

# Common Action Memo

CAM-PY004

August 8, 2023



## How to Review and Update Your Direct Deposit

### Introduction

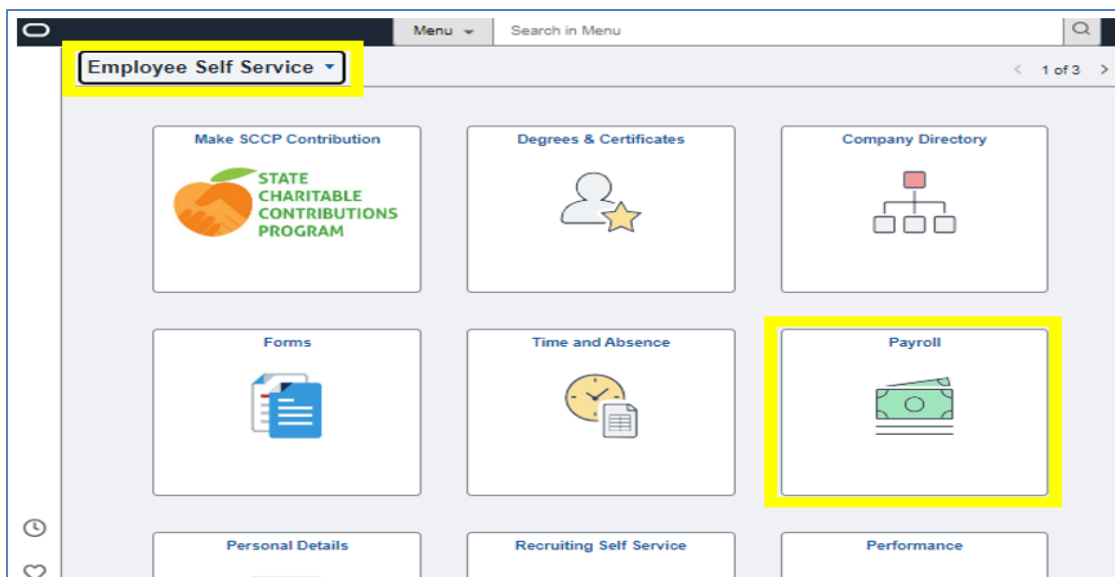
This job aid describes how to review your direct deposit information and will also guide you through the necessary steps to set up new direct deposit account(s) in OneUSG or to edit any accounts that may already exist.

*Please note: Employees of Kennesaw State University are required, under Board of Regents policy 7.5.1.1 to enroll in direct deposit within 30 days of hire and remain enrolled in direct deposit for the remainder of their employment. Direct deposit into valid, active accounts ensures that your net pay is deposited into your selected account(s) on the date of pay and will eliminate the risk of a delayed pay if a paper check is lost or misdirected in the mail (which can take a week to 10 days to be replaced). Failure to set up your direct deposit in a timely manner will result in your funds being sent as a paper check to the home address listed in OneUSG under the Personal Details tile, so, please make sure this address is accurate.*

### Instructions

1. Log into **OneUSG Connect**.
2. Navigate to the Direct Deposit tile in the Payroll dashboard  
(Navigation: **Employee Self Service > Payroll > Direct Deposit**)

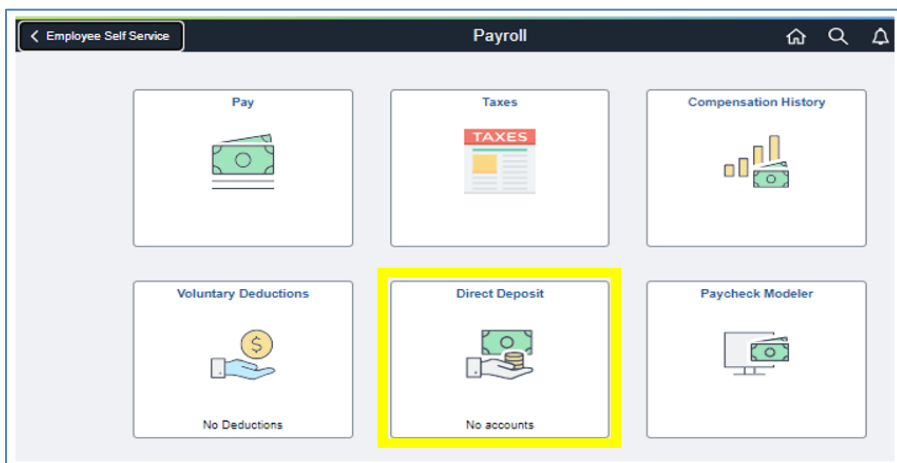
Note: Employee Self Service options may vary depending on your employee type.



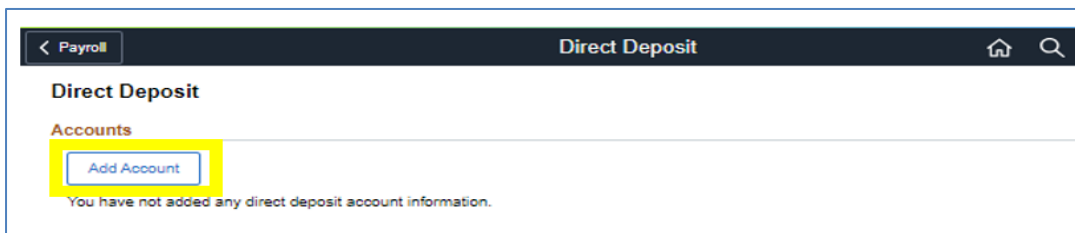
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3. If direct deposit has not been set up previously, select [Add Account]



4. Complete all of the required fields for every account you would like to add, selecting [Save] after the account information has been entered.

A screenshot of the 'Add Account' form. The form has a 'Cancel' button on the top left and a 'Save' button on the top right (highlighted with a yellow box). The form is divided into sections: 'Nickname' (text field), '\*Payment Method' (dropdown menu set to 'Direct Deposit'), 'Bank' section with 'Routing Number', 'Account Number', and 'Retype Account Number' fields, and 'Pay Distribution' section with '\*Account Type', '\*Deposit Type', and 'Amount or Percent' fields. Red arrows point from the 'Save' button to the 'Account Type' and 'Deposit Type' dropdowns, and from the 'Amount or Percent' field to the 'Amount or Percent' section of the legend.

- > Account Type
  - o Checking or Savings
- > Deposit Type
  - o **Amount** – for accounts where a specific dollar amount is to be deposited.
  - o **Percent** – for accounts where a desired percentage of pay is to be deposited.
  - o **Remaining Balance** – this required option tells the system where your remaining pay will be deposited (if multiple accounts are used). This must be selected if only one bank account is being added.  
**\*If setting up multiple accounts, the remaining balance account must be added first.**
- > Amount or Percent
  - o Enter desired amounts for the accounts using 'amount' or 'percent' deposit types.

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- Once you have saved your account information, your direct deposit information will be displayed. **If only one account is desired and you have reviewed to make sure the correct routing and account numbers have been used, your direct deposit set up is complete.**
- If multiple accounts are desired**, please select the [+] to continue. (Please note that there is a limit of 10 direct deposit accounts that can be entered in OneUSG)

A screenshot of the 'Direct Deposit' setup screen. At the top, there is a navigation bar with a back arrow, the text 'Payroll', and the title 'Direct Deposit'. Below this, there is a section titled 'Direct Deposit' with a sub-section 'Accounts'. A yellow box highlights a plus sign (+) icon next to a dropdown arrow. Below this is a table with the following columns: Order, Nickname, Payment Method, Routing Number, Account Number, Account Type, and Amount/ Percent. The table contains one row: 'Last', 'Checking 1', 'Direct Deposit', a greyed-out routing number field, a greyed-out account number field, 'Checking', and 'Remaining Balance'.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking 1	Direct Deposit			Checking	Remaining Balance

- Add remaining accounts using the option criteria as noted in step 4, saving after each one until all desired accounts have been entered.
- Account priority is automatically assigned in the order in which the accounts are entered, and this priority order (from lowest to highest) also determines how funds will be distributed into your separate accounts since the system sends deposits to accounts with the lowest priority numbers first.

A screenshot of the 'Direct Deposit' setup screen. The 'Accounts' section shows a table with three rows. A yellow box highlights the 'Order' column, which contains the numbers 1, 2, and 'Last'. The rows are: 1, 'Savings Acct', 'Direct Deposit', a greyed-out routing number field, a greyed-out account number field, 'Savings', '\$100.00'; 2, 'Mad Money', 'Direct Deposit', a greyed-out routing number field, a greyed-out account number field, 'Savings', '10.00%'; and 'Last', 'Checking 1', 'Direct Deposit', a greyed-out routing number field, a greyed-out account number field, 'Checking', 'Remaining Balance'. Below the table is a 'Reorder' button.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings Acct	Direct Deposit			Savings	\$100.00
2	Mad Money	Direct Deposit			Savings	10.00%
Last	Checking 1	Direct Deposit			Checking	Remaining Balance

- **If no changes to the priority order are needed, your set-up for multiple accounts is now complete.**
- To change the priority order of your deposit accounts**, select the [Reorder] button at the bottom of that page.

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- Assign preferred order numbers and select the [Save] button when finished. Remember, the 'Remaining Balance' account will always have the last and final order assigned since all remaining funds will be deposited to this account after all other deposits have been made to your other accounts. (Note: The remaining balance account is also the account that is used for any travel and expense reimbursements processed through Accounts Payable)

The screenshot shows a 'Reorder Accounts' window. At the top left is a 'Cancel' button and at the top right is a 'Save' button. Below the title bar is a section titled 'Accounts' with an information icon. It contains a table with the following columns: 'Current Order', '\*New Order', 'Nickname', 'Account Number', and 'Amount/ Percent'. The table has three rows: 1. Current Order: 1, \*New Order: 2, Nickname: Savings Acct, Amount/ Percent: \$100.00. 2. Current Order: 2, \*New Order: 1, Nickname: Mad Money, Amount/ Percent: 10.00%. 3. Current Order: Last, Nickname: Checking 1, Amount/ Percent: Remaining Balance. The 'Account Number' column is obscured by a grey box. The 'Current Order' and '\*New Order' columns for the first two rows are highlighted with a yellow box.

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	2	Savings Acct		\$100.00
2	1	Mad Money		10.00%
Last		Checking 1		Remaining Balance

- When completed, please review the priority order to make sure these meet your specific needs. You can still select the [Reorder] button if additional changes are needed. This will also provide you with an extra opportunity to review routing and account number information for accuracy.

The screenshot shows a 'Direct Deposit' screen. At the top left is a '< Payroll' button and at the top right are icons for home, search, notifications, and settings. Below the title bar is a section titled 'Direct Deposit' with a plus sign and a dropdown arrow. It contains a table with the following columns: 'Order', 'Nickname', 'Payment Method', 'Routing Number', 'Account Number', 'Account Type', and 'Amount/ Percent'. The table has three rows: 1. Order: 1, Nickname: Mad Money, Payment Method: Direct Deposit, Account Type: Savings, Amount/ Percent: 10.00%. 2. Order: 2, Nickname: Savings Acct, Payment Method: Direct Deposit, Account Type: Savings, Amount/ Percent: \$100.00%. 3. Order: Last, Nickname: Checking 1, Payment Method: Direct Deposit, Account Type: Checking, Amount/ Percent: Remaining Balance. The 'Routing Number' and 'Account Number' columns are obscured by a grey box. A 'Reorder' button is located at the bottom left.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Mad Money	Direct Deposit			Savings	10.00%
2	Savings Acct	Direct Deposit			Savings	\$100.00
Last	Checking 1	Direct Deposit			Checking	Remaining Balance

8. **To edit/correct any existing account information, or to remove old accounts**, you can click on the direct deposit account row that needs to be corrected and will be provided the opportunity to change the routing/account number information, account type, deposit type and amounts, priority order, or remove accounts altogether.

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The screenshot shows a web form titled "Edit Account" with a "Cancel" button on the top left and a "Save" button on the top right. The form is divided into several sections:

- \*Nickname:** A text input field containing "Savings Acct".
- \*Payment Method:** A dropdown menu currently set to "Direct Deposit".
- Bank:** A section header followed by:
  - Routing Number:** A text input field with a blue information icon to its right.
  - Account Number:** A text input field with a pencil icon to its right.
  - Retype Account Number:** A text input field.
- Pay Distribution:** A section header followed by:
  - \*Account Type:** A dropdown menu currently set to "Savings".
  - \*Deposit Type:** A dropdown menu currently set to "Amount".
  - Amount:** A text input field containing "150.00".

At the bottom center of the form is a "Remove" button.

- You can edit any of the information by changing the choices in the drop-down boxes or typing over the routing information. To change the account number information, you will need to select the pencil beside that row in order to edit the account number.

9. When all account information has been changed/updated, select the [Save] button to complete the process.