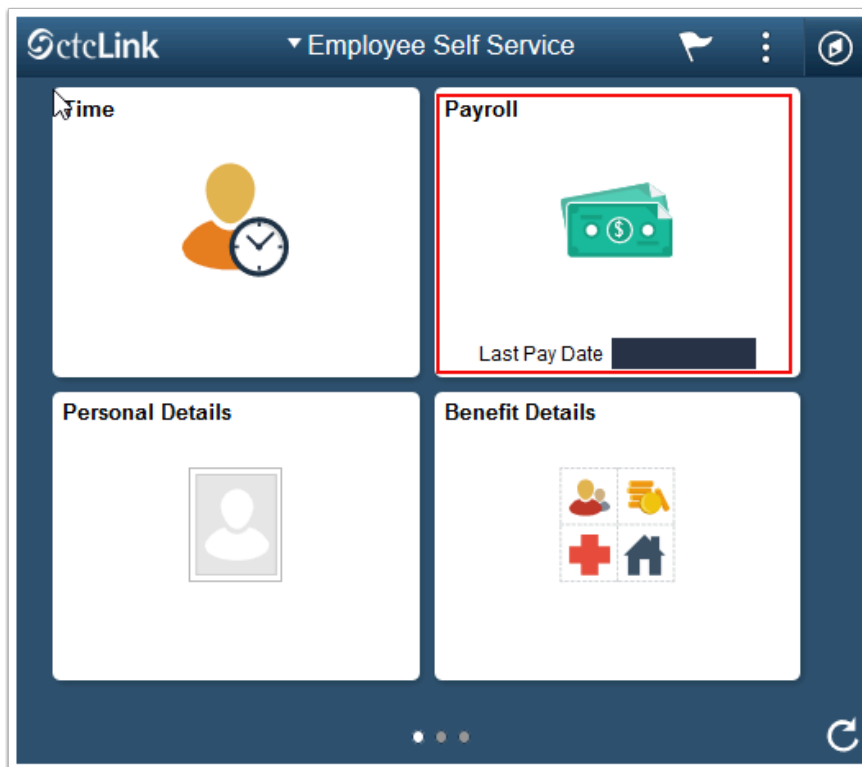# Viewing or Updating Direct Deposit Information in Employee Self Service
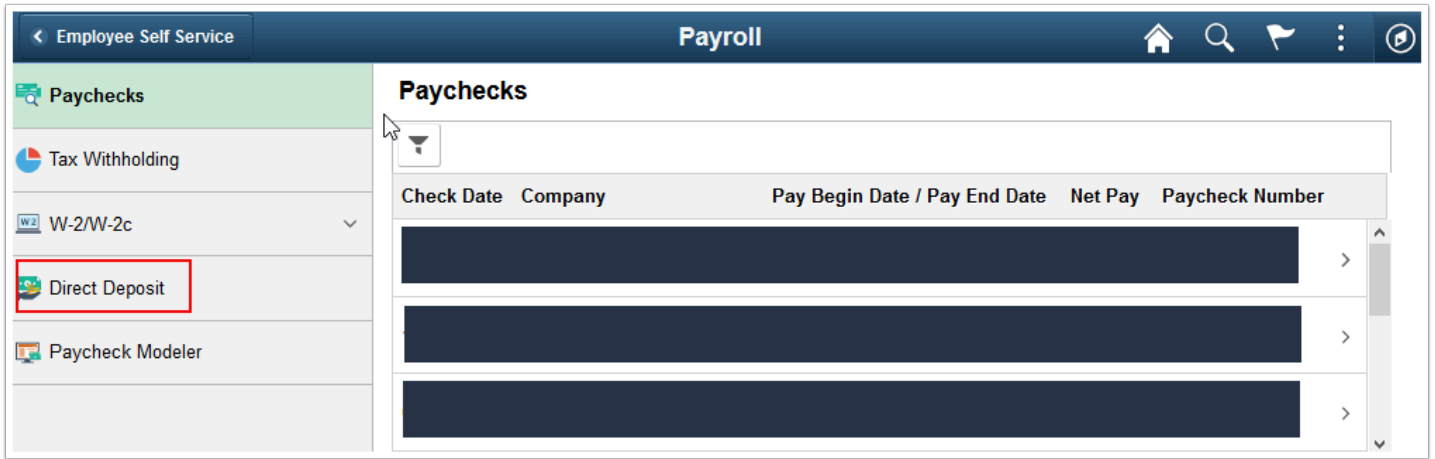
Purpose: Use this document to view or change/update US direct deposit information in ctcLink Employee Self Service.

Audience: Employees

1. Select the **Payroll** tile from the **Employee Self Service** home page.


2. Select **Direct Deposit** from the Payroll navigation collection on the left side of screen.

3. In the **Direct Deposit** page, you can view the list of your existing direct deposit accounts with details.

4. Select the account to open the **Edit Account** window.

5. **If you are not making changes**, select the **Cancel** button to return to the **Direct Deposit** page.
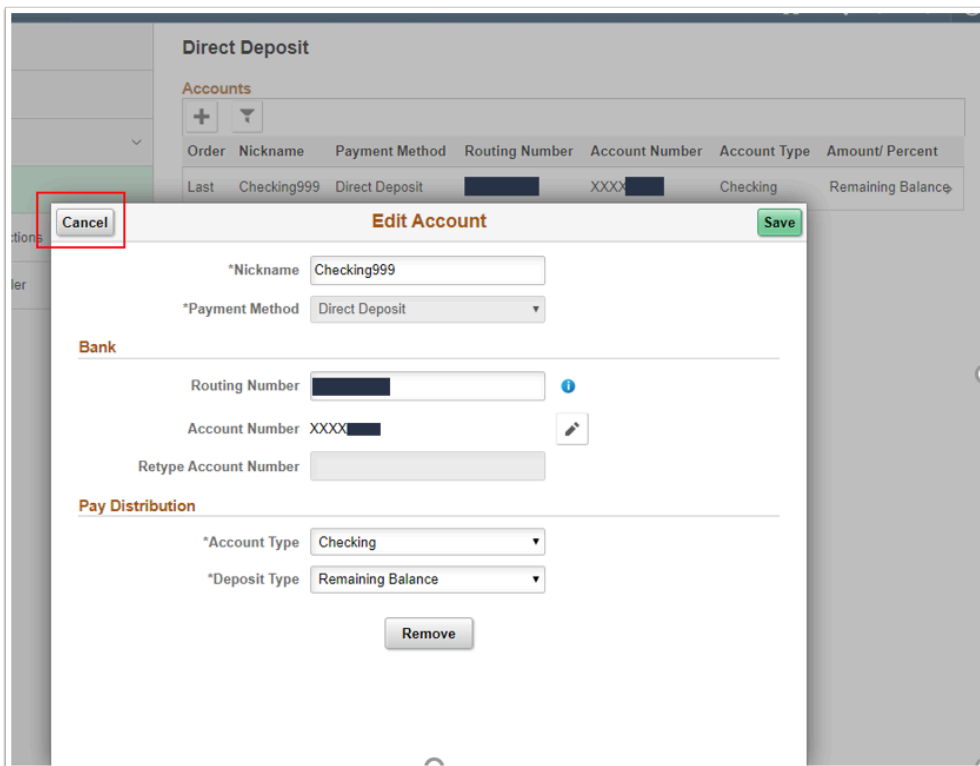
6. If you select the **Remove** button, a warning message will appear advising you that if you remove the account, you cannot add a new account(s) until the following day.
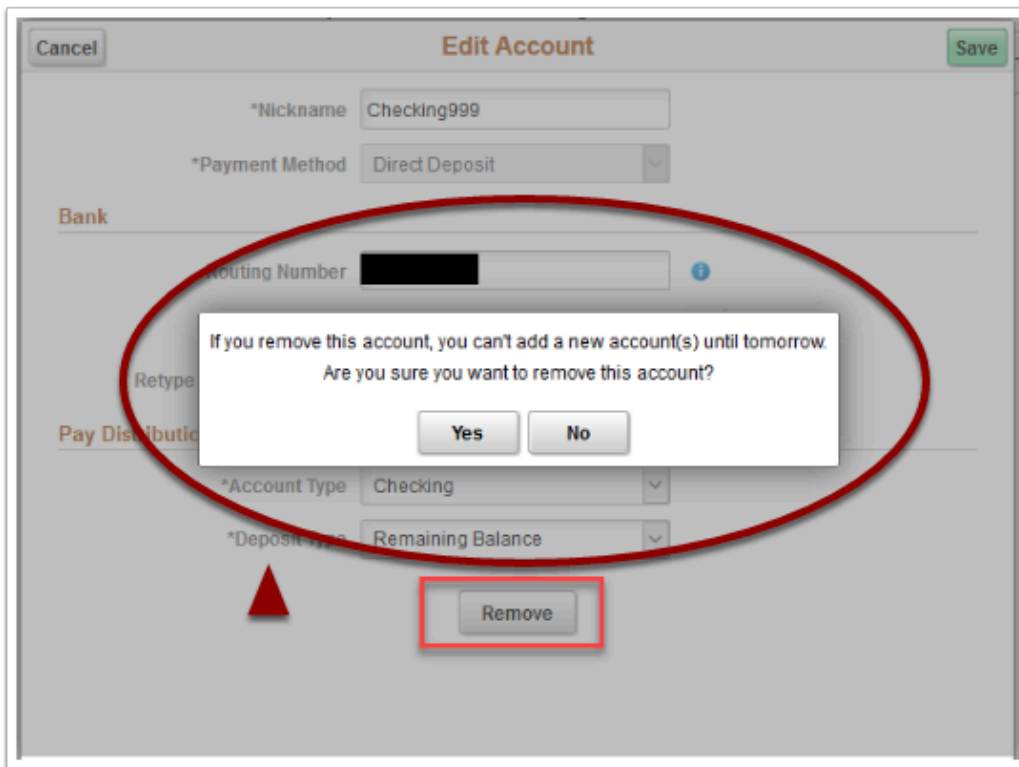
7. If you select **Yes** to proceed with removing your direct deposit bank account information, you will be routed to the Direct Deposit page and the following message will appear: "You are not allowed to add any direct deposit entries today. You will be able to add direct deposit data tomorrow."
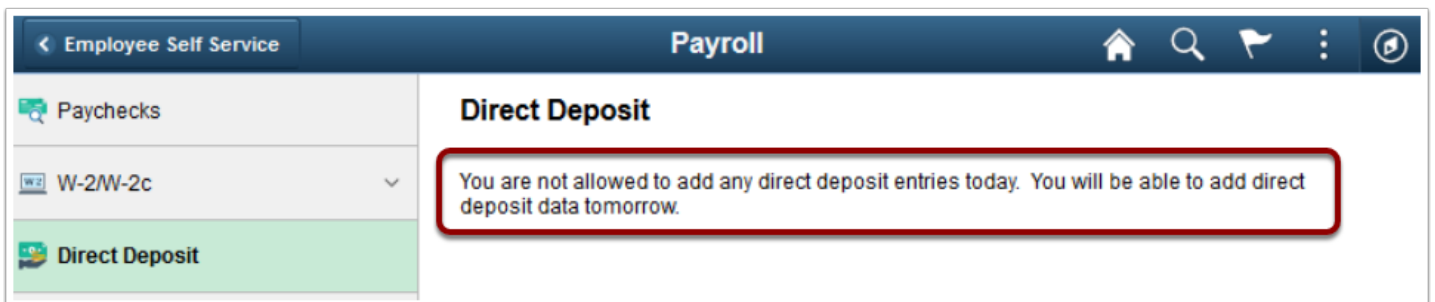
8. To make changes to your bank account information:

   • **Nickname** - Enter a unique account name for each direct deposit entry.

   • **Payment Method** has been set to Direct Deposit

   • **Routing Number** - Enter the routing number. (The system validates the Bank Routing Number). Select the information (**i**) icon to view sample checks with routing number format.
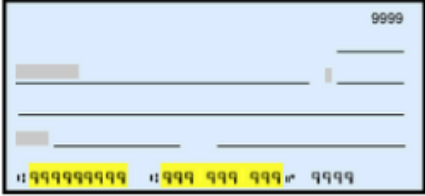
The Routing Number and Account Number can be obtained from your che[ck]

In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.

1 - Routing Number
2 - Account Number

9. **Account Number** and **Re-type Account Number:** Select the pencil icon to enter the bank account number for the checking or savings account into which you want the money to be deposited.

10. **Pay Distribution**: Enter pay distribution information.

11. **Account Type**: Select account type. Valid values are **Checking** or **Savings**.

12. **Deposit Type**: Select the deposit type. Valid values are **Amount**, **Percent** or **Remaining Balance.**

13. *Amount*: Select this option if a *fixed dollar amount* should be deposited in this account.
14. *Percent*: Select this option if a *specific percentage* of your net pay should be deposited in this account.
15. *Remaining Balance*: Select this option if the *balance* of your pay is to be deposited in this account.

When selecting **Save**, your direct deposit account information is updated and you will be routed to the **Direct Deposit** page.

You will receive an email notification that your direct deposit request has been successfully submitted. The email will show the date and time, based on the system date and time, when the action took place.

16. Process Complete.

Learn more at: www.pierce.ctc.edu/ctclink

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