PeopleSoft Direct Deposit Through Employee Self Service - Employee

Log into PeopleSoft Human Resources

- Open browser
- Go to: https://cubshrweb.clemson.edu/psp/ps/EMPLOYEE/HRMS/h/?tab=DEFAULT
- Enter your Clemson ID and Password
- Click Sign In
- Two-Factor Authentication (2FA) – (For instructions on 2FA go to: http://ccit.clemson.edu/support/faculty-staff/two-factor-authentication)

Navigation into Self Service Direct Deposit

- Starting at the Main Menu, click on Self Service
- Click on Payroll and Compensation
- Click on Direct Deposit
- Enter HR PIN (Your HR PIN was mailed to the address on file with HR. For more information about your HR PIN go to: http://ccit.clemson.edu/support/kb and click on HR PIN FAQ)
PeopleSoft Direct Deposit Through Employee Self Service - Employee
A Direct Deposit Authorization Message will appear. Read through the important information included in the message and click on OK.

To add a new account click on the Add Account button
PeopleSoft Direct Deposit Through Employee Self Service - Employee

Direct Deposit

Your Name

Direct Deposit Information

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

Direct Deposit Details

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Deposit Percent Order</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td></td>
<td></td>
<td></td>
<td>Balance of Net Pay</td>
<td>999</td>
<td></td>
</tr>
</tbody>
</table>

Add Account
Enter account information

You can enter up to 5 distributions. This can be made up of a mix of multiple financial institutions, as well as checking and/or savings accounts.

### Direct Deposit
### Add Direct Deposit

Barney Fife

<table>
<thead>
<tr>
<th>Your Bank Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routing Number</td>
</tr>
<tr>
<td>View Check Example</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distribution Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>Retype Account Number</td>
</tr>
<tr>
<td>*Account Type</td>
</tr>
<tr>
<td>*Deposit Type</td>
</tr>
<tr>
<td>Amount or Percent</td>
</tr>
<tr>
<td>*Deposit Order</td>
</tr>
</tbody>
</table>

**Submit**

* Required Field

**Return to Direct Deposit**

**Routing Number** – This can be obtained from looking at the bottom of a blank check (not a deposit slip). See “View sample of a blank check”. You can also obtain this number from your financial institution.
PeopleSoft Direct Deposit Through Employee Self Service - Employee

**Account Number** – Also available on the bottom of a blank check or directly from your financial institution.

**Account Type** – Choose either Checking or Savings

**Deposit Type** – You can specify either a set AMOUNT, a PERCENT or the BALANCE of your net pay.

**Amount or Percent** – If you choose Deposit Type = Amount, enter the amount. If you chose Deposit Type = Percent, enter the percent. If you choose Deposit Type = Balance, leave blank.

**Deposit order** – Your net pay will be deposited in the order listed in this field. Deposit Order # 1 is where the Amount or Percent will go 1st. The net pay will be deposited in the order of 1 to 5.
If needed, click on the View Check Example link to view a check example showing the location of the Routing Number and Account Number.

Click Return to return to the main Direct Deposit page

After entering the required fields, click Submit. You will then receive confirmation of a successful change. Click OK to proceed.
Direct Deposit

Save Confirmation

✓ The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK
After you have completed the entry of an account, you will be returned to this screen:

**Direct Deposit**  
Barney Fife

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Deposit Percent Order</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>253078730</td>
<td>12345</td>
<td>Amount</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you would like to add an additional account for Direct Deposit, click the “Add Account” Button. Follow the same steps above to complete the Direct Deposit page.

If you want to EDIT an existing account, click the **Edit** icon. Make changes to the desired fields.

After you have input the changes, click Submit.

Upon completion of your Direct Deposit entry, please Sign Out to exit the system or use the Main Menu to navigate to another Self Service option.