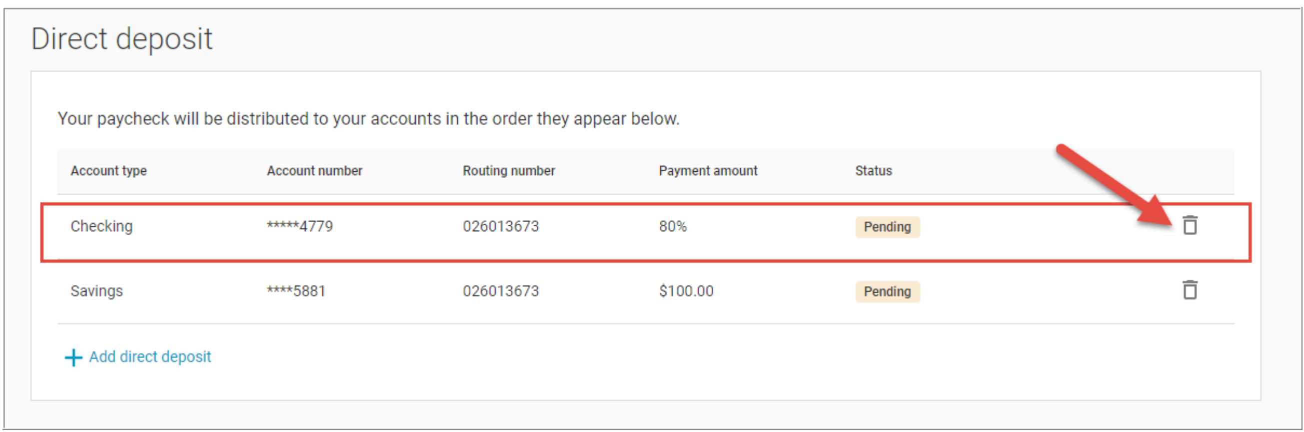
PayNortheast

Deleting a Direct Deposit Request in Advanced HR 2.0

Employees can delete (deactivate) a direct deposit account if, for example, they no longer want to have money deposited in a specific account, or, if they need to change bank accounts. If the direct deposit request is still in **Pending** Status, it can be deleted. If the direct deposit request is in **Approved** Status, then the deleted account is not actually “deleted,” but rather, it is end-dated as no longer being in effect. Admins still have the ability to access the deleted direct deposit account record for audit purposes or for any other need.

To delete an account, display the Direct Deposit (**My HR - My Payroll - My Direct Deposit**) screen and click on the Trash Can icon on the right side of the Direct Deposit account item row for the account you want to delete.



After you click on the Delete icon, the system displays a warning “Delete Direct Deposit? This action cannot be undone”. Click the **Delete** button.

The system will send the delete request to the supervisor/manager for approval. Once the supervisor/manager approves the account deletion, that action will flow over to payroll and that account item will no longer appear on the Direct Deposit screen for the employee. The system will update the priority of the remaining account elections accordingly.