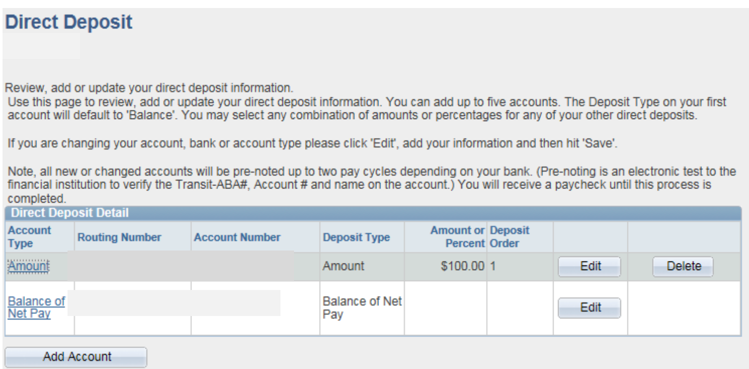
## UPDATING DIRECT DEPOSIT INFORMATION IN EMPLOYEE SELF SERVICE

Employee Self Service users can now review, add or update your direct deposit information.

Log in to Employee Self Service at http://eserve.hr.tufts.edu/ to update your Direct Deposit information. On the Employee Self Service main menu, select **Payroll and Compensation** and then select the **Direct Deposit** link.

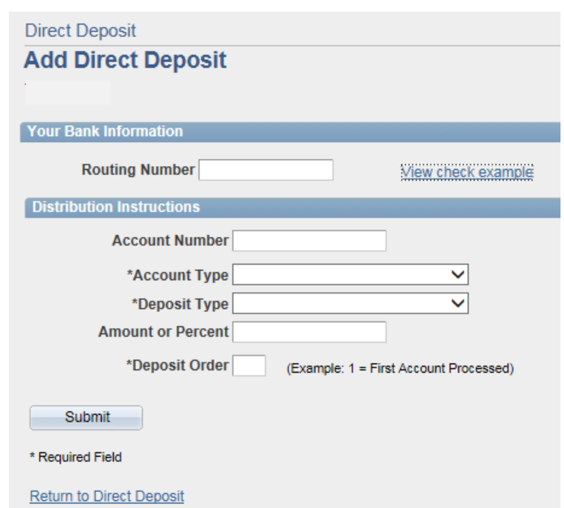

Once you click on the Direct Deposit link, your current direct deposit information will appear.




In this example, the employee has a dollar amount in one row, and the remainder of their pay goes into the "balance" row. The "balance" row is simply the row where the balance of an employee's pay will go after they have allocated other amounts or percentages in other accounts. By default, if an employee's pay is directed to only one account, that is their "balance" row.

### Adding an Account

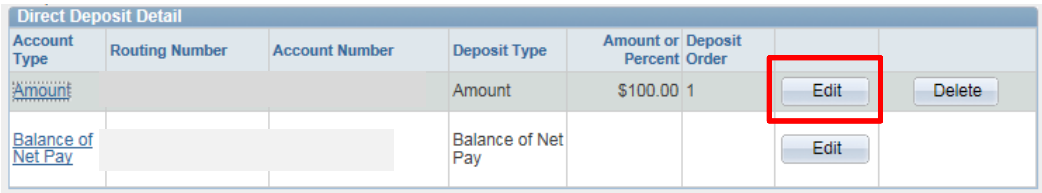
To add an account, click on the **Add Account** button beneath your current account(s). On the page that appears, enter your account information. There is a link to a check example to help you find the location of the routing and account numbers. The system will validate that you entered a legitimate routing number. Never use the account number of your debit card as your bank routing **OR** bank account number.




Please note the "Deposit Order." If you have multiple accounts, you must specify the order that funds will be distributed to those accounts. The direct deposit with lowest deposit will be processed first, and so on. Click **Save** when you are done. A confirmation page will appear, click **OK**. Remember, due to timing issues, your changes may not be reflected on the next paycheck.

**Updating an Existing Direct Deposit Account**

If you have multiple accounts, you may wish to change the amount or percentage you deposit to each account.



Direct Deposit Detail

| Account Type | Routing Number | Account Number | Deposit Type | Amount or Percent | Deposit Order | | |
|---|---|---|---|---|---|---|---|
| Amount | | | Amount | $100.00 | 1 | Edit | Delete |
| Balance of Net Pay | | | Balance of Net Pay | | | Edit | |

Click on the **Edit** button, and a Change Direct Deposit page will appear. This page is similar to the **Add Direct Deposit** page. Make your changes, click Save, and then OK on the confirmation page.
You may also delete any direct deposit account, EXCEPT the balance row. If you would like to designate another direct deposit account as your "balance" account, just edit the information in the balance row with the new account information.