

DIRECT DEPOSIT DIRECT DEPOSIT

FAST CONVENIENT EFFICIENT SECURE



CPS HR4U Employee Self-Service - Updating Direct Deposit

The following instructions will assist you in updating your Direct Deposit via employee self-service. For assistance with this process, please call CPS HR Payroll Services at (773) 553-4729 Option 1.

IMPORTANT INFORMATION:

In order to update or change your direct deposit information there are some important details to know.

1. You will need your bank routing number and account number. Below is a sample check that shows where you can find these important numbers. **NOTE: DO NOT use deposit slips to obtain these numbers as some banking institutions do not display the actual routing number on those slips.**

Your Name
123 Your Street
Your Hometown, State 12345

12-03

1026

Date

Pay to the Order of \$

YOUR CHECK

Memo

123456789 1234567890101 1026 12-3/ 456 XX 789

ABA/Routing Number

Account Number

Check Number

- Funds that are sent to incorrect bank accounts due to data entry error are returned by banking institutions generally within 5 business days. It is therefore important for employees to review their changes to avoid delay in receiving their pay.
- Each direct deposit can be stated as a percent of net pay, a dollar amount, or as a balance of net pay.

Example 1: Suppose that an employee wants \$100 deposited to a savings account and the remaining net pay deposited to a checking account. To do this, you set up two rows of distribution data:

OBJECTIVE	PRIORITY	ACCOUNT TYPE	AMOUNT/PERCENT	DEPOSIT TYPE
\$100 to Savings	1	Savings	\$100.00	Amount
Deposit remainder in Checking	2	Checking	100% Net Pay	Balance

Example 2: Suppose that an employee wants 10% deposited to a savings account and the remaining net pay deposited to a checking account. To do this, you set up two rows of distribution data:

OBJECTIVE	PRIORITY	ACCOUNT TYPE	AMOUNT/PERCENT	DEPOSIT TYPE
10% to Savings	1	Savings	10.	Percent
Deposit remainder in Checking	2	Checking	100% Net Pay	Balance

STEP-BY-STEP HOW TO ENROLL

- LOG INTO HR4U.CPS.EDU



Welcome to

Employee Signon

User ID

Password



2. **CLICK ON "MY PROFILE"** link on the right hand side of the HR4U homepage.

My Personal Profile

▶ [My Profile](#)

Click above to access direct employee HR information and services.

3. **CLICK ON THE "DIRECT DEPOSIT"** link on the bottom of the page.

Quick Links	
View Paycheck and Benefit Days	Personal Information
Voluntary Deductions	Benefits Summary
Direct Deposit	Learning and Development
Federal W4 Tax Information	Kronos/Workforce Central

4. **UPDATE YOUR DIRECT DEPOSIT INFORMATION** - After clicking on the link for Direct Deposit you will see your current enrollment. Click on Add, Edit or Delete to update your personal banking information.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Ant:Pct</u>	<u>Deposit Order</u>
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[Add Account](#)



Click on Add Account

[Return to Payroll and Compensation](#)

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt.Pct	Deposit Order	
Savings	10293847	10293847	Balance		999	Edit Delete
Add Account						

[Return to Payroll and Compensation](#)

Click on Add Account, Edit or Delete

Direct Deposit

Add Direct Deposit

Suzie Chapstick

*Account Type:

*Deposit Type:

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Deposit Order: (example: 1 = first account processed)

Add/Edit

***Account Type (1)**: Select your account type (Checking or Savings). If you select "Issue Check" your funds will not be direct deposited.

***Deposit Type (2)**: Select Amount, Percent or Balance. You must designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made by selecting Balance as the deposit type. If you do not do this, the remaining balance is issued through a check.

Amount/Percent: Enter amount or percent if the account being entered was designated with Deposit Type of Amount or Percent.

***Routing Number (3)**: Enter your bank routing number (note: see instructions on page 1). If you enter an invalid routing number a system error will appear. If you continue to receive system errors; contact Payroll Services for assistance (773-553-4729 option 1).

***Account Number (3)**: Enter your account number.

***Deposit Order (4)**: Enter the order in which you would like the system to process your direct deposit. Lowest number will be processed first.

Delete

If you have a need to stop a direct deposit, select Delete. The system will prompt a validation to ensure that you are certain you would like to delete the banking instruction.

The screenshot shows a web interface titled "Direct Deposit" with a sub-header "Delete Confirmation". A question mark icon is followed by the text "Are you sure you want to delete this Deposit Account" and the account number "1938302075" is circled in red. Below this are two buttons: "Yes - Delete" and "No - Do Not Delete", each with a hand cursor icon. To the right, a yellow box contains the text: "The account number of the direct deposit will appear for confirmation" and "Click on Yes - Delete or No - Do not Delete".

5. **SAVE YOUR CHANGES** - Click on the Submit button upon completion.

The screenshot shows a web interface titled "Direct Deposit" with a sub-header "Add Direct Deposit". The name "Suzie Chapstick" is displayed. Below are several fields: "Account Type" (dropdown), "Deposit Type" (dropdown), "Amount/Percent" (text input), "Routing Number" (text input with a link "View check example"), "Account Number" (text input), and "Deposit Order" (checkbox with text "(example: 1 = first account processed)"). A legend indicates "* Required Field". At the bottom, there are two buttons: "Save" and "Click Save", and a link "Return Direct Deposit" with a hand cursor icon.

6. **CONFIRMATION** - You will receive a Confirmation screen acknowledging the transaction was successful. However, due to timing, your change may not be reflected on the next paycheck. Click Ok, and your changes will be displayed. To return to the menu, click on Return to Payroll and Compensation.

Menu

- ☒ Compensation & Benefits
- ☒ Employee Services
- ☒ Payroll
- ☒ Self Service Quick Links
- ☒ PeopleTools

Home and Mailing Address

Save Confirmation

✓ The Save was successful.

OK

7. **CLICK ON THE "PAY STATEMENT PRINT OPTION" LINK** to update your print option.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	10293847	10293847	Amount	\$800	1	Edit	Delete
Checking			Balance		999	Edit	Delete

[Add Account](#)
[Pay Statement Print Option](#)

[Return to Payroll and Compensation](#)

Click on Pay Statement Option

8. **SELECT "PAY STATEMENT PRINT OPTION" AND "SAVE" YOUR CHANGES.** Click on the radio button – *Do not print a copy of the Direct Deposit Statement* and then click on the Save button.

Direct Deposit
Pay Statement Print Option

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

- Print a copy of the direct deposit Statement
- Do not print a copy of the Direct Deposit Statement

Save

[Return to Direct Deposit](#)

Select "Do not print" and Save