



Self Service Guide to Setting up Direct Deposit

Guide to Setting up Direct Deposit

Objectives

Direct Deposit is a mandatory condition of employment with MCCS. The purpose of this module is to teach employees how to set up their own direct deposit in PeopleSoft using Self Service.

Before You Begin

You must have the following:

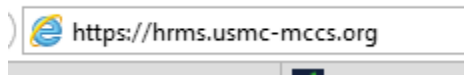
- ✓ PeopleSoft URL
- ✓ Self Service User ID and Password
- ✓ Bank Routing Number
- ✓ Bank Account Number

When to Use

- ✓ Set up Pay Advice Print Options
- ✓ Set up a Direct Deposit
- ✓ Update a Direct Deposit
- ✓ Add additional Direct Deposit Accounts

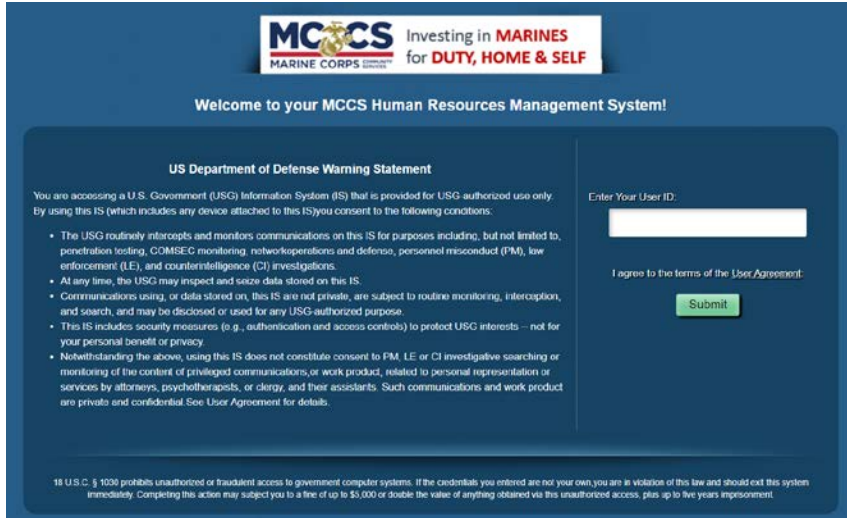
Step 1: Enter the following URL link into the address bar on Internet Explorer.

<https://hrms.usmc-mccs.org>



Step 1

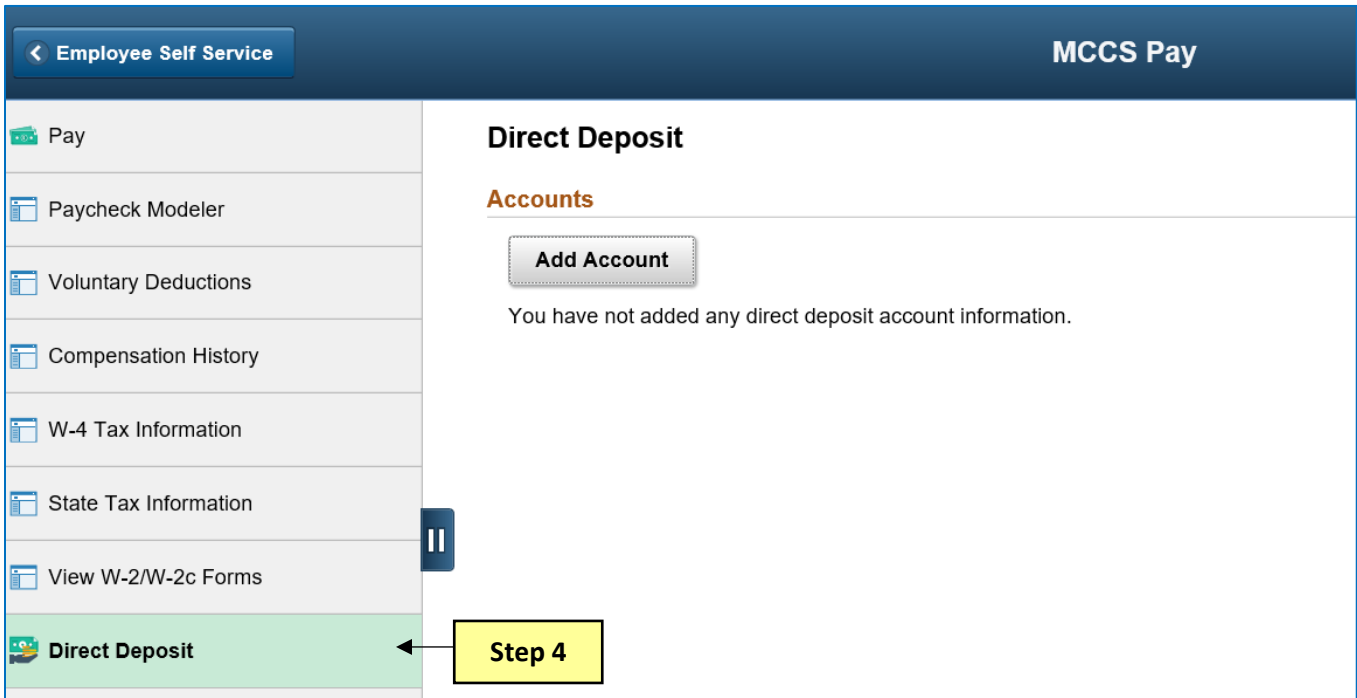
Step 2: Log into Self Service by entering your User ID and Password.



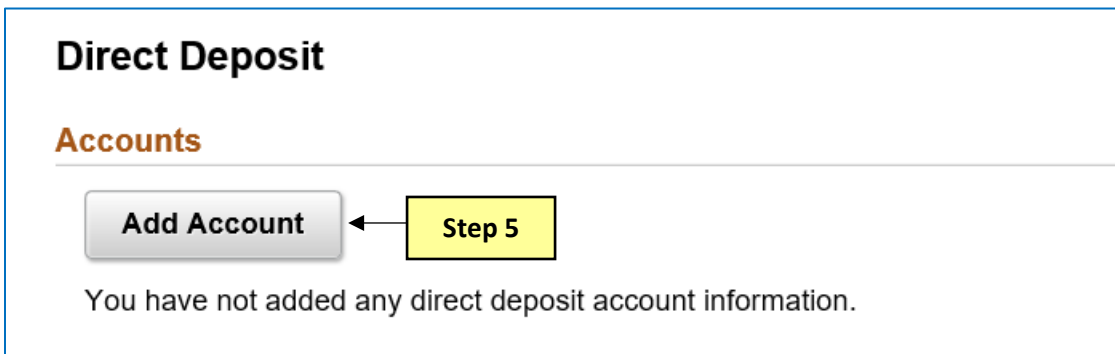
Step 3: Select the Pay tile.



Step 4: Select the Direct Deposit tab from the menu.



Step 5: To begin setting up your direct deposit, select the **Add Account** button.



NOTE: To edit an existing direct deposit account, select the Edit icon to make changes, updates, or to remove the deposit set up completely. To add another account, select the Plus (+) sign in the Accounts section.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	200 Account	Direct Deposit	256074974	123456789	Checking	\$200.00

Step 6: Enter a Nickname for the account.

Step 7: The Payment Method will default to Direct Deposit. Do not change. Direct Deposit is a mandatory condition of employment with MCCS.

Step 8: Enter the Bank Routing Number in the Routing Number field. To see an example of where to find the routing number on a check, select the Information icon.

Step 9: Enter the account number you want to deposit your pay to in the Account Number field.

Step 10: Verify the account number by re-entering it in the Retype Account Number field.

Step 11: Select the Account Type from the drop down menu.

- Checking
- Savings

The screenshot shows the 'Add Account' form with the following fields and callouts:

- Cancel** button (top left) and **Save** button (top right).
- *Nickname** text box with a yellow callout box labeled **Step 6** pointing to it.
- *Payment Method** dropdown menu showing 'Direct Deposit' with a yellow callout box labeled **Step 7** pointing to it.
- Bank** section header.
- Routing Number** text box with a yellow callout box labeled **Step 8** pointing to it. An information icon (i) is circled in red to the right of the field.
- Account Number** text box with a yellow callout box labeled **Step 9** pointing to it.
- Retype Account Number** text box with a yellow callout box labeled **Step 10** pointing to it.
- Pay Distribution** section header.
- *Account Type** dropdown menu with a yellow callout box labeled **Step 11** pointing to it.
- *Deposit Type** dropdown menu.
- Amount or Percent** text box.

Step 12: Select the Deposit Type from the drop down menu.

- **Amount** – to deposit a specific amount from your net pay. Select and proceed to Step 14.
- **Percent** – to deposit a percent of your net pay. Select and proceed to Step 14.
- **Remaining Balance** – to deposit the total amount of your pay or the remaining balance after the amount and percent deposits. Select and proceed to Step 13.

Cancel **Add Account** **Save**

*Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type
Amount
Percent
Remaining Balance

Step 12

Step 13: Only if you have selected Remaining Balance to deposit your entire check into one account, checking or savings, select Save, **this process is complete**. If you are dividing your net pay into different accounts, continue to Step 14.

Cancel**Add Account**Step 12 Save

*Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Step 14: If the deposit type is Amount or Percent, enter the amount or percent in the Amount or Percent field.

Pay Distribution

*Account Type

*Deposit Type

Step 14 → Amount

Pay Distribution

*Account Type

*Deposit Type

Step 14 → Percent

Step 15: Click Save.

Add Account **Step 15** →

*Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

You will receive a save successful message.

MCCS Pay

You have successfully saved your direct deposit changes.

Accounts

+▼

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type
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Step 16: Review the first deposit set up and verify the information is correct. Select the Edit icon to make changes, updates, or to remove the deposit set up completely.

NOTE: If you set up an Amount or Percent direct deposit, you must also set up a Remaining Balance direct deposit for the remaining funds of your paycheck.

Step 17: To add another account, select the Plus (+) sign in the Accounts section.

Direct Deposit

Accounts

Step 17

+

Step 16

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	200 Account	Direct Deposit	256074974	123456789	Checking	\$200.00

Step 18: Complete the required fields referencing Steps 6 through 15.

Step 19: Once you have completed setting up all your direct deposit accounts, verify all information is correct in the Accounts section. Select the Edit icon to make changes, updates, or to remove the deposit set up completely.

Direct Deposit

Accounts

Step 19

+▼

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	200 Account	Direct Deposit	256074974	234567891	Checking	\$200.00
2	50 Percent Account	Direct Deposit	256074974	345678912	Checking	50.00%
Last	Balance Account	Direct Deposit	256074974	123456789	Checking	Remaining Balance

Reorder

Step 20: Review the Order of your direct deposits for accuracy. Select the Reorder button to change the order of your direct deposits.

NOTE: When setting up multiple direct deposits, the Remaining Balance deposit must occur last. The Remaining Balance will deposit the remaining balance of your pay after all other amounts have been deposited. If the Remaining Balance is deposited prior to the other deposits, the other deposits would not take place because the entire net pay would have already been deposited.

Direct Deposit

Accounts **Step 20**

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	200 Account	Direct Deposit	256074974	234567891	Checking	\$200.00 >
2	50 Percent Account	Direct Deposit	256074974	345678912	Checking	50.00% >
Last	Balance Account	Direct Deposit	256074974	123456789	Checking	Remaining Balance >

Reorder

Step 21: Specify the order in which the accounts should be processed by assigning a number to each account. The accounts will be processed in ascending order. For example, the account assigned order number 1 will be the first account processed. A Remaining Balance account will automatically be the last account processed to pay out all remaining funds. To reassign the remaining balance from one account to another, select the Edit icon on the main Accounts page to update the distribution details.

Step 22: Click Save.

Reorder Accounts **Step 22** → **Save**

Accounts i

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	<input type="text" value="1"/>	200 Account	234567891	\$200.00
2	<input type="text" value="2"/>	50 Percent Account	345678912	50.00%
Last		Balance Account	123456789	Remaining Balance

Step 23: Once you have completed setting up all your direct deposit accounts, verify all information is correct in the Accounts section.

Step 24: Select an option for printing your direct deposit pay statement (Biweekly Leave and Earnings Statement).

- Yes - Your payroll office can print and mail your statement each biweekly pay period.
- No - You can view and print your statement immediately upon payroll completion each biweekly pay period and at any time through your Employee Self Service.

NOTE: Please verify with your local payroll office prior to selecting Yes to verify that they provide this service.

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	50 Percent Account	Direct Deposit	256074974	345678912	Checking	50.00%	>
2	200 Account	Direct Deposit	256074974	234567891	Checking	\$200.00	>
Last	Balance Account	Direct Deposit	256074974	123456789	Checking	Remaining Balance	>

Reorder

Print Option

Send a paper copy of the direct deposit pay statement to my home. No

Step 24

This process is complete.