direct deposited into one, two, or three accounts.

To access your direct deposit information in PeopleSoft HCM, navigate to <https://hcm.ps.sc.edu>

Select the **Payroll** module, then click the **Direct Deposit** tab in the Payroll module.

The information will appear on the right side of your screen.



Payroll Direct Deposit

Remus Lupin

Review, add or update your direct deposit information.

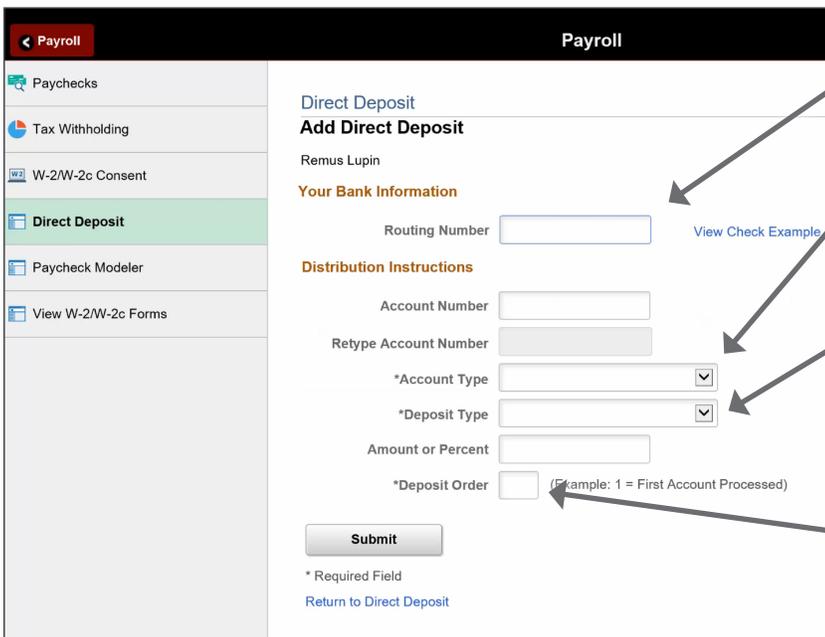
Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	011000015	1234567890	Balance of Net Pay		999		

[Add Account](#)

You can have your pay direct deposited into up to three accounts. These can be bank and/or credit union accounts.

To **ADD an account**, click the Add Account button (in the above screen) to open the Add Direct Deposit screen (below).



Payroll Direct Deposit

Remus Lupin

Add Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

[Submit](#)

* Required Field
[Return to Direct Deposit](#)

Instructions for adding an account:

Fill in the fields to provide bank information and distribution instructions, beginning with Routing Number.

After clicking to indicate Account Type (checking or savings), the grayed-out Retype Account Number field will become active – for you to enter the account number a second time to confirm.

Your original account (the one moved over to the new system) serves as the primary account. It will always be marked as 999 in the Deposit Order field.

When adding a second or third account (in addition to the primary account), the Deposit Type drop-down will give you three options: Amount, Balance of Net Pay, and Percent. Select “Amount” or “Percent”, then enter a number in the “Amount or Percent” box.

In the next field, Deposit Order, enter “1” for the first account to be processed and “2” for the second to be processed.

You will receive a notification by email after adding or editing direct deposit accounts.

Direct Deposit Quick Reference continued

Examples of multiple direct deposit accounts

Example 1: An employee has three direct deposit accounts. One is the primary account, and the other two accounts have been set up by the employee for amounts per pay period of \$300 to go into the first account and \$200 into the second account. With net pay of \$1,000 for a given pay date, \$300 goes into the first account, \$200 into the second account, and \$500 into the primary account.

Example 2: This same employee receives net pay of \$1,150 on a different pay date, and all of the person's direct deposit information remains the same. In this case, \$300 goes into the first account, \$200 into the second, and \$650 into the primary account.

Example 3: This same employee increases the amount for the first additional account from \$300 to \$500, while keeping all of the information for the primary account and the other additional account the same. With these changes in place, with a net pay of \$1,150, \$500 now goes into the first account, \$200 again goes into the second, and \$450 now goes into the primary account.

To EDIT information for an account, click on the colored pencil in the account row. This will open a Change Direct Deposit screen.

Make your changes, then click Submit.

If digits are missing or you try to add an account that is already in the system, a message will appear letting you know.

To change your primary account to the second or third account that you have already set up, you will need to delete the second or third account – and then edit the information for your primary account, replacing it with the bank information and distribution instructions from the deleted account. (Your primary account will display a Deposit Order number of 999.)

IMPORTANT:

Once per day: While you are in the Direct Deposit tab, you can make edits to your direct deposit information once per day.

7 days in advance: When making additions/edits to your Direct Deposit elections, do so by 5 p.m. at least 7 days prior to the pay date – to ensure that the changes take effect for the upcoming pay. Note that all changes are subject to validation.

[Pay dates are online.](#)

Notification: You will receive a notification after adding or editing direct deposit accounts.

Direct Deposit
Remus Lupin

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	011000015	1234567890	Amount	\$200.00	1		
Checking	011000015	1234567890	Balance of Net Pay		999		

Payroll

Direct Deposit
Change Direct Deposit
Remus Lupin

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent x

*Deposit Order (Example: 1 = First Account Processed)

* Required Field