

Direct Deposit Integration (HR to PN)



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

 Keep in mind that in HR, the net remainder always goes to the first direct deposit account, which must account for 100%. In PN, the net remainder is always assigned to the last active record and must also account for 100%.

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.

Direct Deposit Accounts

Direct Deposit #1	Direct Deposit #2	Direct Deposit #3	Direct Deposit #4
Routing Number 021000021 ✓ Account # 0001 Name on Account Name Checking No Yes Savings No Yes Amount Code Percentage Amount % 100.00	Routing Number 091000019 Account # 0002 Name on Account Name Checking No Yes Savings No Yes Amount Code Flat Amount Amount \$ 150.00	Routing Number 011401533 ✓ CITIZENS BANK NA Account # 0003 ✓ Name on Account Name Checking No Yes Savings No Yes Amount Code Percentage Amount % 15.00 ✓	Routing Number Routing Number Account # Account Name on Account Name Checking No Yes Savings No Yes Amount Code Please Choose (represents BLANK) Amount \$ Amount

New Account

Save Changes

4

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

Direct Deposits							
New Line Delete Line Create ACH Prenote							
Code ↑		Account Type	Bank Account No.	Routing No.	Amount Formula	Amount / Percent	Prenote Pending
→ ADDL DD 1		Checking	0002	091000019	Fixed Amount	150.00	☐
ADDL DD 2		Savings	0003	011401533	% of Net Wages	15.00	☐
NET PAY DIRECT DEP		Checking	0001	021000021	% of Net Wages	100.00	☐
New Account Created							

Clear Direct Deposit Account (Delete)

5

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

Direct Deposit Accounts

Direct Deposit #1

Clear Account

Routing Number

021000021

Account #

0001

Name on Account

Name

Checking

No Yes

Savings

No Yes

Amount Code

Percentage

Amount

% 100.00

Direct Deposit #2

Clear Account

Routing Number

091000019

Account #

0002

Name on Account

Name

Checking

No Yes

Savings

No Yes

Amount Code

Flat Amount

Amount

\$ 150.00

Direct Deposit #3

Clear Account

Routing Number

011401533

Account #

0003

Name on Account

Name

Checking

No Yes

Savings

No Yes

Amount Code

Percentage

Amount

% 15.00

Direct Deposit #4

Clear Account

Routing Number

Routing Number

Account #

Account

Name on Account

Name

Checking

No Yes

Savings

No Yes

Amount Code

Please Choose (represents BLANK)

Amount

\$ Amount

Save Changes

6

The system will clear the account in PN automatically.

Direct Deposits							
New Line Delete Line Create ACH Prenote							
Code ↑		Account Type	Bank Account No.	Routing No.	Amount Formula	Amount / Percent	Prenote Pending
→ ADDL DD 1		Checking	0002	091000019	Fixed Amount	150.00	☐
NET PAY DIRECT DEP		Checking	0001	021000021	% of Net Wages	100.00	☐

Update Direct Deposit Account Example

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

Direct Deposit Accounts

Direct Deposit #1

Clear Account

Routing Number
021000021

Account #
0001

Name on Account
Name

Checking
No Yes

Savings
No Yes

Amount Code
Percentage

Amount
\$ 100.00

Direct Deposit #2

Clear Account

Routing Number
091000019

Account #
0002

Name on Account
Name

Checking
No Yes

Savings
No Yes

Amount Code
Flat Amount

Amount
\$ 200.00

Direct Deposit #3

Clear Account

Routing Number
Routing Number

Account #
Account

Name on Account
Name

Checking
No Yes

Savings
No Yes

Amount Code
Please Choose (represents BLANK)

Amount
\$ Amount

Direct Deposit #4

Clear Account

Routing Number
Routing Number

Account #
Account

Name on Account
Name

Checking
No Yes

Savings
No Yes

Amount Code
Please Choose (represents BLANK)

Amount
\$ Amount

Save Changes

- 8 The system will update the account to the new amount of '\$200.00'.

Direct Deposits

New Line Delete Line Create ACH Prenote

Code ↑	Account Type	Bank Account No.	Routing No.	Amount Formula	Amount / Percent	Prenote Pending
→ ADDL DD 1	Checking	0002	091000019	Fixed Amount	200.00	☐
NET PAY DIRECT DEP	Checking	0001	021000021	% of Net Wages	100.00	☐