

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.

Direct Deposit

Review, add or update your direct deposit information. Use this page to review, add or update your direct deposit information. You can add up to five accounts. The Deposit Type on your first account will default to 'Balance'. You may select any combination of amounts or percentages for any of your other direct deposits.

If you are changing your account, bank or account type please click 'Edit', add your information and then hit 'Save'.

Note, all new or changed accounts will be pre-noted up to two pay cycles depending on your bank. (Pre-noting is an electronic test to the financial institution to verify the Transit-ABA#, Account # and name on the account.) You will receive a paycheck until this process is completed.

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	

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.

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Balance of Net Pay			Balance of Net Pay			<input type="button" value="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.