

Creating a Direct Deposit Request - Quick Steps Guide


Creating a Direct Deposit Request in Advanced HR 2.0



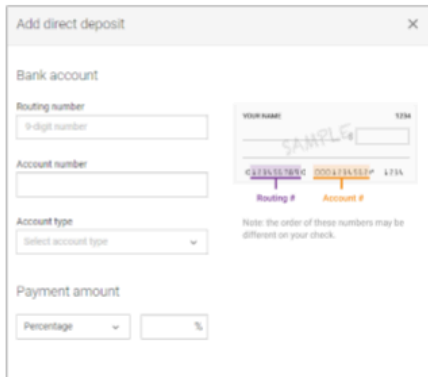
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To create a new direct deposit request:

- Go to **My HR – My Payroll – My Direct Deposit**. One of the following occurs, either:
 - The system displays the **Direct Deposit** screen showing, if applicable, your existing direct deposit account elections. To add an additional direct deposit account to your current election(s), click the **Add Direct Deposit** link (go to #3.)
 - If you do not currently have any existing direct deposit elections, the system displays a screen indicating you do not have any direct deposits set up.

To create a direct deposit request, click on the **Add Direct Deposit** button 

- The **Add Direct Deposit** pop-out modal screen displays from the right side.



- In the **Bank Account** section, enter the **Routing number** of the Bank into which the direct deposit will go.



- Enter the **Account number** of the account into which the direct deposit will go.



This Quick Steps Guide describes how employees make a direct deposit request using the new Direct Deposit user interface.

Employees can view their existing Direct Deposit elections from the **My HR – My Payroll – My Direct Deposit** screen.

The screen shows your current direct deposit elections with the:

- Account type
- Account number
- Routing number
- Payment amount
- Status: Pending, Approved, Rejected, etc.

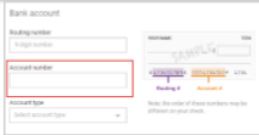
Employees can change their direct deposit election by clicking on the account row on the Direct Deposit screen that they want to edit.

Employees can add a direct deposit election by clicking the **+ Add direct deposit** link on the Direct Deposit screen.

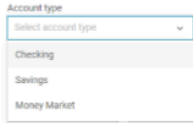


If you do not have any direct deposit accounts, click on the **Add Direct Deposit** button.






5. Select the **Account type** (Checking, Savings, or Money Market) from the dropdown into which the direct deposit will go.



6. In the **Payment Amount** section of the screen, select the applicable payment type(s) as shown in the following table:

Payment Amount	Description	Example
Percentage	Select Percentage and enter the percentage (%) in the field to the right. The Payment Amount field defaults to Percentage .	Payment amount Percentage ▾ 100 %
Flat Amount	Select Flat amount and enter the dollar amount (\$) in the field to the right.	Payment amount Flat amount ▾ \$ 500.00
Remainder of Pay	Use a method above and then select the Remainder of pay option to have the balance of the remaining amount deposited into another selected account.	Payment amount Remainder of pay ▾

7. Once all the accounts and amounts are complete, click the **Submit** button . The direct deposit request you just submitted will create an email notification to the Supervisor / Manager to approve or reject the direct deposit request. As the employee, you also will receive an email confirmation that your direct deposit has been submitted for approval. The request will be in **Pending** Status. Once the Supervisor/Manager approves the request, you will receive a notification that it has been approved (or rejected) and the Status of the request will be **Approved**.

To learn how to change your direct deposit request, click on the following link:

[Changing your Direct Deposit Elections - Quick Steps Guide](#)