

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.

	 Cardinal Homepage 		â :	Ø
	Cardinal Portal	Time	Payroll	
) Jublished today message(s)		~	Last Pay Date 05/01/2020	
Benefit Details	Total Rewards	Job Summary		
2 3) 1 11				
Action Required	02HR0143B November 2020			
) ublished today message(s) Benefit Details	• Cardinal Homepage ublished today message(s) Benefit Details Image: State of the sta	Cardinal Portal Time ublished today Image: Cardinal Portal Image: Cardinal Portal message(s) Image: Cardinal Portal Image: Cardinal Portal Benefit Details Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal Image: Cardinal Portal </td <td>Cardinal Portal Time Payroll ublished today Image: Simple Si</td>	Cardinal Portal Time Payroll ublished today Image: Simple Si

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.

Cardinal Homepage		Payroll 😭					
💐 Paychecks	Paychecks						
<u>₩2</u> W-2/W-2c ~	T					î	ίΨ.
	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
Direct Deposit	05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210		>

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

The Direct Deposit page displays.

< Cardinal Homepage		P	ayroll			â	:	۲	
nave Contraction Paychecks	Direct Deposit								
₩2 W-2/W-2c ~	Disclaimer: I authorize my e indicated. I am responsible fo information so that my pay m	sclaimer: 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 ficated. 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 ormations on that my naw may be properly distributed. I understand that if I am employed in more than note in built that all payments and the state of							
👺 Direct Deposit	received will be deposited to deposited to my account, my able to deposit any electronic cannot issue the payroll fund As required by the Federal C deposit is not being forwarde deposit to a bank in another Please note that, due to tim please do not close your a	the same account. I under bank is authorized to debi transfer into my account or s to me until the funds are ffice of Foreign Asset Cond d to a bank in another cou country, I will inform my er ing differences, new or or country.	stand that in the event my my account for the amou lue to any action I take; th returned to my employer to rol in support of U.S.C. Tit rtry and that if at any poini ploying agency immediate changed direct deposits wour payrul office how a	employer notifies my finan nt of the adjustment. I und at I am responsible for any oy my financial institution. le 50, War and National Dt I establish a standing ord aly. may result in one paper of geeks prior notice.	cial institution that I am erstand that in the even resulting bank fees inc efense, I attest that the I er for my receiving bank check after the change	not entitled to the fun t my financial institutic urred, and that my em full amount of my direc to forward the full dir a has been submitted	ds on is no ployer ot ect 1 .	ot	
	Accounts	soounder manout giving							
	+ T								
	Order Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent			
	Last Main Checking	Direct Deposit	251082615	XXX4567	Checking	Remaining Balanc	θ ;	>	

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



ESS Managing Direct Deposits

4. 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.

Cancel	Edit Account	Save
*Nickname	Main Checking	
*Payment Method	Direct Deposit ~	
Bank		
Routing Number	251082615	0
Bank Name	VIRGINIA CREDIT UNION INC.	
Account Number	XXX4567	<i>b</i> *
Retype Account Number		
Pay Distribution		
*Account Type	Checking ~	
*Deposit Type	Remaining Balance ~	
	Remove	

5. 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.

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



ESS Managing Direct Deposits

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

Cardinal Homepage			F	ayroll			â	:	۲
Raychecks	Direct	Deposit							
₩2/W-2/W-2c ~	Disclain indicated	ner: I authorize my en d. I am responsible for ion so that my pay ma	ployer to deposit my net ensuring the accuracy of be properly distributed.	pay and/or travel reimburs the account information p I understand that if I am e	ements and/or a fixed amo rovided and I agree to noti mploved in more than one	ount(s) each payday dir ify my employer immed job with the Commonw	rectly to my account(s iately of any changes realth, that all paymen	as to the ts	
😰 Direct Deposit	received deposite able to d	will be deposited to t d to my account, my l leposit any electronic	he same account. I under bank is authorized to debit transfer into my account of	stand that in the event my t my account for the amou lue to any action I take; th	employer notifies my finan nt of the adjustment. I und at I am responsible for any	ncial institution that I am erstand that in the even resulting bank fees inc	n not entitled to the fur ht my financial institutio curred, and that my en	ds on is no ployer	ot r
	As requi deposit i deposit i Please o Accour	red by the Federal Of s not being forwarded o a bank in another o note that, due to timi do not close your ac nts	ice of Foreign Asset Cont to a bank in another cour pountry, I will inform my em ng differences, new or c count(s) without giving	rol in support of U.S.C. Tit try and that if at any point ploying agency immediate changed direct deposits your payroll office two w	le 50, War and National De I establish a standing ord aly. may result in one paper of reeks prior notice.	efense, I attest that the er for my receiving ban check after the chang	full amount of my dire k to forward the full di e has been submitte	ct ect d.	
	+	Ŧ							
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
	Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance	e :	>



Adding a New Direct Deposit Account

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

The Cardinal Homepage displays.

	 Cardinal Homepage 			(
	Cardinal Portal	Time	Payroll	
) Jblished today) message(s)	Ħ	_⊘	Last Pay Date 05/01/2020	
Benefit Details	Total Rewards	Job Summary		
2 3 + A		2		
Action Required	02HR0143B November 2020			
) ublished today message(s) Benefit Details Action Required	Cardinal Homepage Cardinal Homepage Cardinal Portal	Cardinal Homepage Liblished today message(s) Benefit Details Liblished today Action Required O2HR0143B November 2020	Cardinal Homepage Ime Payroll ablished today Ime Ime Ime message(s) Ime Ime Ime Benefit Details Ime Ime Ime Ime Ime Ime Ime Ime Ime Ime Ime Ime

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.

Cardinal Homepage	Payroll 🕎						۲
💐 Paychecks	Paychecks						
₩2 W-2/W-2c ~	T					î	LT
	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
Direct Deposit	05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210		>

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



The Direct Deposit page displays.

Cardinal Homepage			P	ayroll			â	:	٢
😽 Paychecks	Dire	ct Deposit							
w2 W-2/W-2c	✓ Discl indica inform	aimer: I authorize my er ted. I am responsible fo nation so that my pay ma	nployer to deposit my net r ensuring the accuracy of ay be properly distributed.	pay and/or travel reimburs the account information p I understand that if I am e	sements and/or a fixed amo provided and I agree to noti employed in more than one	ount(s) each payday dired fy my employer immediat job with the Commonwea	ctly to my account(s) tely of any changes to alth, that all payment	as o the s	
Direct Deposit	receit depor able t canne As re depor depor Pleas Accor Accor	ed will be deposited to i tied to my account, my o deposit any electronic it issue the payroll fundé quired by the Federal OI it is not being forwarded it to a bank in another c e note that, due to tim e do not close your ac unts	he same account. I under bank is authorized to debit transfer into my account or to me until the funds are fice of Foreign Asset Cont I oa bank in another coun ountry, I will inform my em ing differences, new or or count(s) without giving	stand that in the event my imy account for the amou lue to any action I take; th returned to my employer t rol in support of U.S.C. Tit try and that if at any poin ploying agency immediate shanged direct deposits your payroll office two w	employer notifies my finar int of the adjustment. I und at I am responsible for any by my financial institution. Ile 50, War and National Dit I establish a standing ord aly. may result in one paper weeks prior notice.	icial institution that I am n erstand that in the event resulting bank fees incur efense, I attest that the fu er for my receiving bank t check after the change	ot entitled to the funn my financial institutio red, and that my em ill amount of my direc to forward the full direc has been submitted	ls n is no oloyei t ect	ot
	Orde	er Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
	Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance)	>
	+ Orde Last	T Nickname Main Checking	Payment Method	Routing Number 251082615	Account Number XXX9876	Account Type Checking	Amount/ Percent Remaining Balance	•	

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

4. Click the Add Account icon (+).

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

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

Cancel		Add Account	Save
	*Nickname]
	*Payment Method	Direct Deposit ~	
Bank			
	Routing Number		0
	Bank Name		
	Account Number		
Rety	/pe Account Number		
Pay Distribu	ition		
	*Account Type	~	
	*Deposit Type	~	
	Amount or Percent		
		~	

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



ESS Managing Direct Deposits

6. The Payment Method field defaults to "Direct Deposit". Do not change.

Cancel		Add Account	Save
	*Nickname	Vacation Savings	
	*Payment Method	Direct Deposit ~	
Bank			
	Routing Number		Ð
	Bank Name		
	Account Number		
Rety	pe Account Number		
Pay Distribut	tion		
	*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.

Cancel		Add Account	Save
	*Nickname	Vacation Savings]
	*Payment Method	Direct Deposit ~	
Bank			
	Routing Number	251082615	0
	Bank Name	VIRGINIA CREDIT UNION INC.	
	Account Number		
	Retype Account Number]
Pay Dis	stribution		
	*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.



ESS Managing Direct Deposits

Cancel	Add Account	Save
*Nickname	Vacation Savings	
*Payment Method	Direct Deposit ~	
Bank		
Routing Number	251082615	0
Bank Name	VIRGINIA CREDIT UNION INC.	
Account Number	123123123	
Retype Account Number	123123123	
Pay Distribution		
*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.



ESS Managing Direct Deposits

Cancel	Add Account	Save
*Nickname	Vacation Savings	
*Payment Method	Direct Deposit ~	
Bank		
Routing Number	251082615	6
Bank Name	VIRGINIA CREDIT UNION INC.	
Account Number	123123123	
Retype Account Number	123123123	
Pay Distribution		
*Account Type	Savings ~	
*Deposit Type	Amount ~	
Amount	50.00	

12. Click the Save button.

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

Cardinal Homepage			Pa	yroll			Â	:	(
💐 Paychecks	Direct	t Deposit								
wz W-2/W-2c	 Disclain indicated informat 	ner: I authorize my emp d. I am responsible for e tion so that my pay may	loyer to deposit my net pa nsuring the accuracy of th be properly distributed. I	ay and/or travel reimburse ne account information pr understand that if I am er	ements and/or a fixed amo ovided and I agree to noti nploved in more than one	ount(s) each payday d fy my employer imme iob with the Common	irectly to my account(s diately of any changes wealth. that all paymen) as to the its		
避 Direct Deposit	received deposite not able	id will be deposited to the same account. Lunderstand that in the event my employer notifies my financial institution that I am not entitled to the funds ted 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 is 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								
	deposit t Please o Please o Accour	o a bank in another counter that, due to timing to not close your accounts	ntry, I will inform my empl 3 differences, new or cha unt(s) without giving yo	oying agency immediate anged direct deposits r ur payroll office two w	iy. nay result in one paper o eeks prior notice.	check after the chan	ge has been submitte	d.		
	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.

		 Cardinal Homepage 		A :	٢
Cardinal Message Board		Cardinal Portal	Time	Payroll	
0 Message(s) published today 0 Total active message(s)		Ħ	_⊘	Last Pay Date 05/01/2020	
Personal Details	Benefit Details	Total Rewards	Job Summary		
	2 🏊 🕂 🕂				
	Action Required	02HR0143B November 2020			

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.

Cardinal Homepage				Payroll		â	:	۲
💐 Paychecks		Paychecks						
<u>wa</u> W-2/W-2c	~	T						¢↓
191 Direct Demosit	٦	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
		05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210		>

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



The **Direct Deposit** page displays.

Cardinal Homepage			P	ayroll			â	:	٢			
💐 Paychecks	Direct D	virect Deposit										
₩2 W-2/W-2c ✓	Disclaimer indicated. I information	claimer: 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 cated. 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 rmation 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										
😰 Direct Deposit	received wi deposited to not able to employer c	ill be deposited to t to my account, my deposit any electro annot issue the pa	he same account. I unders bank is authorized to debit nic transfer into my accou yroll funds to me until the f	stand that in the event my my account for the amou nt due to any action I take funds are returned to my e	employer notifies my fina nt of the adjustment. I und a; that I am responsible for employer by my financial in	ncial institution that I a lerstand that in the eve any resulting bank fee nstitution.	m not entitled to the func ent my financial institutio es incurred, and that my	ls n is				
	As required deposit is n deposit to a Please not Please do	by the Federal Of not being forwarded a bank in another o te that, due to tim not close your ac	lice of Foreign Asset Contr to a bank in another cour ountry, I will inform my em ng differences, new or c count(s) without giving y	rol in support of U.S.C. Tit try and that if at any poin ploying agency immediate hanged direct deposits your payroll office two v	le 50, War and National D t I establish a standing ord ely. may result in one paper reeks prior notice.	efense, I attest that th ler for my receiving ba check after the chan	e full amount of my direc nk to forward the full dire ge has been submitted	t əct I.				
	Accounts	; 7							Ш			
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		П			
	2	Vacation Time!	Direct Deposit	251082615	XX9999	Savings	\$200.00	>	Ш			
	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.



ESS Managing Direct Deposits

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

Cancel		Edit Account	Save
	*Nickname	Vacation Time!]
*Pay	ment Method	Direct Deposit	- -
Bank			
Rou	uting Number	251082615] ()
	Bank Name	VIRGINIA CREDIT UNION INC.	
Acc	ount Number	XX9999	1
Retype Acc	ount Number		
Pay Distribution			
*/	Account Type	Savings	·
*	Deposit Type	Amount	
	Amount	200.00	
		Remove	

5. Click the **Remove** button.

A Warning Message displays in a pop-up window.



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



The Direct Deposit page returns.

< Cardinal Homepage			P	ayroll			â	:	Ø
Raychecks	Direct	Deposit							
wz W-2/W-2c	✓ Disclaim indicated informati	ner: I authorize my en I. I am responsible for on so that my pay ma	nployer to deposit my net ensuring the accuracy of the property distributed.	pay and/or travel reimburs the account information p I understand that if I am e	sements and/or a fixed amo provided and I agree to noti employed in more than one	ount(s) each payday dire fy my employer immedia job with the Commonwe	ectly to my account(s) ately of any changes to ealth, that all payment	as o the s	
Direct Deposit	As required deposite	Internation so that my pay may be propeny distributed. I understand that in am employed in more than one job with the CommonWealth, that all payments received will be deposited to the same account. Lunderstand 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. Lunderstand that in the event my financial institution that I am one to the funds 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 to a bank in another country, I will inform my employing agency immediately.							
	Please of Please of Account	to that, due to timi to not close your ac ts	ng differences, new or o count(s) without giving	nanged direct deposits your payroll office two v	may result in one paper veeks prior notice.	check after the change	has been submitted		
	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.

		 Cardinal Homepage 	â :	٢	
Cardinal Message Board		Cardinal Portal	Time	Payroll	1
0 Message(s) published today 0 Total active message(s)			~	Last Pay Date 05/01/2020	
Personal Details	Benefit Details	Total Rewards	Job Summary		
-	≗ ≈ + ↑				
	Action Required	02HR0143B November 2020			

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.

< Cardinal Homepage Payroll ♠							٢
💐 Paychecks	Paychecks						
₩2 W-2/W-2c ~	T					Ť.	ŕ
	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
Urrect Deposit	05/01/2020	Alcoholic Beverage Control	04/10/2020 04/24/2020	\$1368.15	60136210	:	>

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

The Direct Deposit page displays.

Cardinal Homepage				Payroll			â	:	٢			
Revealed the second sec	Direct D	eposit										
₩ W-2/W-2c ~	Disclaimer account info	: I authorize my employer to de ormation provided and I agree to nwealth, that all payments rece	posit my net pay and/or travel reimb o notify my employer immediately of ived will be deposited to the same a	ursements and/or a fixed amount(any changes to the information so ccount. I understand that in the ex	s) each payday directly to my acco that my pay may be properly distr ent my employer notifies my finance	unt(s) as indicated. I am respo ibuted. I understand that if I an ial institution that I am not enti	nsible for ensuring the accura n employed in more than one itled to the funds deposited to	icy of th job with my	he h			
😰 Direct Deposit	account, my action I take	interesting and an polyments received with be deposited to the same account. Furthers and that in the event interproperty improvements in an addational and a function of the adjustment. In diversited the interprovement is and a function of the adjustment. In diversited that in the event interproperty functional institution is and a functional of the adjustment. In diversited that in the event interproperty functional institution is and a functional of the adjustment. In diversited that in the event interproperty functional institution is and a functional of the adjustment of the adjustment in the event interproperty functional institution is and a functional of the adjustment of the adju										
	As required and that if a	uired 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 at 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 not payroll offi	e that, due to timing differenc ce two weeks prior notice.	es, new or changed direct deposi	ts may result in one paper chec	k after the change has been sub	mitted. Please do not close y	our account(s) without give	ng you	ır			
	Accounts											
	+ 7	·										
	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent					
	1	Vacation Savings	Direct Deposit	251082615	XXXXX3123	Savings	\$50.00	>	,			
	2	College Fund	Direct Deposit	251082615	XXXXX1321	Savings	5.00%	>	,			
	Last	Main Checking	Direct Deposit	251082615	XXX9876	Checking	Remaining Balance	>	,			
	Reorder											

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						
	•							
Current	*New	N: 1	A source (Marshare	A				
Order	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).

5. 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		Reorde	Reorder Accounts			
Accounts	0					
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		

6. Click the **Save** button.



ESS Managing Direct Deposits

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

Cardinal Homepage				Payroll			٢	:	٥	
R Paychecks	Direct D	Deposit								
₩ W-2/W-2c ~	Disclaime account int	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 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 th						acy of the	1e 1	
Direct Deposit	account, m action I tak	onwealth, that all payments by bank is authorized to debite; te; that I am responsible for	received will be deposited to the sa t my account for the amount of the any resulting bank fees incurred, ar	Innancial institution that I am not entitled to the tunds deposite not able to deposit any electronic transfer into my account due unds are returned to my employer by my financial institution.		any				
	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 anothe 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.							country		
	Please no payroll off	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.								
	+ 3	7								
	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	>	ŝ	
	Reorde	r							17	