

# User Guide for Updating Employee Self Service > Direct Deposit Pay Method Options

[Delete Paper Check](#)

[Enroll in Direct Deposit](#)

[Change Bank Information](#)

[Enter Multiple Accounts](#)

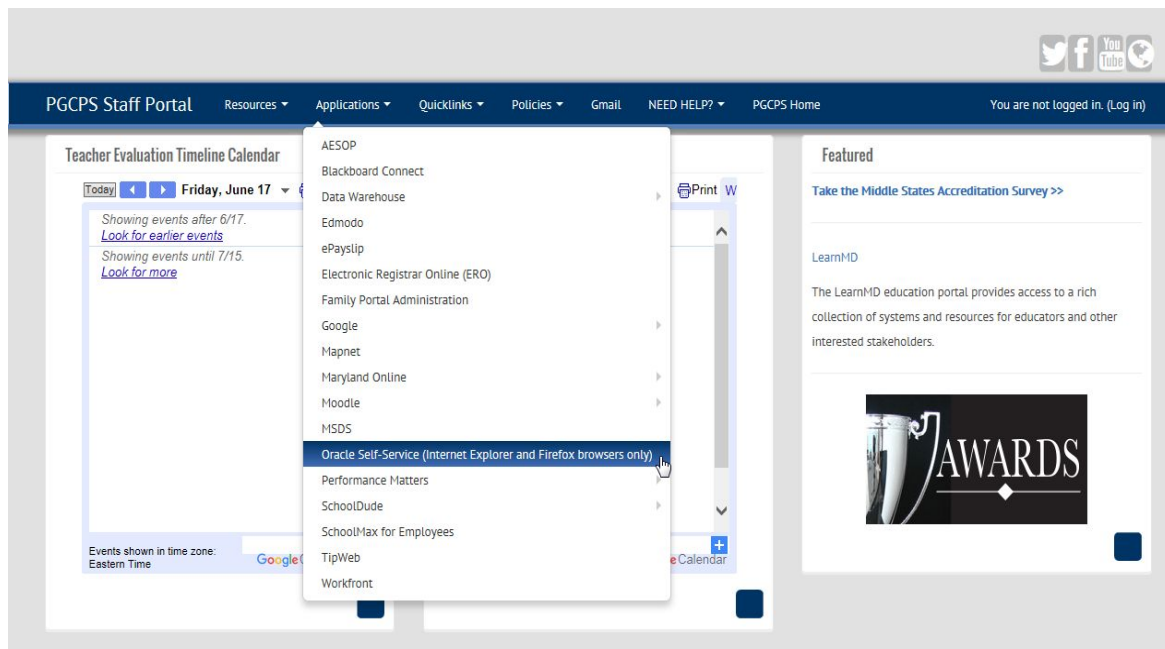
[Change Amount or Percentage](#)

[Delete Pay Method](#)

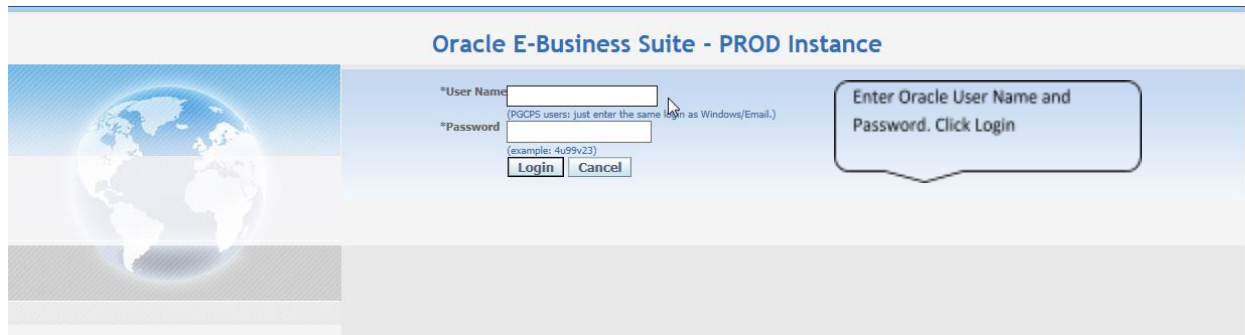
Sign on to PGCPs web page – <http://www1.pgcps.org/>  
Click on the **For Staff** Section



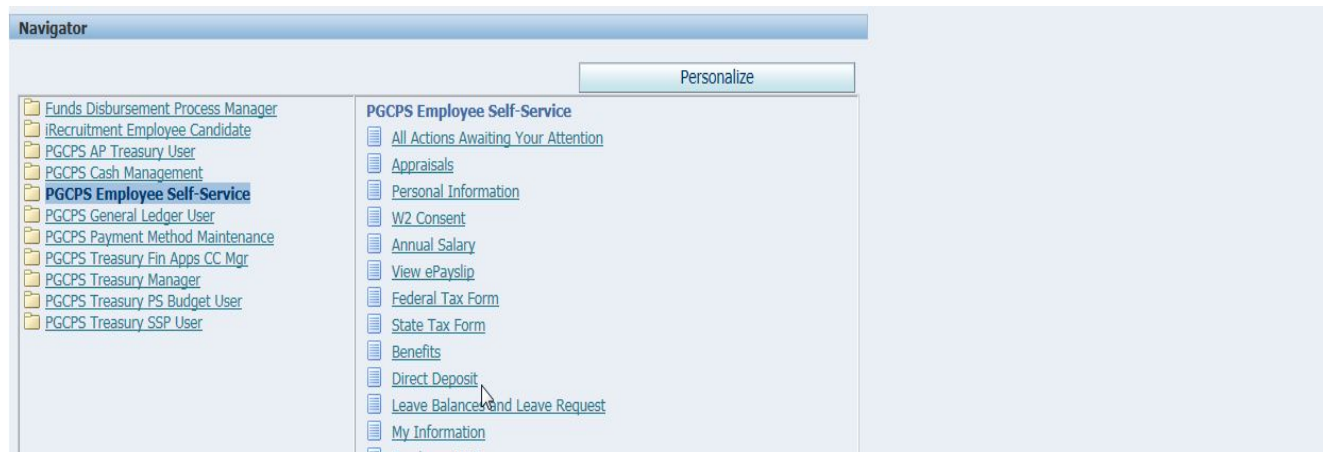
Click on **Applications** and scroll down to **Oracle Self-Service**



Sign into the Oracle E-Business Suite – PROD Instance, using your User Name and Password



Click on **PGCPS Employee Self Service** on the Menu screen, then click on **Direct Deposit** from menu options >



**Note:** Your current pay method choice(s) will appear. Please read the documentation above the election section for pertinent information. When entering a new or updating a current direct deposit bank pay method, please have your bank account number and routing number available for verification. Entering incorrect data may cause a delay in receiving your pay.

If you have no pay method noted, you will be paid by paper check until you specify otherwise.

**Please read this carefully:**

- 1) Are you enrolling in Direct Deposit? Click ADD DEPOSIT PAYMENT Button. Enter appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button. A maximum of 5 accounts can be added.
- 2) If you are updating your Direct Deposit, select UPDATE (Pencil icon), update appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.
- 3) If you are deleting your Direct Deposit, select DELETE (Trash can Icon), then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.

**Upon completion of your submission of one of the above, you will see confirmation page.**

**Be sure to verify your information. Incorrect routing number or account number may result in a delay of your pay.**

\* Indicates required field

Employee Payments						
Personalize "Employee Payments"						
Add Deposit Payment						
Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
You will be paid by check until you specify how you wish to be paid.						

Cancel Review and Save Changes

If you show “Check” as a payment method, use the **Trash Can** icon to delete the paper check and click the **Add Deposit Payment** button to change your pay method to direct deposit. When deleting the paper check pay method, a Direct Deposit enrollment distributes your entire net pay to the bank account(s), i.e., checking or savings bank account of your choice within two payroll periods. The first pay period after making the change you will receive a check and the following pay period you will receive a direct deposit. See Appendix I for further detail.

## I. Delete Paper Check

1. Click on **Delete** icon (trash can),

**Please read this carefully:**

- 1) Are you enrolling in Direct Deposit? Click ADD DEPOSIT PAYMENT Button. Enter appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.  
A maximum of 5 accounts can be added.
- 2) If you are updating your Direct Deposit, select UPDATE (Pencil icon), update appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.
- 3) If you are deleting your Direct Deposit, select DELETE (Trash can Icon), then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.

**Upon completion of your submission of one of the above, you will see confirmation page.  
Be sure to verify your information. Incorrect routing number or account number may result in a delay of your pay.**

\* Indicates required field

Delete paper check pay distribution - update is not an option

Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Check	<input type="checkbox"/>				

The next screen will display the notation that “**You will be paid by check until you specify how you wish to be paid.**”

**Upon completion of your submission of one of the above, you will see confirmation page.  
Be sure to verify your information. Incorrect routing number or account number may result in a delay of your pay.**

\* Indicates required field

Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
You will be paid by check until you specify how you wish to be paid.						

2. Click on the **Review and save changes** button.
3. Review your proposed changes, then click **Submit** button, to accept changes.

Current	Proposed
Priority 1	<input type="radio"/>
Payment Type Check	<input type="radio"/>
Currency US Dollar	<input type="radio"/>
Amount Remaining Pay	<input type="radio"/>

Your changes have been applied will appear on the next screen. Click on **Home** button to return to Employee Self Service menu.

## II. Enroll in Direct Deposit

### 1. Click on **Add Deposit Payment** button

**Please read this carefully:**

- 1) Are you enrolling in Direct Deposit? Click ADD DEPOSIT PAYMENT Button. Enter appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button. A maximum of 5 accounts can be added.
- 2) If you are updating your Direct Deposit, select UPDATE (Pencil icon), update appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.
- 3) If you are deleting your Direct Deposit, select DELETE (Trash can Icon), then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.

Upon completion of your submission of one of the above, you will see confirmation page.

Be sure to verify your information. Incorrect routing number or account number may result in a delay of your pay.

\* Indicates required field

The screenshot shows the 'Employee Payments' section of a web application. At the top, there is a 'Personalize "Employee Payments"' link and an 'Add Deposit Payment' button. Below this is a table with columns: Priority, Payment Type, IAT, Account Type, Account Number, Update, and Delete. The first row of the table contains the text: 'You will be paid by check until Table of Employee Payments. b be paid.' At the bottom right of the interface are 'Cancel' and 'Review and Save Changes' buttons.

### 2. Enter the proposed banking data :

Account Name > Name on the bank account (user)

Account Type Choices> Checking or Savings

Account Number > bank account number

Routing Number > is the **9 digit bank routing number**. (You will receive and error message if the routing number is not valid)

Bank Name > example, Bank of America, PNC, SunTrust Bank, etc.

Review your entries.

Click **Next**.

This block contains two screenshots. The left screenshot shows a form for entering bank account information. Red arrows point to specific fields: 'Account Name' (John & Jane Doe, 123 Main Street, Upper Marlboro, MD 20772), 'Bank Name & Branch' (Your Bank, Bowie, MD 20774), 'Routing Number' (123456789), and 'Account Number' (000987654321). A 'Check #: 999' is also visible. Below the form, there is a note: 'You must enter an amount or percentage only if this a second direct deposit account update.' and a warning: 'TIP Payments containing new bank account information will be paid by check until the bank account information is verified.' The right screenshot shows a warning message in a speech bubble: 'Enter all fields, review the bank account and ABA numbers, for accuracy. Click Apply to update.' Below this is a form with fields for 'International ACH Transaction (IAT)', 'Routing Number', 'Bank Name', and 'Bank Branch'. At the bottom right are 'Cancel' and 'Next' buttons.

3. Click **Review and Save Changes** on the next view. This screen shows the proposed account that has been entered.

**Please read this carefully:**  
 1) Are you enrolling in Direct Deposit? Click ADD DEPOSIT PAYMENT Button. Enter appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button. A maximum of 5 accounts can be added.  
 2) If you are updating your Direct Deposit, select UPDATE (Pencil icon), update appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.  
 3) If you are deleting your Direct Deposit, select DELETE (Trash can Icon), then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.

**Upon completion of your submission of one of the above, you will see confirmation page. Be sure to verify your information. Incorrect routing number or account number may result in a delay of your pay.**

\* Indicates required field

**Employee Payments**

Personalize "Employee Payments"  
 Add Deposit Payment

Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Deposit	<input type="checkbox"/>	Checking Account	123456789		

4. The next screen will show you the comparison to your current pay method details, if applicable, and the Proposed changes for the new pay method entered.

Click **Submit** to accept these changes or Back to make corrections.

Personalize Header: (ReviewRN.PayPayments)

	Current	Proposed
Priority		1
Payment Type		Deposit
Currency		US Dollar
Amount		Remaining Pay
Account Name		Jane Doe
Account Type		Checking Account
Account Number		123456789
Routing Number		255077008
Bank Name		School Bank

Review for data accuracy. Then click submit.

# III. Change Direct Deposit Bank Account Information

1. Click the **Pencil** icon. The current banking information will be shown.

Employee Payments

Personalize "Employee Payments"

Add Deposit Payment

Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Deposit	<input type="checkbox"/>	Checking Account	123456789		

Table of Employee Payments.

Cancel Review and Save Changes

2. Enter all necessary changes, click **Next**.

Account Name

John & Jane Doe  
123 Main Street  
Upper Marlboro, MD 20772

Check #: 999

Pay to the Order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Bank Name & Branch  
Your Bank  
Bowie, MD 20774

Routing Number: 123456789 Account Number (Include Leading Zeros): 000987654321 999

You must enter an amount or percentage only if this a second direct deposit account update.

TIP Payments containing new bank account information will be paid by check until the bank account information is verified.

Personalize Stack Layout: (PaymentMethod.OVRN)

Payment Method: **Direct Deposit**  International ACH Transaction (IAT)

\* Account Name: Jane Doe \* Routing Number: 255077008

\* Account Type: Checking Account \* Bank Name: School Bank

\* Account Number: 123456789 Bank Branch: \_\_\_\_\_

Personalize Stack Layout: (FormValues)

Cancel Next

3. The screen returns back to Direct Deposit home page and shows the changes. This gives you an opportunity to add more accounts by clicking the "Add Deposit Payment" button. You have the ability to add up a total of 5 accounts.

4. If you have completed your transactions, click on **Review and Save Changes**.

Employee Payments

Personalize "Employee Payments"

Add Deposit Payment

Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Deposit	<input type="checkbox"/>	Checking Account	123456782		

Cancel Review and Save Changes

5. Verify accuracy between the current and proposed information, and click **Submit** to finalize the transaction.

Personalize Header: (ReviewRN.PayPayments)

Current	Proposed
Priority 1	1
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name Jane Doe	Jane Doe
Account Type Checking Account	Checking Account
Account Number 123456789	123456782
Routing Number 255077008	255077008
Bank Name School Bank	School Bank

Cancel Printable Page Back Submit

6. **Your changes have been applied.** This is confirmation that the changes have been accepted.

Confirmation

Personalize Stack Layout: (HrConfRN)

Your changes have been applied.

Home

## IV. Enter More Than One Direct Deposit Bank Account (there is a maximum of five accounts)

You may elect to have up to five pay method types for distribution of your net pay. When adding another direct deposit bank account(s), you may choose a flat dollar amount (\$) or percentage (%) of the net pay to the second, third, fourth or fifth bank account.

1. Click on **Add Deposit Payment** button.

The screenshot shows the 'Employee Payments' interface. At the top, there is a 'Personalize "Employee Payments"' link and an 'Add Deposit Payment' button. Below this is a table with columns: Priority, Pay, IAT, Account Type, Account Number, Update, and Delete. The table contains one row with Priority 1, Pay 'Add Deposit Payment Deposit', IAT unchecked, Account Type 'Checking Account', Account Number '123456782', Update (pencil icon), and Delete (trash icon). At the bottom right, there are 'Cancel' and 'Review and Save Changes' buttons.

The diagram shows a check for 'John & Jane Doe' at '123 Main Street, Upper Marlboro, MD 20772'. The check number is 999. The 'Pay to the Order of' field is blank. The bank information is 'Your Bank, Bowie, MD 20774'. The routing number is '123456789' and the account number is '000987654321'. Red arrows point to the 'Account Name', 'Bank Name & Branch', 'Routing Number', and 'Account Number' fields. A note below the account number says '(Include Leading Zeroes)'.

You must enter an amount or percentage only if this is a second direct deposit account update.

**TIP** Payments containing new bank account information will be paid by check until the bank account information is verified.

[Personalize Stack Layout: \(PaymentMethodLOVRN\)](#)

The screenshot shows the 'Direct Deposit' form. It includes a 'Payment Method' dropdown set to 'Direct Deposit'. The 'Amount Type' is 'Percentage' with a value of '0.0'. There are fields for '\* Account Name', '\* Account Type', and '\* Account Number'. There is also a checkbox for 'International ACH Transaction (IAT)'. Below these are fields for '\* Routing Number', '\* Bank Name', and 'Bank Branch'. At the bottom right, there are 'Cancel' and 'Next' buttons.

[Personalize Stack Layout: \(FormValues\)](#)

2. Enter the proposed banking data:
  - a. Amount Type Choices > Percentage (of Net Pay) or \$ Amount (enter flat dollar amount)
  - b. Account Name > Name on the bank account (user)
  - c. Account Type Choices > Checking or Savings
  - d. Account Number > bank account number
  - e. Routing Number > is the 9 digit bank routing number. (You will receive and error message if the routing number is not valid)
  - f. Bank Name > example, Bank of America, PNC, SunTrust, etc.
  - g. Review your entries for accuracy, then
  - h. Click **Next**
3. The screen returns back to Direct Deposit home page and shows the changes. This gives you an opportunity to add more accounts by clicking the **"Add Deposit Payment"** button. You have the ability to add up a total of 5 accounts.

Employee Payments						
Personalize "Employee Payments"						
Sort By Priority		Add Deposit Payment				
Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456789		
2	Deposit	<input type="checkbox"/>	Checking Account	123456782		

- If you have completed your transactions, click on **Review and Save Changes**.
- The next screen will show you the current and proposed columns. If all information is accurate, click **Submit** to finalize or **Back** to make corrections.
- You will see a confirmation page noting that your changes have been applied. Click on **Home** button to return to Mange Payroll Payments view.

Personalize Header: (ReviewRN.PayPayments)		
	Current	Proposed
Priority		1
Payment Type		Deposit
Currency		US Dollar
Amount Type		\$Amount
Amount		50
Account Name		Jane Doe
Account Type		Savings Account
Account Number		123456789
Routing Number		255077008
Bank Name		School Bank
	Current	Proposed
Priority	1	2
Payment Type	Deposit	Deposit
Currency	US Dollar	US Dollar
Amount	Remaining Pay	Remaining Pay
Account Name	Jane Doe	Jane Doe
Account Type	Checking Account	Checking Account
Account Number	123456782	123456782
Routing Number	255077008	255077008
Bank Name	School Bank	School Bank

**Confirmation**  
 Personalize Stack Layout: (HrConfRN)  
 Your changes have been applied.

If you wish to add more accounts, Repeat steps for **Entering more than one direct deposit banking account (there is a limit of up to five accounts)**.



**Please read this carefully:**

- 1) Are you enrolling in Direct Deposit? Click ADD DEPOSIT PAYMENT Button. Enter appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.  
A maximum of 5 accounts can be added.
- 2) If you are updating your Direct Deposit, select UPDATE (Pencil icon), update appropriate information, hit NEXT Button, then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.
- 3) If you are deleting your Direct Deposit, select DELETE (Trash can Icon), then hit REVIEW AND SAVES CHANGES Button and hit SUBMIT Button.

**Upon completion of your submission of one of the above, you will see confirmation page.  
Be sure to verify your information. Incorrect routing number or account number may result in a delay of your pay.**

\* Indicates required field

Employee Payments						
Personalize "Employee Payments"						
Sort By Priority		Add Deposit Payment				
*Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456789		
2	Deposit	<input type="checkbox"/>	Savings Account	987654654		
3	Deposit	<input type="checkbox"/>	Checking Account	123456		
4	Deposit	<input type="checkbox"/>	Savings Account	123456789		
5	Deposit	<input type="checkbox"/>	Checking Account	123456782		

You may enter up to five accounts in Self-Service by following the steps for **Entering more than one direct deposit banking account (there is a limit of up to five accounts)**. Click **Add Deposit Payment** each time that you enter a new account.

**Note:** If you have multiple accounts, the last one displayed on the Employees Payment Screen is always your PRIMARY ACCOUNT -- the one where the majority of funds from your paycheck is deposited.

Contact the Treasury Operations Office at 301-952-6071, 301-952-6070, or (301) 780-780-6899 if you have any questions.

## V. Change \$ Amount or % Percentage on Account(s)

- To change the \$ Amount or % Percentage of funds to account(s), click the **Pencil** next to the appropriate account.

**Employee Payments**

Personalize "Employee Payments"

Sort By Priority | Add Deposit Payment

*Priority	Payment Type	IAT	Account Type	Account Number	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456789		
2	Deposit	<input type="checkbox"/>	Savings Account	987654654		
3	Deposit	<input type="checkbox"/>	Checking Account	123456		
4	Deposit	<input type="checkbox"/>	Savings Account	123456789		
5	Deposit	<input type="checkbox"/>	Checking Account	123456782		

Cancel | Review and Save Changes

- Change the amount or percentage in the appropriate field. Click **Next**.

**Account Name**

John & Jane Doe  
123 Main Street  
Upper Marlboro, MD 20772

Check #: 999

Pay to the Order of \$ \_\_\_\_\_ Dollars

**Bank Name & Branch**

Your Bank  
Bowie, MD 20774

Routing Number: 123456789 | Account Number: 000987654321 | 999

**Routing Number** | **Account Number (Include Leading Zeroes)**

You must enter an amount or percentage only if this is a second direct deposit account update.

**TIP** Payments containing new bank account information will be paid by check until the bank account information is verified.

Personalize Stack Layout: (PaymentMethodLOVRN)

Payment Method: **Direct Deposit**

Amount Type: \$Amount

\* Amount: 50.00

\* Account Name: Jane Doe

\* Account Type: Savings Account

International ACH Transaction (IAT)

\* Account Number: 123456789

\* Routing Number: 061000104

\* Bank Name: School Bank

Bank Branch: \_\_\_\_\_

Personalize Stack Layout: (FormValues)

Cancel | Next

- The screen returns back to Direct Deposit home page and shows the changes. This gives you an opportunity to add more accounts by clicking the **"Add deposit payment"** button. You have the ability to add up a total of 5 accounts.

4. If you have completed your transactions, click on **Review and Save Changes**.

Personalize Header: (ReviewRN.PayPayments)

Current	Proposed
Priority	1
Payment Type	Deposit
Currency	US Dollar
Amount Type	\$Amount
Amount	50
Account Name	Jane Doe
Account Type	Savings Account
Account Number	123456789
Routing Number	061000104
Bank Name	School Bank

Current	Proposed
Priority	2
Payment Type	Deposit
Currency	US Dollar
Amount Type	Percentage
Amount	5
Account Name	Jane Doe
Account Type	Savings Account
Account Number	987654654
Routing Number	052001633
Bank Name	School Bank

Current	Proposed
Priority	3
Payment Type	Deposit
Currency	US Dollar
Amount Type	Percentage
Amount	25
Account Name	Jane Doe
Account Type	Checking Account
Account Number	123456
Routing Number	052001633
Bank Name	School Bank

Current	Proposed
Priority 1	4
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Type \$Amount	\$Amount
Amount 50	50
Account Name Jane Doe	Jane Doe
Account Type Savings Account	Savings Account
Account Number 123456789	123456789
Routing Number 255077008	255077008
Bank Name School Bank	School Bank

Current	Proposed
Priority 2	5
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name Jane Doe	Jane Doe
Account Type Checking Account	Checking Account
Account Number 123456782	123456782
Routing Number 255077008	255077008
Bank Name School Bank	School Bank

5. The next screen will show you the current and proposed columns. If all information is accurate, click **Submit** to finalize or **Back** to make corrections.

6. You will see a confirmation page noting that your changes have been applied. Click on **Home** button to return to Mange Payroll Payments view.

**Confirmation**  
 Personalize Stack Layout: (HrConFRN)

Your changes have been applied.

## VI. Delete Pay Method

To Delete a banking account payment method.

1. Click on Direct Deposit.
  - a. Review the current listing of your active payroll distributions.
2. Go to the Trash can icon next to the account that you wish to delete. *If the trash can icon is grayed out, you are attempting to make the change during the current payroll process, which is not allowed.*
3. The bank information will be removed from view.
4. Click **Review and Save Changes**.
5. The next screen will show you the current and proposed columns. If all information is accurate, click **Submit** to finalize or **Back** to make corrections.
6. You will see a confirmation page noting that your changes have been applied. Click on **Home** button to return to Mange Payroll Payments view.

Contact the Treasury Operations Office at 301-952-6071, 301-952-6070, or (301)780-6899 if you have any questions.

## Appendix I: Pre-Notication Process

- Employees enrolling in a new direct deposit or changing an existing direct deposit will receive a check until the bank verifies your bank account information. Most employees receive their pay funds to their new or changed direct deposit account by the next pay date.
- For those employees electing to use the split direct deposit and add an additional account to the existing account, funds will continue to be directly deposited into the existing account until the bank has verified your account information on the new account. By the next pay date, the split shall be distributed.
- For employees having their pay deposited into two accounts, “split direct deposit”, and changing bank instruction on both accounts, a check will be received while the bank is verifying the data, and pay funds should be distributed to the two changed accounts by the next pay date.
- Employees who have two or more accounts and change their primary account (the account to which the majority of funds are deposited) will receive a check for the first pay day until verification is completed. If a change is made to any of the alternate accounts, your pay will be directly deposited into the primary account until the change has been verified by the bank, after which your funds will go into the designated alternate account(s).

**For Accounts Payable reimbursements, the employee will receive a check, while the account(s) is being pre-noted or verified by the bank.**

**Note:** Checks are distributed via US mail.

## Appendix II: Accounts Payable Reimbursements

Employees Accounts Payable reimbursements will go automatically to the primary account where employees receive their paycheck. This is where employees receive the majority of their pay.

However, employees have the option of choosing where their employee reimbursements are deposited by completing the [Accounts Payable Reimbursement Deposit Account Change Form](#) and returning it to the Treasury Operations Office by emailing to [treasury.operations@pgcps.org](mailto:treasury.operations@pgcps.org).

Please review your remittance email that informs you of the account in which your accounts payable reimbursement is paid.

Contact the Treasury Operations Office at (301) 952-6070 or (301) 780-6899, if you have any questions..

**Note:** The form may only be completed with an existing deposit account.