

**Managing Direct Deposits Overview**

The purpose of this Job Aid is to walk through the processes that employees can utilize to manage their Direct Deposits in the Employee Self-Service portal (ESS).

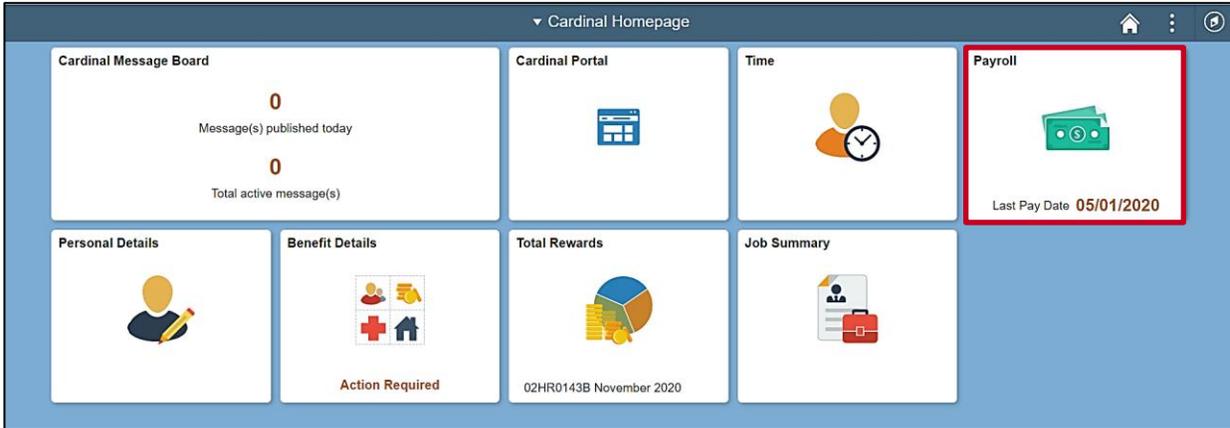
**Table of Contents**

Updating an Existing Direct Deposit Account .....	2
Adding a New Direct Deposit Account.....	5
Removing a Direct Deposit Account.....	11
Reordering (Prioritizing) Direct Deposit Accounts.....	15

### Updating an Existing Direct Deposit Account

1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



**Note:** Tile availability and placement on the Cardinal Homepage for each user is dependent upon their individual user and security settings.

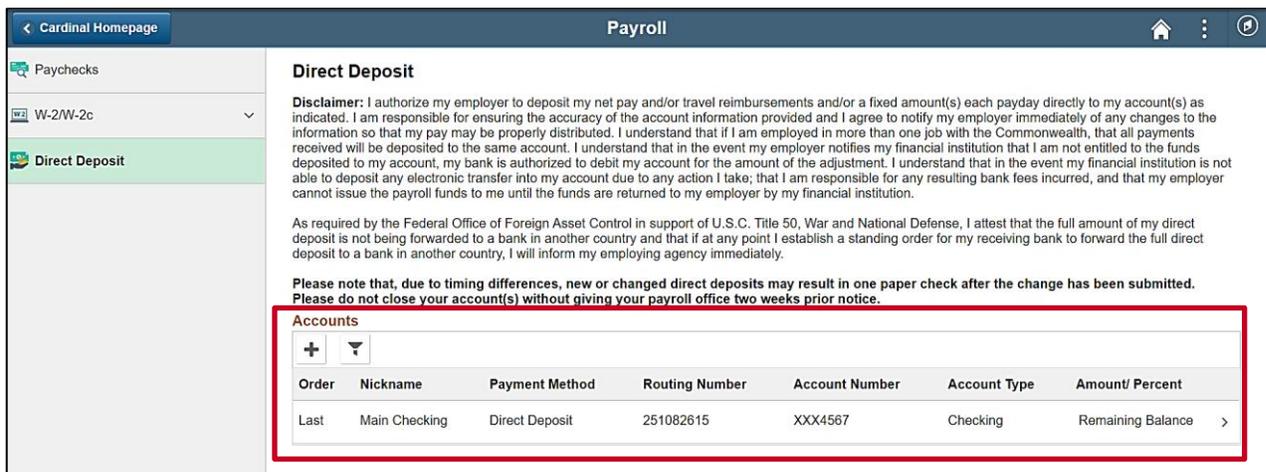
2. Click the **Payroll** tile.

The **Payroll** page displays with the **Paychecks** menu item selected by default.



3. Click the **Direct Deposit** menu item.

The **Direct Deposit** page displays.



**Note:** All of your current Direct Deposit accounts display in the **Accounts** section.

- Click the corresponding row for the Direct Deposit account that you need to update.

The **Edit Account** page for the applicable Direct Deposit account displays in a pop-up window.

**Edit Account**

\*Nickname

\*Payment Method

**Bank**

Routing Number  

Bank Name VIRGINIA CREDIT UNION INC.

Account Number XXX4567 

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

- Update the required information.

**Note:** Employees are not able to update COVA Paycard or VA State Employee Loan Direct Deposit accounts. Please contact one of your Agency Payroll Administrators if updates are required for these types of Direct Deposit accounts.

- Click the **Save** button once all updates are completed.



# Employee Self-Service Job Aid

## ESS Managing Direct Deposits

The **Direct Deposit** page returns with the updated information displayed in the **Accounts** section.

< Cardinal Homepage
Payroll
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📄 Paychecks

📄 W-2/W-2c

📄 Direct Deposit

### Direct Deposit

**Disclaimer:** I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

**Accounts**

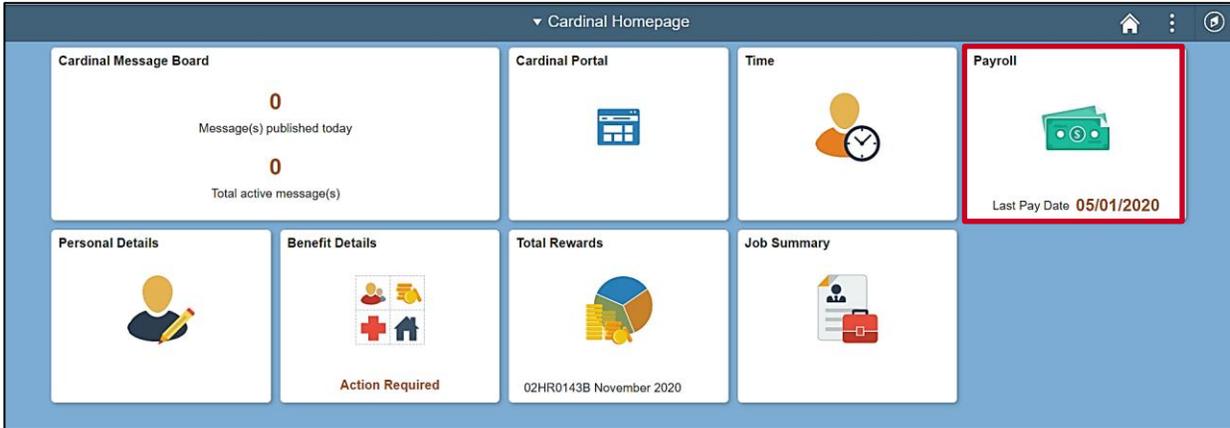
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Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance >

### Adding a New Direct Deposit Account

1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



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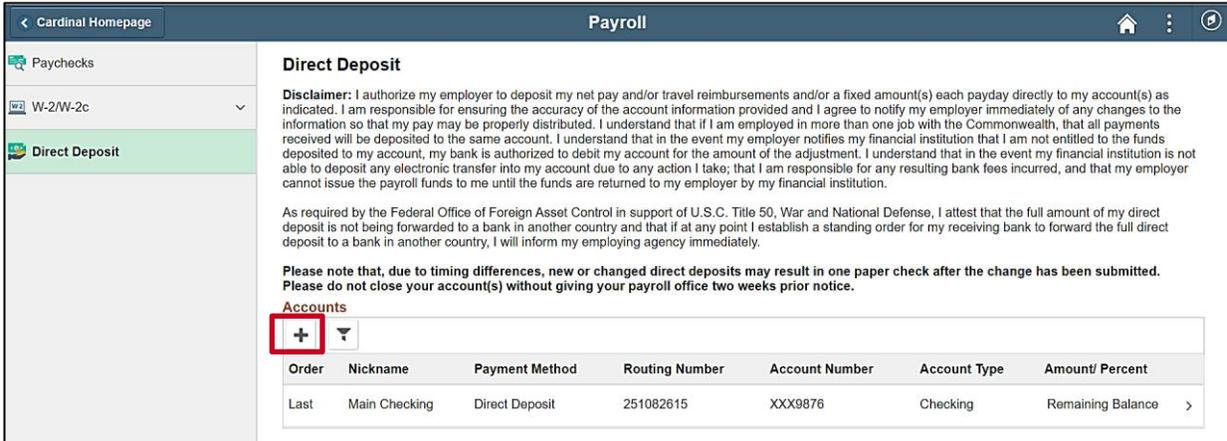
2. Click the **Payroll** tile.

The **Payroll** page displays with the **Paychecks** menu item selected by default.



3. Click the **Direct Deposit** menu item.

The **Direct Deposit** page displays.



**Direct Deposit**

**Disclaimer:** I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

**Accounts**

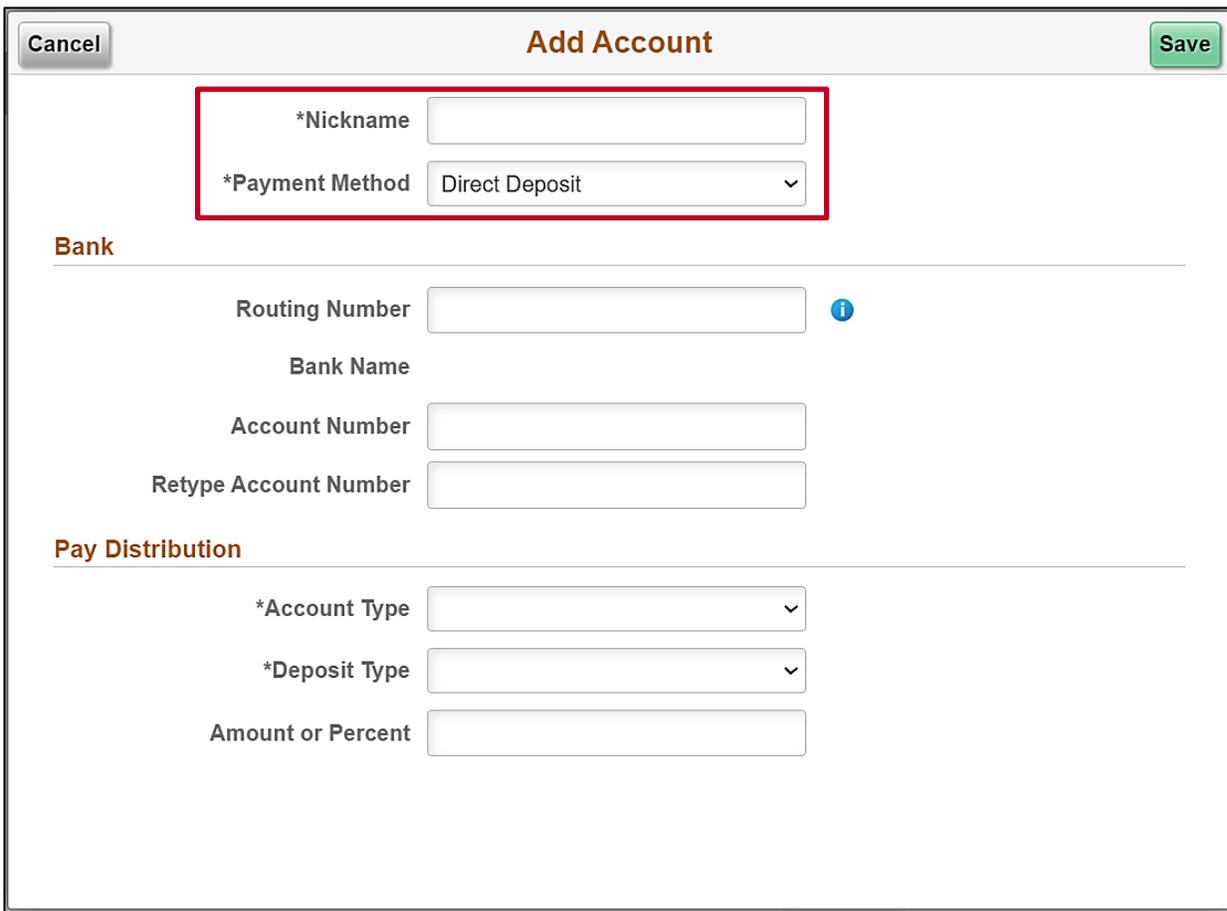
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance >

**Note:** All of your current Direct Deposit accounts display in the **Accounts** section.

- Click the **Add Account** icon (+).

**Note:** You are limited to a total of ten (10) Direct Deposit accounts.

The **Add Account** page displays in a pop-up window.



**Add Account**

\*Nickname

\*Payment Method

**Bank**

Routing Number

Bank Name

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount or Percent

- Enter a name for the Direct Deposit account in the **Nickname** field.

6. The **Payment Method** field defaults to “Direct Deposit”. Do not change.

**Add Account**

\*Nickname

\*Payment Method

**Bank**

**Routing Number**  

Bank Name

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount or Percent

7. Enter your bank’s Routing Number in the **Routing Number** field and then press the **Tab** key.

**Note:** The **Information** icon can be utilized as needed to view where bank Routing Numbers are displayed on a check. Bank Routing Numbers are public information and can also be found by performing a search in any Internet browser.

The **Add Account** page refreshes.

**Add Account**

\*Nickname

\*Payment Method

**Bank**

Routing Number

Bank Name VIRGINIA CREDIT UNION INC.

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount or Percent

**Note:** Once a valid Routing Number is entered, the bank's name will display in the **Bank Name** field. Review and ensure accuracy.

8. Enter your bank account number in both the **Account Number** and **Retype Account Number** fields.

Cancel**Add Account**Save

\*Nickname

\*Payment Method

**Bank**

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Routing Number  i

Bank Name VIRGINIA CREDIT UNION INC.

Account Number

Retype Account Number

**Pay Distribution**

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\*Account Type

\*Deposit Type

Amount or Percent

9. Select the applicable **Account Type** using the dropdown button provided.

**Note:** Employees are not able to create new COVA Paycard or VA State Employee Loan Direct Deposit accounts. Contact your Agency Payroll Administrator to create new Direct Deposit accounts of these types.

10. Select the applicable **Deposit Type** using the dropdown provided.

- a. Amount: Use this selection to deposit a specified flat rate amount to this Direct Deposit account.
- b. Percentage: Use this selection to deposit a specified percentage of your Net Pay to this Direct Deposit account.
- c. Remaining Balance: Use this selection to deposit your remaining balance of Net Pay (after all other applicable distributions (Direct Deposits) have been distributed) to this Direct Deposit account.

**Note:** You must have one "Remaining Balance" Direct Deposit account.

11. Enter the applicable amount or percentage in the **Amount** of **Percentage** field respectively. For "Remaining Balance" Direct Deposit accounts, this field will not display.

Cancel
Add Account
Save

\*Nickname

\*Payment Method

**Bank**

---

Routing Number  i

Bank Name VIRGINIA CREDIT UNION INC.

Account Number

Retype Account Number

**Pay Distribution**

---

\*Account Type

\*Deposit Type

Amount

12. Click the **Save** button.

The **Direct Deposit** page displays with the new Direct Deposit account in the **Accounts** section.

Cardinal Homepage
Payroll
⌂ ⋮

- Paychecks
- W-2/W-2c
- Direct Deposit

### Direct Deposit

**Disclaimer:** I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

**Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.**

**Accounts**

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Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Vacation Savings	Direct Deposit	251082615	XXXXX3123	Savings	\$50.00	>
Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance	>

### Removing a Direct Deposit Account

If you only have one (1) Direct Deposit account, it is not recommended to remove that account. If your intention is to remove the account and then add a new Direct Deposit account, simply update your existing account. If you do remove your last Direct Deposit account, you will be locked from adding the new account for 24 hours as a security precaution.

1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



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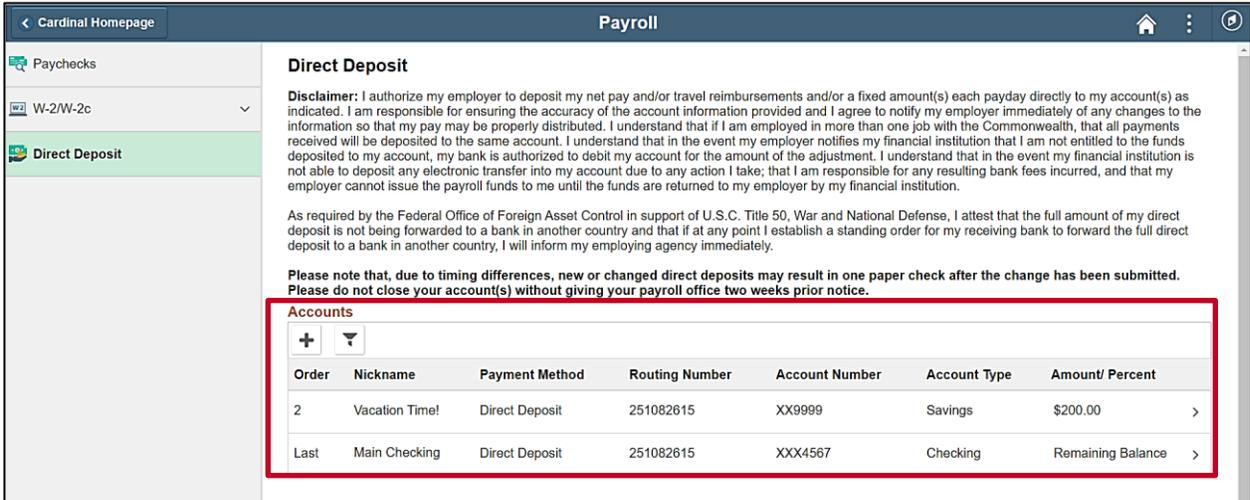
2. Click the **Payroll** tile.

The **Payroll** page displays with the **Paychecks** menu item selected by default.



3. Click the **Direct Deposit** menu item.

The **Direct Deposit** page displays.



**Direct Deposit**

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**Accounts**

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
2	Vacation Time!	Direct Deposit	251082615	XX9999	Savings	\$200.00 >
Last	Main Checking	Direct Deposit	251082615	XXX4567	Checking	Remaining Balance >

**Note:** All of your current Direct Deposit accounts display in the **Accounts** section.

4. Click the corresponding row for the Direct Deposit account that you need to remove.

The **Edit Account** page for the applicable Direct Deposit account displays in a pop-up window.

Cancel**Edit Account**Save

\*Nickname

\*Payment Method

**Bank**

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Routing Number

Bank Name

Account Number



Retype Account Number

**Pay Distribution**

---

\*Account Type

\*Deposit Type

Amount

**Remove**

5. Click the **Remove** button.

A Warning Message displays in a pop-up window.

Are you sure you want to remove the account?

**Yes**

**No**

6. Click the **Yes** button to remove the account.

The **Direct Deposit** page returns.

< Cardinal Homepage
Payroll

- Paychecks
- W-2/W-2c
- Direct Deposit

### Direct Deposit

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**Accounts**

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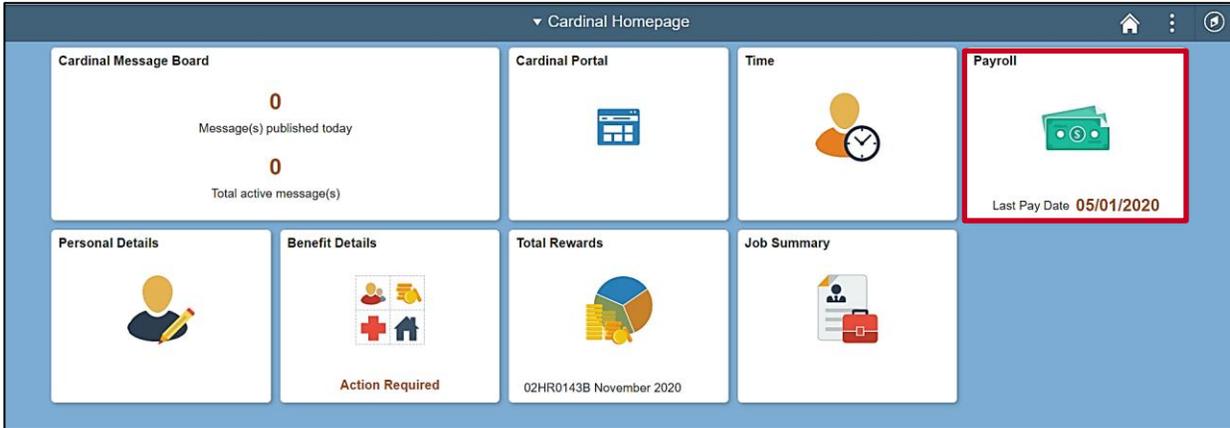
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Main Checking	Direct Deposit	251082615	XXX4567	Checking	Remaining Balance >

**Note:** The removed Direct Deposit account no longer displays in the **Accounts** section.

### Reordering (Prioritizing) Direct Deposit Accounts

1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



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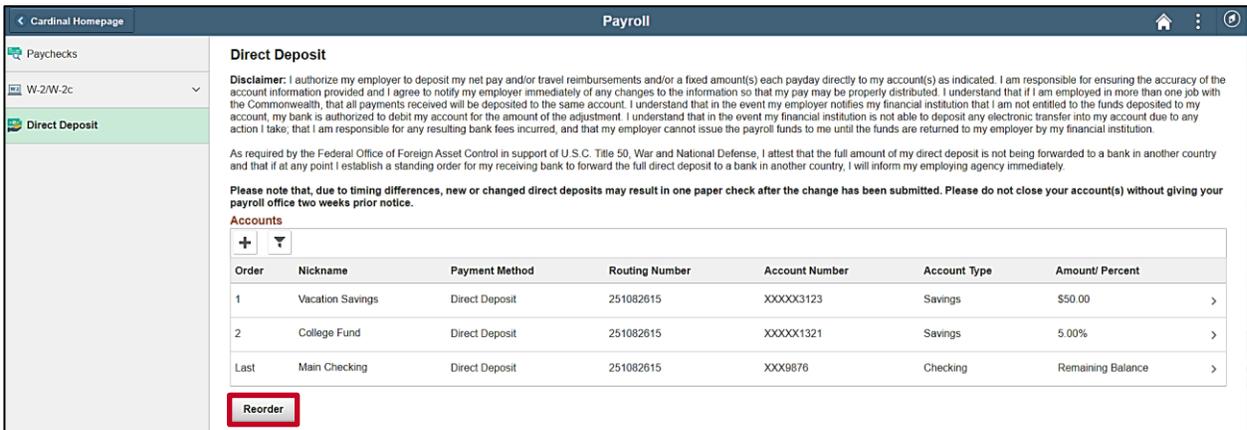
2. Click the **Payroll** tile.

The **Payroll** page displays with the **Paychecks** menu item selected by default.



3. Click the **Direct Deposit** menu item.

The **Direct Deposit** page displays.



**Note:** All of your current Direct Deposit accounts display in the **Accounts** section.

4. Click the **Reorder** button.

The **Reorder Accounts** page displays in a pop-up window.

Cancel
**Reorder Accounts**
Save

**Accounts** i

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	1	Vacation Savings	XXXXX3123	\$50.00
2	2	College Fund	XXXXX1321	5.00%
Last		Main Checking	XXX9876	Remaining Balance

**Note:** The Direct Deposit accounts are listed in their current order (priority).

- Use the **New Order** fields to reorder (prioritize) your Direct Deposit accounts.

**Note:** Your “Remaining Balance” Direct Deposit account will always display as “Last” and cannot be reordered.

Cancel
**Reorder Accounts**
Save

**Accounts** i

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	2	Vacation Savings	XXXXX3123	\$50.00
2	1	College Fund	XXXXX1321	5.00%
Last		Main Checking	XXX9876	Remaining Balance

- Click the **Save** button.



# Employee Self-Service Job Aid

## ESS Managing Direct Deposits

The **Direct Deposit** page returns and your Direct Deposit accounts are now reordered within the **Accounts** section.

Cardinal Homepage Payroll

Paychecks W-2/W-2c Direct Deposit

**Direct Deposit**

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**Accounts**

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	College Fund	Direct Deposit	251082615	XXXXX1321	Savings	5.00%
2	Vacation Savings	Direct Deposit	251082615	XXXXX3123	Savings	\$50.00
Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance

Reorder