Employee Self Service
Adding and Modifying Direct Deposit Information

Hobart and William Smith Colleges seek to provide employees with access to their personal information. Through Self Service you may set up and modify payroll direct deposit. You may have up to four U.S. bank accounts receiving direct deposit.

To access the Self Service Direct Deposit menu:

1. Log in to PeopleSoft Portal at [http://psportal.hws.edu](http://psportal.hws.edu) using your HWS username and password

2. On the portal page, click Human Resources

3. On the menu, click Main Menu > Self Service > Payroll and Compensation

4. On the Payroll and Compensation menu, click Direct Deposit
To Add Direct Deposit Accounts:

5. On the Direct Deposit screen, click **Add Account**

6. On the Add Direct Deposit screen, you will need both the bank routing number and the account number; if you are unsure of how to find either of these numbers, click **View check example**

7. On the Check Example screen, a sample check showing where to find the routing and account numbers is shown; to return to the Add Direct Deposit screen, click **OK**
8. On the Add Direct Deposit screen, enter the following information:

- **Routing Number**
- **Account Number**
- **Account Type** (e.g. checking or savings)
- **Deposit Type** (select amount, balance or percent)

   Amount: enter a specific dollar amount, such as $50, by entering 50.00

   Balance: the remainder of a paycheck (if only entering one deposit, select balance)

   Percent: a specific percentage of a given check, such as 20% (actual dollar amount will vary from check to check) by entering 20.

- **Deposit Order**

  Deposit Order: the order in which deposits are made (if more than one direct deposit is entered). Of all your direct deposits, the direct deposit that is the Balance deposit type must have the highest deposit order number, so that it is processed last.

9. Click **Submit**

10. After the submission processes, you should see a Submit Confirmation; click **OK**

   **Please note:** The initial deposit for a new bank account is always “pre-noted,” meaning that a test transaction of $0 is sent to the bank as the first direct deposit transaction. This is done to ensure the correct routing and account numbers are in the system. Actual payroll money will not be transferred until the second direct deposit transaction.
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To Change a Direct Deposit:

1. Follow the instructions above to access the Self Service Direct Deposit menu  
2. In the row of the account to change, click Edit  
3. In the Change Direct Deposit screen, make the necessary changes  
4. Click Submit  
5. After the submission processes, you should see a Submit Confirmation; click OK

To Remove a Direct Deposit:

Prior to removing a bank account, please contact the Payroll office at ext. 3342.

1. Follow the instructions above to access the Self Service Direct Deposit menu

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2. In the row of the account to remove, click Delete.

3. On the Delete Confirmation screen, click Yes –Delete.

4. After the submission processes, you should see a Submit Confirmation; click OK.

No changes to direct deposit may be made while payroll is being processed. If you have questions, please contact Payroll at ext. 3342.