Direct Deposit Help

Using Payroll Direct Deposit is the safe, private, and convenient way to get paid, and it puts you in control!

Note: Due to banking rules, your payment could be returned to the State of Michigan if your deposit is directed to a **foreign** account. Contact your bank for questions about the status of your bank account.

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Hold the 'Ctrl' key and click the hyperlink to access each section

- **Questions?**
    If you have questions or need help, please contact:

    MI HR Service Center
    Phone: (877) 766-6447
    Fax: (517) 241-5892
    Hours: 8:00am – 5:00pm (ET), Monday through Friday except State Holidays
   **Address**: P.O. Box 30002
           Lansing, MI 48909

    House, Senate, Judicial or MEDC Corporate employees contact your HR Office

Getting Started

Three things you need to add a Direct Deposit Account:
- Bank Name or Routing Number
- Account Number
- Account Type: Checking or Savings
   (Routing and checking account numbers are on your checks)

Routing Number   Account Number

Account number can include 1-17 letters or numbers
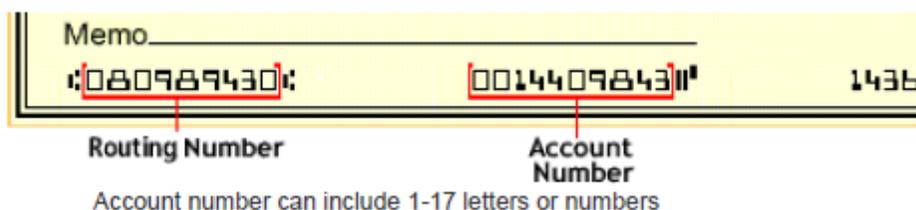
Adding Your First Direct Deposit

1. Log into your HR Self-Service Account
2. In the upper left-hand corner, click Bookmarks
3. Navigate to Employee Self-Service, Pay, and then Direct Deposit

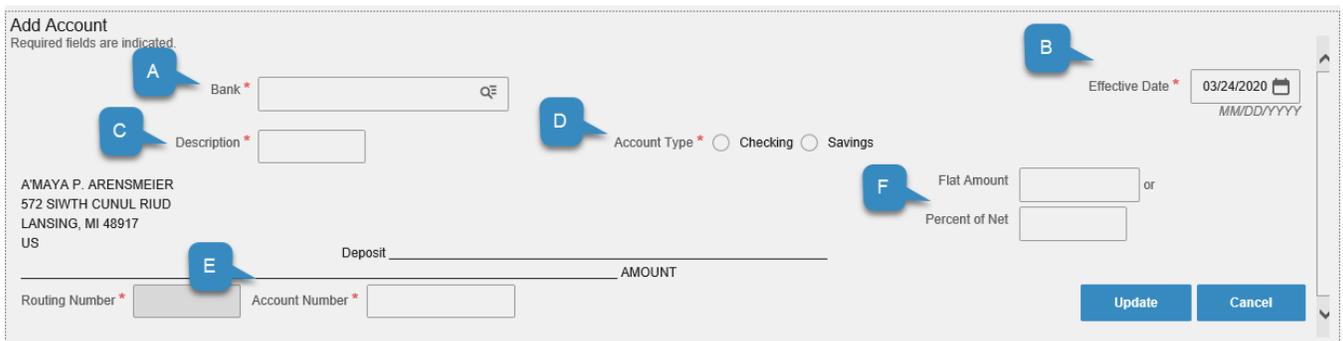### Direct Deposit

Direct Deposit

Accounts

You may open up to 5 account(s).   Direct Deposit Help

To open a bank account, you will need your bank routing and account numbers.

Add

4. Click the Add button
5. Read the authorization disclosure; click I agree, or I do not agree with this statement. If you agree, it gives the same weight as your written signature. If you don't agree, the Direct Deposit process is cancelled. If you have already agreed to this during your session, you will not receive this message a second time.
6. Enter the number of accounts you are prepared to add; you can add up to five active direct deposits; click Continue

Deposit Amount

How many accounts do you plan to open?

0

Continue   **Cancel**
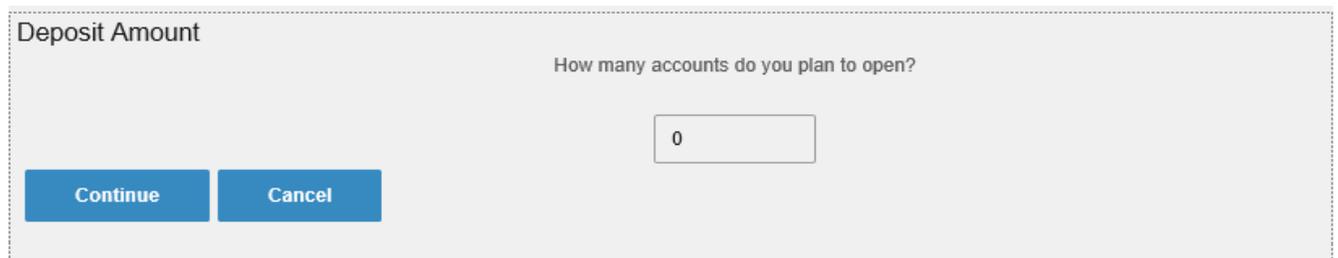
7. The first account you will add is your default account which is designated at 100%
8. To add an Account, complete the following fields:

Add Account
Required fields are indicated.

A   Bank *

B   Effective Date *   03/24/2020
MM/DD/YYYY

C   Description *

D   Account Type * ○ Checking ○ Savings

A'MAYA P. ARENSMEIER
572 SIWTH CUNUL RIUD
LANSING, MI 48917
US

F   Flat Amount ____ or
Percent of Net ____

E   Deposit _____
AMOUNT

Routing Number * ____   Account Number * ____

Update   **Cancel**

2

a. **Bank** – Click the Search button on the right side of this field to open the dialog box; search for your Routing Number or Bank by name and click the hyperlink to select

b. **Effective Date** – Today's date or any date going forward
c. **Description** – This is used for your personal reference and is limited to 8 characters
d. **Account Type** – Checking or Savings
e. **Account Number**
f. **Amount** - Percent of Net is automatically set at 100% when you only have one account

9. Click Update

REMEMBER
- o The first payroll processed by the State after the added date is for the prenotification process
- o Prenotification is when a test deposit is sent to your bank to ensure the routing and bank account numbers are correct
- o The payroll after the prenotification process your money will be deposited to your account
- o In order to revoke a default account, you should add another account first

Managing Your Direct Deposit Accounts

When managing your accounts, you can:
- Add Additional Direct Deposit Accounts
- Change a Deposit Amount
- Select a New Default Account
- Reorder Your Accounts
- Close (Delete) an Account

Add Additional Direct Deposit Accounts

You may have up to five active Direct Deposits; you will need:
- Bank Name or Routing Number
- Account Number
- Account Type: Checking or Savings

1. From the Direct Deposit Screen, click Add
2. Read the authorization disclosure; click I agree, or I do not agree with this statement. If you agree, it gives the same weight as your written signature. If you don't agree, the Direct Deposit process is cancelled. If you have already agreed to this during your session, you will not receive this message a second time.
3. To Add an Account, complete the following fields:
   a. **Bank** – Click the Search button on the right side of this field to open the dialog box; search for your Routing Number or Bank by name and click the hyperlink to select

Routing Number ▼	is ▼		Filter	Close

Routing Number	Bank	
0	-	
11000015	FEDERAL RESERVE BANK OF BOSTON	
11000028	STATE STREET BANK AND TRUST CO	
11000138	FLEET NATIONAL BANK	
11000206	FLEET NATIONAL BANK	

View	25	Previous	Next	Records 1 - 25

   b. **Effective Date** – Today's date or any date going forward
   c. **Description** – This is used for your personal reference and is limited to 8 characters
   d. **Account Type** – Checking or Savings
   e. **Account Number**
   f. **Amount** –
      i. **Percent of Net** is automatically set at 100% when you only have one account.
      ii. **Flat amount** is the amount that will be deposited to the account; only to be used when you are entering multiple accounts for deposits
4. Click Update

   Note:
   - Additional accounts will be added in proceeding order; the default account will always be last because 100% of the remaining net pay is deposited to that account
   - If you would like your accounts deposited in a different order, click Reorder
   - To view account details or change the amount, click the account number which is a hyperlink; changes do not require prenotification and will take effect the next payroll

- Once you have more than one account you are able to click the Select A New Default button to designate a new default account
- Due to banking rules, your payment could be returned to the State of Michigan if your deposit is directed to a **foreign** account; contact your bank for questions about the status of your bank account.
- **Multiple Account Tips:**
  - If you have five direct deposits, you must revoke an existing direct deposit before adding a new one
  - Before selecting a new default account, you must first designate a new one
  - Net pay is deposited in the account order you designate. If there isn't enough net pay to honor a designated amount or percent, that account is skipped. Once all your account distributions have been fulfilled the remaining amount of your check will be deposited into your default account

Change a Deposit Amount

When you have more than one account, you can change the Flat Amount, or the Percentage of Net Pay deposited to any account other than your default account.

1. From the Direct Deposit Screen, click the blue account number of the account you want to change
2. Read the authorization disclosure; click I agree, or I do not agree with this statement. If you agree, it gives the same weight as your written signature. If you don't agree, the Direct Deposit process is cancelled. If you have already agreed to this during your session, you will not receive this message a second time.
3. From the detail screen you can change the Account Description, Flat Amount, or Percent of Net

Direct Deposit

Direct Deposit					? ✕

Accounts
You may open up to 2 account(s). Direct Deposit Help

Bank	Order	Account	Description	Type	Amount	
STATE STREET BANK AND TRUST CO	1	1236	test	Checking	10.00	Close Account
FLEET NATIONAL BANK	2	32653	testing	Savings	15.00	Close Account
FEDERAL RESERVE BANK OF BOSTON	3	123 Default	test	Checking	100.00%	Close Account

Add   **Select New Default**   **Reorder**

Detail

Bank STATE STREET BANK AND TRUST CO
Routing Number 011000028
Account Number 1236
Effective Date 03/09/2020
Account Type ◉ Checking ○ Savings

Account Description test

Flat Amount 10

or

Percent of Net

Update   **Cancel**

4. Click Update

   Note: You CANNOT change the account from checking to savings, or vice versa, even when the account number is the same. You must revoke the account and re-add it.

Select a New Default

When you have two or more accounts, you must designate a default account. Any pay that is not distributed to other account(s) will be sent to your default account. To select a new default account:
1. From the Direct Deposit Screen, click 'Select a New Default'
2. Click the radio button next the account you wish to designate as the new default

Direct Deposit

| Direct Deposit | | | | | | ? X |

Accounts
Select a new default. Direct Deposit Help

Select Account	Bank	Order	Account	Description	Type	Amount
○	STATE STREET BANK AND TRUST CO	1	1236	test	Checking	10.00
○	FLEET NATIONAL BANK	2	32653	testing	Savings	15.00
	FEDERAL RESERVE BANK OF BOSTON	3	123 Default	test	Checking	100.00%

Cancel

3. Read the authorization disclosure; click I agree, or I do not agree with this statement. If you agree, it gives the same weight as your written signature. If you don't agree, the Direct Deposit process is cancelled. If you have already agreed to this during your session, you will not receive this message a second time.
4. You will then be prompted to update your default account to elect a Flat Amount or Percent of Net amount

Detail
Your old default account is shown here and was previously designated at 100%. Please enter a new amount or percent.

Bank Name FEDERAL RESERVE BANK OF BOSTON
Routing Number 011000015
Account Number 123
Effective Date 03/09/2020
Flat Amount [   ]
or
Percent of Net [   ]

Update   Cancel

5. Click Update

Reorder Your Accounts

Net pay is deposited in the account order you designate. If there isn't enough net pay to honor a designated amount or percent, that account is skipped. Once all your account distributions have been fulfilled the remaining amount of your check will be deposited into your default account.

1. From the Direct Deposit screen, click 'Reorder'
2. Enter the order in which you want your accounts to have funds distributed; click Apply

3. Read the authorization disclosure; click I agree, or I do not agree with this statement. If you agree, it gives the same weight as your written signature. If you don't agree, the Direct Deposit process is cancelled. If you have already agreed to this during your session, you will not receive this message a second time.

Close (Delete) an Account

In order to revoke an account, you must have more than one account active, so you always have a default account.

1. Click the 'Close Account' hyperlink to the right of the account

2. Read the authorization disclosure; click I agree, or I do not agree with this statement. If you agree, it gives the same weight as your written signature. If you don't agree, the Direct Deposit process is cancelled. If you have already agreed to this during your session, you will not receive this message a second time.
3. Click 'OK' to confirm. The closure will be reflected in the next processed payroll.