

## OVERVIEW

In accordance with Board of Regents Policy Manual [Section 7.5.1.1, Required Electronic Transfer of Funds](#), electronic funds transfer (direct deposit) is the **required** method of payroll payments to employees. All newly hired or rehired employees on or after July 1, 2011, are required to enroll in direct deposit (bank account or pay card) within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the remainder of their employment.

Newly hired or rehired employees are required to sign the "Direct Deposit Notification Form," (retained at the institution) indicating their understanding and compliance with USG's direct deposit policy. Any such employee who does not complete the appropriate direct deposit information within (30) days of hire or rehire, and who is not granted an exemption as provided for herein, may be subject to dismissal. There are no Pay Groups that are exempted from the direct deposit requirement.

### **Need Assistance**

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us at toll free at (855) 214-2644 or email us at [helpdesk@ssc.usg.edu](mailto:helpdesk@ssc.usg.edu).

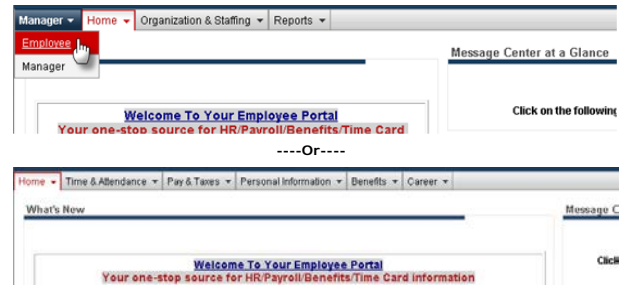
## INSTRUCTIONS

<b>1. Access the ADP Portal <a href="https://portal.adp.com">https://portal.adp.com</a></b>	
a) Click <b>User Login</b> .	
b) Enter your ADP Portal <b>User name</b> and <b>Password</b> .	
c) Click <b>OK</b> .	

## 2. Portal Home Page

- a) Depending on your access, you may or may not see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected.

If you are a Manager, point to the **Manager** tab and click **Employee**.


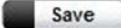


## 3. Pay & Taxes

- a) Point to the **Pay & Taxes** tab and then click **Direct Deposit**.



## 4. Add Deposit Account Information

- a) Click **Add New** 
- b) Select the **Account** type.
- c) If you designate multiple accounts to distribute your net pay, indicate the **Priority** for each direct deposit.
- d) Indicate the deposit **Amount** or **Percent** of pay to be deposited.
- e) You should select one account as **Remaining Net Pay Account**. This is the account that receives any remaining pay that is not allocated to other direct deposit accounts.
- Note:** This is the account that will be used for your employee reimbursements if your institution uses the People Soft Financials Travel & Expense Module.
- f) Enter the **Bank Transit Number**; enter the bank transit number again to **Confirm**.
- g) Enter the **Account Number**, enter the account number again to **Confirm**.
- h) Read and agree to the statement.
- i) Click **Save** 
- j) To add multiple accounts, repeat steps 4.a – 4.i.

Enter your changes and click Save.

Account:  Select Account:

Priority:  During direct deposit processing, distributions are made to accounts in order of priority - the lower the priority number the higher the priority. Priority becomes important when an employee's net pay is not enough to cover all direct deposits.

Deposit Amount:  Amount  Percent   Allow Partial Deposit


Remaining Net Pay Account:  This is the account that will be used for your employee reimbursements if your institution uses the PeopleSoft Financials Travel & Expense Module.

Bank Transit Number:

Confirm Bank Transit Number:

Account Number:

Confirm Account Number:



Account Number:

Bank Transit Number:

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which we are entitled are insufficient to my account, I authorize my employer, or its service or payroll provider, to direct the bank to return such funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 1:00 PM on the pay date indicated on the check coupon. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

Save  Cancel  Reset

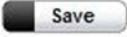
### Priority Example:

You would like to have \$50.00 from each check deposited into a savings account (1) and the remainder deposited into a checking account (2).

Account	Priority	Amount/Percent
1	10	\$50.00
2	100	100%



## 5. Update Deposit Account Information

- a) Click the **Account** name you wish to update.
- b) Update the appropriate information.
- c) Click **Save** .

**Note:** If you are updating the priority on an account you will need to delete it and add it as a new one.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
<a href="#">Account 1</a>				
<a href="#">Account 2</a>				

**Note:** Once enrolled in direct deposit or pay card, employees are required to remain enrolled in direct deposit or pay card for the remainder of their employment.

**Task Complete**