

Direct Deposit Integration (HR to GP)

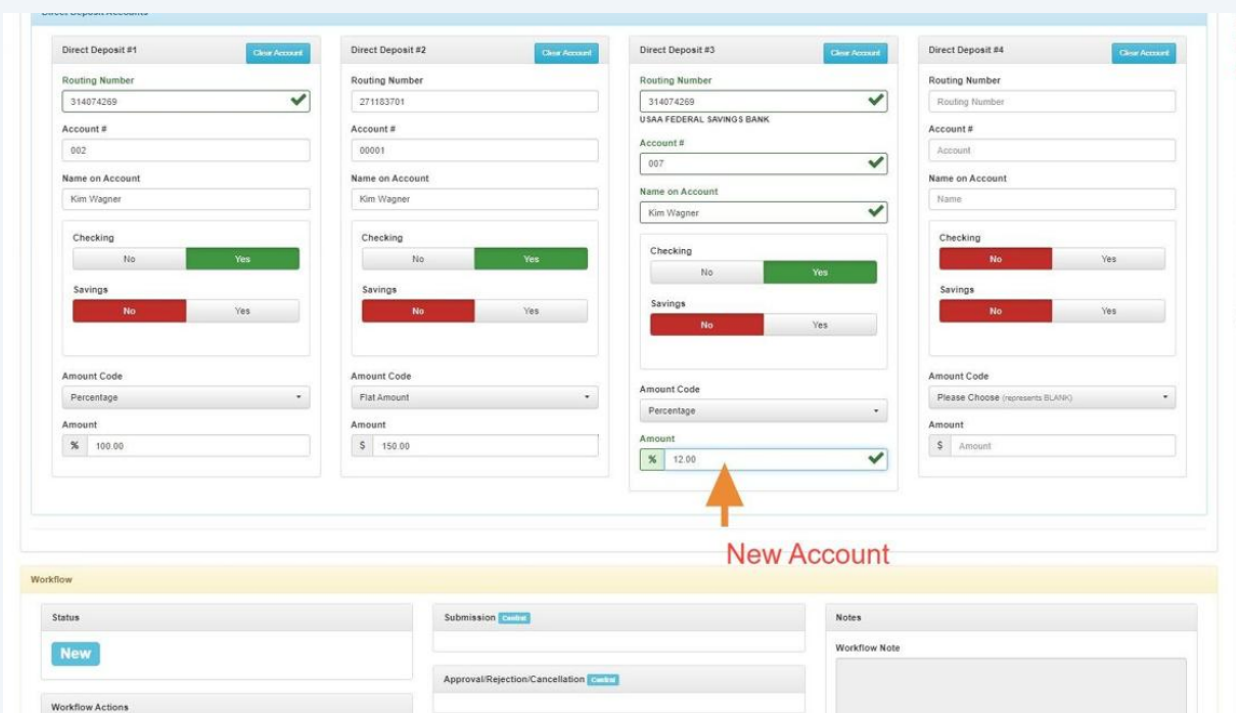
- 1 This document explains the procedure for updating direct deposit changes in HR and payroll systems.

i Keep in mind that in HR, the net remainder always goes to the first direct deposit account, which must account for 100%. In GP, the net remainder is always assigned to the last active record and must also account for 100%. We do not support net remainder line numbers because of these stipulations.

Adding a New Account

- 2 When a new account is added, the integration ensures that the accounts remain in order, with the net remainder record always being the last account.

- 3 For instance, if a third Direct Deposit is added to an employee.



The screenshot displays a web interface for managing direct deposit accounts. It features four columns, each representing a direct deposit account (Direct Deposit #1 through #4). Each column contains fields for Routing Number, Account #, Name on Account, and checkboxes for Checking and Savings. Below these are dropdown menus for Amount Code and input fields for Amount. Direct Deposit #3 is highlighted with an orange arrow pointing to its Amount field, which is labeled "New Account". The Amount field for Direct Deposit #3 is set to 12.00. The interface also includes a Workflow section at the bottom with fields for Status, Submission, Approval/Rejection/Cancellation, and Notes.

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The system will automatically create a new account in line 2, making the necessary adjustments to accommodate the new account.

Employee Direct Deposit Maintenance - TWO (sa)

Save Clear Delete Cancel File Tools Help Add Note Debug

Employee ID: ACKE0004 ☐ Inactive

Name: wagner, kim .

Remainder of Net Line Number: 1

Move Up Move Down

Line	Bank Number	Account Number	Chk/Svg	Amount	Pct	Deduction	Status	#
1	271183701	00001	☒ ☐	\$150.00	0%	-none-	Active	1
2	314074269	007	☒ ☐	\$0.00	12%	-none-	Prenote	1
3	314074269	002	☒ ☐	\$0.00	100%	-none-	Active	0
New Account Created.								

Add Account Remove Account Link Deduction Undo Changes

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The system can establish new direct deposit accounts with either an active or prenote status.

- For more information, click [here](#) and review the Direct Deposit Default section.



In some cases, the net remainder might not be the final account when there are inactive accounts and the total number of accounts is greater than four.

Clear Direct Deposit Account (Delete)

- 5 For instance, if the third Direct Deposit account is cleared for an employee.

100%, 25%, 25%

Direct Deposit Accounts

Direct Deposit #1

Routing Number: 314074269 ✓

Account #: 002

Name on Account: Kim Wagner

Checking: ☐ No ☒ Yes

Savings: ☐ No ☐ Yes

Amount Code: Percentage

Direct Deposit #2

Routing Number: 271183701

Account #: 00001

Name on Account: Kim Wagner

Checking: ☐ No ☒ Yes

Savings: ☐ No ☐ Yes

Amount Code: Flat Amount

Direct Deposit #3

Routing Number: 314074269 ✓

Account #: 007 ✓

Name on Account: Kim Wagner ✓

Checking: ☐ No ☒ Yes

Savings: ☐ No ☐ Yes

Amount Code: Percentage

Direct Deposit #4

Routing Number:

Account #:

Name on Account:

Checking: ☐ No ☐ Yes

Savings: ☐ No ☐ Yes

Amount Code: Please Choose (represents BLANK)

- 6 The system will modify the account in line 2, setting its status to 'Inactive'.

Employee Direct Deposit Maintenance - TWO (sa)

Save Clear Delete Cancel File Tools Help Add Note Debug

Actions File Help Debug

Employee ID: ACKE0004 ☐ Inactive

Name: wagner, kim

Remainder of Net Line Number: 1

Move Up Move Down

Line	Bank Number	Account Number	Chk/Svg	Amount	Pct	Deduction	Status	#
1	271183701	00001	☒ ☐	\$150.00	0%	-none-	Active	1
2	314074269	007	☒ ☐	\$0.00	12%	-none-	Inactive	0
3	314074269	002	☒ ☐	\$0.00	100%	-none-	Active	2

Add Account Remove Account Link Deduction Undo Changes

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Update Direct Deposit Account Example

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For instance, if the 2nd Direct Deposit account is updated to a '\$200.00' amount

Direct Deposit Accounts

Direct Deposit #1	Direct Deposit #2	Direct Deposit #3	Direct Deposit #4
Clear Account Routing Number: 314074269 Account #: 002 Name on Account: Kim Wagner Checking: ☒ Yes Savings: ☒ No Amount Code: Percentage Amount: % 100.00	Clear Account Routing Number: 271183701 Account #: 00001 Name on Account: Kim Wagner Checking: ☒ Yes Savings: ☒ No Amount Code: Flat Amount Amount: \$ 200.00 ✓	Clear Account Routing Number: 314074269 Account #: 007 Name on Account: Kim Wagner Checking: ☒ Yes Savings: ☒ No Amount Code: Percentage Amount: % 12.00	Clear Account Routing Number: Account #: Name on Account: Checking: ☐ No Savings: ☐ No Amount Code: Please Choose (represents BLANK) Amount: \$ Amount

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The system will modify the account in line 1, changing the amount to the new amount of '\$200.00'

Employee Direct Deposit Maintenance - TWO (sa)

Save Clear Delete Cancel File Tools Help Add Note Debug

Employee ID: ACKE0004 Inactive

Name: wagner, kim

Remainder of Net Line Number: 1

Move Up Move Down

Line	Bank Number	Account Number	Chk/Svg	Amount	Pct	Deduction	Status	#
1	271183701	00001	☒ ☐	\$200.00	0%	-none-	Active	1
2	314074269	007	☒ ☐	\$0.00	12%	-none-	Active	0
3	314074269	002	☒ ☐	\$0.00	100%	-none-	Active	0

Add Account Remove Account Link Deduction Undo Changes

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