

Employee Self-Service for Direct Deposit

If you have questions that are not addressed in this document, please contact the payroll department at 281-998-6149.

We have implemented the ability for you to change your direct deposit information via SOS on the web. At the time when we are processing the payroll, this option will be temporarily closed. This is usually 2 – 3 business days prior to payday.

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First Time Enrollment for Direct Deposit

To complete this process, you will need your bank routing number and your account number. This information is usually found along the bottom of your personal check. Some banks use a separate routing number on deposit slips, so we do not recommend using your deposit slip. (The routing number will never begin with a 5). The 16 digit number appearing on your debit card is not the same as your account number and cannot be used in its place.

1. Log into SOS.
2. Select the "My Employee Information" tab.
3. Select the "Pay Information" option.
4. Select "View & Update Direct Deposit" link.
5. Select "Add New Direct Deposit".

The following Screen will appear:

Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose Save.

Please review which checks have already been processed so you can verify when this change will take effect.

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
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* - indicates a required field.

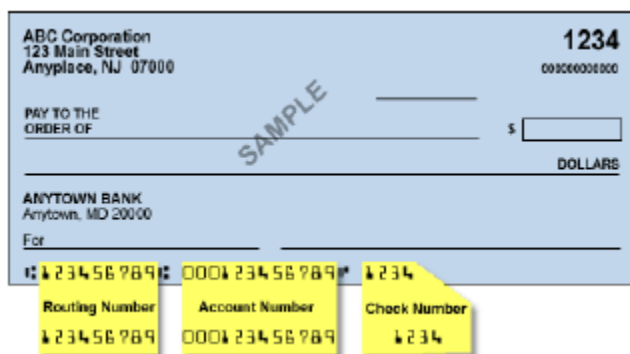
Add Allocation:

Bank Routing Number: *

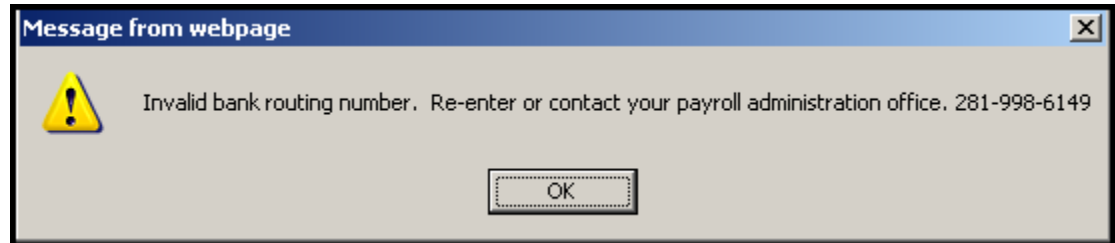
Account Number: *

Account Type:

Amount or Percent:



6. Enter the following information using the tab key between fields.
 - a. Bank Routing Number (Bank routing numbers begin with 1 or 3. Use the number on you check, not deposit slip) If the routing number is not accepted the message below will appear. Verify that you entered the correct number. If correct, contact the payroll office as indicated.



- b. Enter Account Number (This must be the bank account number and not the 16 digit number on the front of your debit card).
 - c. Enter Account Type (Checking or Savings).
 - d. Enter Amount or 100% (Cannot be an amount if you will only have one account allocated). If it is not 100%, you will need to add an additional account.
7. Click Save.
8. If you wish to add additional accounts after adding your initial account:
 - a. Find "Add Allocation" below your initial entry. Enter the requested information; follow Steps 5 & 6 under "Add an Additional Bank Account".
 - b. If you don't see the "Add Allocation", refer to the next section, "Adding an additional bank account."

Adding an Additional Bank Account

After your primary account is established, you may enter additional direct deposit accounts. When adding bank allocations, make sure to move the “Remaining” bank to the bottom of the list by reordering the priority numbers, and clicking Reorder. **The Bank allocation listed as “Remaining” MUST be the last priority.**

1. Log into SOS.
2. Select the “My Employee Information” tab.
3. Select the “Pay Information” option.
4. Select “View & Update Direct Deposit” link.
5. Enter the following Information using the tab key between fields

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
JSC Credit Union	313083992	11111	Savings	1	100.00%	Prenote

* - indicates a required field.

Add Allocation: ←

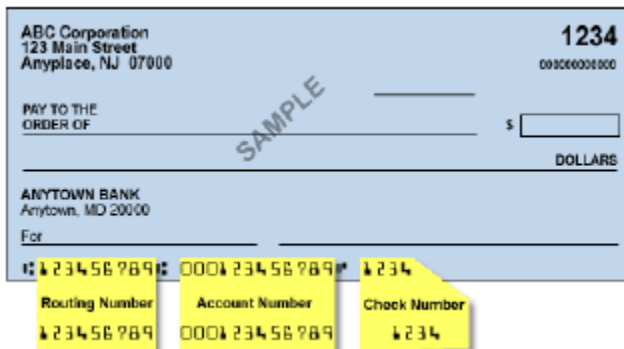
Bank Routing Number: *

Account Number: *

Account Type:

Remaining Amount:

Amount or Percent:



- a. Bank Routing Number (Bank routing numbers begin with 1 or 3) If routing number not accepted the message below will appear. Verify that you entered the correct number. If the routing number you entered matches your bank, contact the payroll office as indicated.



- b. Enter Account Number (This must be the bank account number and not the 16 digit number on the front of your debit card).
- c. Enter Account Type (Checking or Savings) Amount or 100% (Cannot be an amount if you will only have one account allocated.)

6. Click Save.

7. The bank account receiving the remaining balance must always be the last priority sequence. An error message will be displayed at the top of the page if remaining is not last.

✔ The new allocation has been saved successfully.
⚠ **Remaining amount must be the last Priority. Please reorder Priorities.** ←
ℹ Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose Save.
⚠ **Please review which checks have already been processed so you can verify when this change will take effect.**

Allocation:						
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
JSC Credit Union	313083992	11111	Savings	1	↔	Remaining Prenote
JSC Credit Union	313083992	2222222	Checking	2		50.00% Prenote

Reorder ←

Remember priorities and select the reorder button. Account marked remaining must be the highest (last) priority number. Example here is INCORRECT.

NOTE: It is possible, **but NOT CORRECT** to have more than one account marked remaining. If you have this, please either inactivate one account, or uncheck remaining so there is only one account marked as remaining. Please contact the payroll department at ext. 6143 if you have any questions.

Changing an Amount on an Existing Direct Deposit Allocation

1. Log into SOS
2. Select the “My Employee Information” tab
3. Select the “Pay Information” option
4. Select “View & Update Direct Deposit” link
5. Click on the bank name for the account to have the amount changed.

Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

Bank Name: JSC Credit Union
Bank Routing Number: 313083992
Account Number: 2222222
Inactivate:
Account Type:
Remaining Amount:
Amount or Percent:

You can change an amount, percent, or change amount/percent option.

[Update Direct Deposit Allocation](#) | [Direct Deposit Allocation](#)

6. Update the appropriate values.
7. Click Save.
8. The bank account receiving the remaining balance must always be the last priority sequence. An error message will be displayed at the top of the page if remaining is not last. **IF YOU DO NOT REORDER YOUR ACCOUNTS SO THAT THE REMAINING ACCOUNT IS LAST, ANY AMOUNT AFTER THE ACCOUNT MARKED AS REMAINING, WILL NOT RECEIVE FUNDS.** You will receive all funds, but they will not be allocated as expected.

Note: To determine effective date of this change follow these steps.

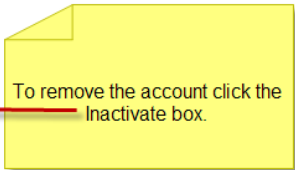
- Click on Return to Menu
- Select Pay Stub
- Select Stub Year (Current year)
- The first date displayed on the list indicates the last check processed. The Direct Deposit change just made will be effective on the next check.

Stopping a Direct Deposit Allocation

1. Log into SOS.
2. Select the "My employee information" tab.
3. Select the "Pay Information" option.
4. Select Direct Deposit Link.
5. Select "View & Update Direct Deposit" under the Proposed Pay Distribution.
6. Beneath Bank Name, Click on the bank account to be changed.
7. Check the Inactivate box.

Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

Bank Name: JSC Credit Union
Bank Routing Number: 313083992
Account Number: 2222222
Inactivate: 
Account Type:
Remaining Amount:
Amount or Percent:

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8. Click Save.
9. If you have inactivated a bank and are left with only 1 active account, it must show 100% and not a dollar amount. To change it from an amount to 100%, click on the bank name, enter 100 in the amount or percent field, select percent in the next box and click Save.