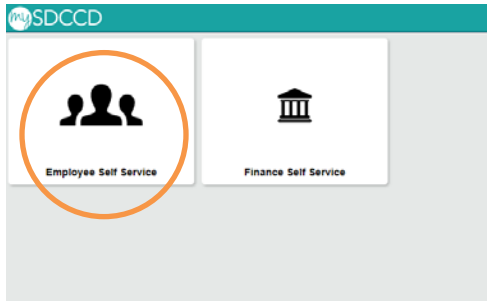
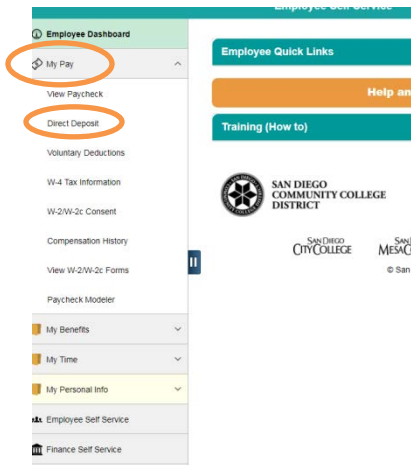


DIRECT DEPOSIT

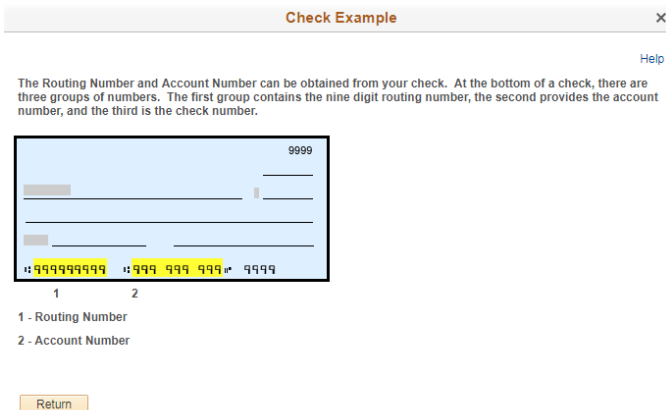
- Any SDCCD employee can enroll in direct deposit. This can quickly be done through **PeopleSoft**. Here are the instructions on how to enroll in Direct Deposit through PeopleSoft.



Step 1: Log into PeopleSoft and choose **EMPLOYEE SELF SERVICE**



Step 2: On the left hand column, click on **MY PAY**, and then select **DIRECT DEPOSIT**.



Step 3: Click **ADD ACCOUNT** and Enter your account information using your Routing # and Account # and then **ACCOUNT TYPE** (Checking or Savings)

See the picture on the left for reference if needed.

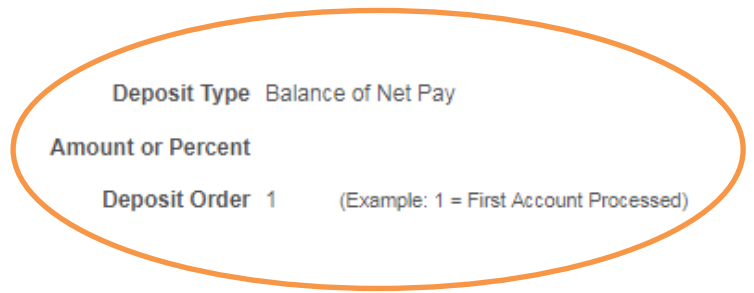
Entire Check Deposited:

If you would like your entire check deposited into your account:

- Select **BALANCE OF NET PAY** as the **DEPOSIT TYPE**.
- You may also choose **PERCENT** and add **100**.

Then for **DEPOSIT ORDER**, please select the number **1**.

- This lets the bank know that this is your preferred bank account (first priority).



Partial Check/Multiple Accounts:

PeopleSoft also gives employees the option of having multiple accounts or only getting a portion of the check deposited.

If there are multiple accounts:

- Add first account, by using the instructions above
- If you would like a **PERCENT** or a specific **AMOUNT** to go into a certain bank account, change the **DEPOSIT TYPE** to Amount or Percent and add whichever you prefer
 - Example: 30% into checking, or \$100 into savings.
- **This will be *DEPOSIT ORDER #1.**
- For the remainder of the check, add the second account and use the **DEPOSIT TYPE** as **BALANCE OF NET PAY**. This will deposit the remainder of the paycheck.
- **This will be *DEPOSIT ORDER #2.**



*****Please note that your next check after enrolling in Direct Deposit **WILL BE A PHYSICAL CHECK.** This is because your bank needs to preauthorize your account, and that will take one pay cycle. If everything is approved from your bank, the check after that will be deposited into the account. *****