

Setting up Your Direct Deposit for Employee Reimbursement

Part ONE: [Day One]

A. Login Travel and Expenses Module [TEM]

1. Click Profiles and Preferences
2. Choose Review/Edit Profile
3. Click 'Bank Accounts' tab
4. **De-select** 'Select to Receive Reimbursement by Check' box; this box **must** be blank
5. Click 'Save'

ORACLE Georgia Perimeter College

Favorites Main Menu > Employee Self-Service > Employee T&E Center > Profiles and Preferences > Review/Edit Profile

Employee Data Organizational Data User Defaults **Bank Accounts**

Mischelle Standifer

Organizational Data Find | View All First 1 of 1 Last

GL Unit: 71000 Georgia Perimeter College Default Profile Hold Payment

Department: 6409302 Accounting Services

*Payment Method: Electronic Funds Transfer Select to Receive Reimbursement by Check

Personalize | Find | First 1 of 1 Last

Bank Account Info Prenote Info [EDIT]

Default	Source	Bank Name	Bank ID	Branch Name	Bank Account #
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B. Selecting One Account as Remaining Net Pay in ADP Portal

1. Login ADP portal
2. Click Pay & Taxes
3. Notice the REMAINING NET PAY ACCOUNT section
4. Scroll to bottom of page
5. Click on your desired 'Checking Account' link

Employee Home Time & Attendance **Pay & Taxes** Personal Information Benefits Career

Direct Deposit ?

This page displays the direct deposit information currently in effect. To add a new direct deposit, click **Add New**. To delete or change a direct deposit, click the appropriate direct deposit account.

Note: An asterisk (*) identifies the account that will receive any pay that is not allocated.

Important Note: When you add or change bank accounts (even for partial deposits), you will see a pop up message that refers to "prenotification". During this time (usually 1 pay period) you will not receive a direct deposit but will receive via mail an **actual paycheck** until your bank validates your account information.

Disclaimer: Please do not attempt to spread your direct deposit monies in more than 8 accounts. Attempts to process more than 8 direct deposit accounts may result in an inaccurate processing of these accounts.

Field Name	Details
Account	This is the type of account you are going to set up for your direct deposit.
Priority	Defines the order that funds will be deposited - the lower the number the higher the deposit priority . Enter a unique number from 1 - 999 to prioritize your accounts. For example, if you have Savings as priority 1 and Checking as priority 2, then Savings will have priority over Checking because it is priority 1.
Deposit Amount	Enter an Amount/Percent if you only want to deposit a portion of your check into this account. Note: <i>If you enter an amount or percent here, do not select Remaining Net Pay.</i>
Remaining Net Pay Account	You should have one account selected as Remaining Net Pay. This is the account that receives any remaining pay that is not allocated to other direct deposit accounts. If you have not designated one account as "Receiving Net Pay", the system will automatically assign your highest priority direct deposit account as your "Remaining Net Pay" account. Please Note: This is the account that will be used for your employee reimbursements if your institution uses the PeopleSoft Financials Travel & Expenses Module.
Bank Transit Number	Enter a valid Transit Number as shown in the example.
Account Number	Enter a valid account number as shown in the example.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
Checking *	200	XXXXXXXX	XXXXXX2645	\$0.00

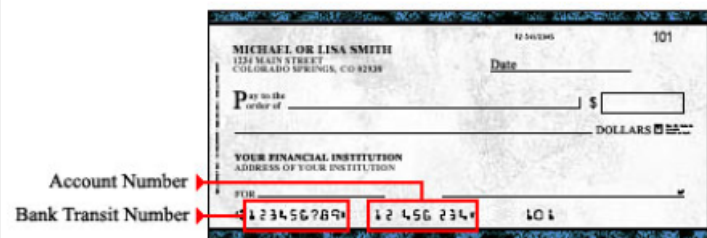
C. Clicking the REMAINING NET PAY ACCOUNT box

1. Click the REMAINING NET PAY ACCOUNT box
2. Save

Enter your changes and click **Save**. To remove a direct deposit amount click **Delete**.

When Reveal is clicked, your transit and/or account numbers are viewable. Because of this we recommend you take precautions to prevent unauthorized viewing of your account details.

Account:	Checking
Priority:	200
Deposit Amount:	<input checked="" type="radio"/> Amount <input type="radio"/> Percent <input type="text" value="0.00"/> Allow Partial Deposit <input type="checkbox"/>
Remaining Net Pay Account:	<input checked="" type="checkbox"/>
Bank Transit Number: Reveal Bank Transit Number
Confirm Bank Transit Number:
Account Number: Reveal Account Number
Confirm Account Number:



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Part TWO: [Next Day]

Confirm that ADP updated TEM with your checking account

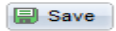
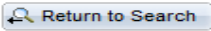
1. Login TEM Self-Service portal>Profiles and Preferences>Review/Edit Profile
2. Click the BANK ACCOUNTS tab
3. Confirm your bank account # is shown

The screenshot shows the Oracle HR Self-Service portal for Georgia Perimeter College. The user is Michelle Standifer. The 'Bank Accounts' tab is selected. The 'Payment Method' is set to 'Electronic Funds Transfer'. The 'Select to Receive Reimbursement by Check' checkbox is unchecked. The 'Bank Account #' field is highlighted with a red box and labeled 'YOUR account here!'.

If your correct bank account # is shown*, proceed to the **PAYMENT METHOD** section

4. Confirm that the 'Select to Receive Reimbursement by Check' box is blank
5. Confirm that the Payment Method is Electronic Funds Transfer
6. Click the EFT Options link





EFT Options

 Save  Return to Search

[Employee Data](#) | [Organizational Data](#) | [User Defaults](#) | [Bank Accounts](#)

7. Confirm the PAYMENT FORMAT is 'Trade Exch'
8. Confirm the TRANSACTION HANDLING is 'Pay+Advice'
9. Click OK
10. SAVE [if any edits were made]

Employee EFT Options

EFT Options		
Payment Format:	<input type="text" value="Trade Exch"/>	<input type="checkbox"/> Complex Routing
Transaction Handling:	<input type="text" value="Pay+Advice"/>	<input type="checkbox"/> Crossed Check
Domestic Costs:	<input type="text"/>	Pmnt Inst1: <input type="text"/> 
Corr Costs:	<input type="text"/>	Pmnt Inst2: <input type="text"/> 
Bank Check Drawn On:	<input type="text"/>	Pmnt Inst3: <input type="text"/> 
Check Forwarding:	<input type="text"/>	Pmnt Inst4: <input type="text"/> 
Payment Instruction Ref 1:	<input type="text"/>	
Payment Instruction Ref 2:	<input type="text"/>	

CONGRATULATIONS! You have successfully setup your reimbursement payments for Direct Pay. Allow up to 15 days to be effective

IF YOUR BANK ACCOUNT # IS **NOT SHOWN AND YOU DID SUCCESSFULLY COMPLETE Part ONE AT LEAST 24 HOUR AGO, contact your Expense Administrator, Mischelle.Standifer@qpc.edu.*