# How to enter Direct Deposit Info into PeopleSoft

<u>Before you follow these instructions make sure you have your bank's routing number and your account number.</u>

The County allows direct deposit into multiply banks and accounts. The first payroll is used to confirm that the routing number goes to a bank and the bank has an account with the number entered. The County does not confirm that the account belongs to the employee so make sure you enter the information correctly.

You will receive a paper check after entering or changing your direct deposit info in PeopleSoft. The paper check will be sent to your payroll coordinator and you will be contacted via email on how to pick it up.

1. Sign into PeopleSoft. (If you don't know how, please talk with your supervisor)

2. Click on Main Menu - Self Service - Payroll and Compensation - Direct Deposit
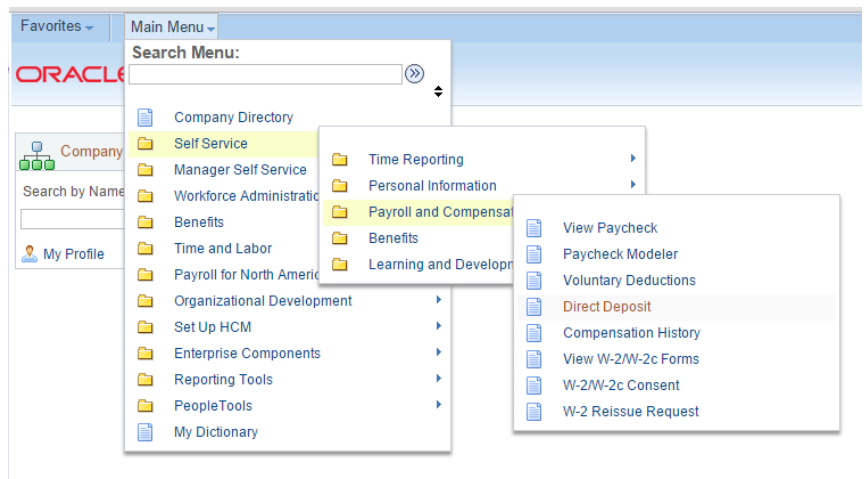
3. Enter Bank's routing number, Account number, Account type, Deposit type, Amount or Percent*, Deposit Order**.

 *If you want your whole check to be deposited in the one bank account put 100%.

**If entering only one bank account, enter a 1 here. If entering more than one bank account, enter which order you want the County to deposit your check in this bank account.