Bank Information

Trigger:

Use this document to change your direct deposit information in ESS.

Business Process Procedure Overview:

The Bank Information service is located in the My Personal Data Section of ESS. Employees can use this service change their direct deposit and banking information.

Pg. 1: Main Bank - Employees must have one valid record for direct deposit.
Pg. 7: Other Bank - Employees can maintain up to three additional accounts to direct deposit a portion of your paycheck separately from their Main Bank.
Pg. 12: AP Reimbursement Bank [DOT Employees ONLY] - Department of Transportation employees can create and change their AP reimbursement bank (travel reimbursements).

CRITICAL!

Employees CANNOT change their Bank Information until their Agency HR has entered their original Bank Details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The Direct Deposit Enrollment & Change Form can be located on the BEST website: http://osc.nc.gov/state-employees/customer-service-hrpayroll/best-forms/payroll/direct-deposit

Edit Main Bank Details

1. From the BEACON Home Page, Click the My Data (ESS) tab.
2. Click **My Personal Data**.

3. The **My Personal Data** screen will be displayed. Click **Bank Information**.
4. The Bank Information Screen Will be displayed. To edit your Main Bank details, click under Main Bank.

5. Enter in your updated Direct Deposit information (See next page for details).
6. (Cont.) The majority of the Fields default from your Personnel Record. Make sure you enter the Following Fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Number</td>
<td>The ABA routing number for your financial institution. This number will be nine (9) digits long.</td>
<td>Enter value in Bank Number. Example: 123456789</td>
</tr>
<tr>
<td>Account Number</td>
<td>Number of your Bank account. The length can vary depending on the bank.</td>
<td>Enter value in Account Number. Example: 01234567</td>
</tr>
<tr>
<td>Checking or Savings Indicator</td>
<td>Indicates whether the account is a checking or a savings account</td>
<td>Check the Radio Button for either Checking or Savings.</td>
</tr>
</tbody>
</table>

**NOTE:** On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.
7. Check the field at the bottom of the screen labeled **Valid as of Future Date** to see when the change will take effect. You can choose the effective date by selecting the first day of that Payroll Period (see Monthly and Bi-weekly Payroll Examples Below).

**CRITICAL!** Change Bank Information as soon as possible to ensure the change will happen correctly. If Payroll has finalized for a Pay Period, the change will be effective for the Next Pay Period.

**Payroll Calendar:** [http://osc.nc.gov/state-agency-resources/customer-service-hrpayroll/support-materials](http://osc.nc.gov/state-agency-resources/customer-service-hrpayroll/support-materials)
8. Once all the information has been updated, click [Review] .

![Review](image1.png)

**CRITICAL!** If you are in the process of opening and closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed.

9. The information you have entered will be displayed. If you found an error, select [Previous Step] to return and correct the mistake. If correct, click [Save] .

![Previous Step and Save](image2.png)

10. You should receive a confirmation that “the changes you made to your Bank data were saved.”

![Confirmation](image3.png)
Add/Edit Other Bank Details

1. From the Bank Information screen, Click \[\text{New Other bank}\] to create a new record, or select \[\text{Edit}\] to change an existing record.

2. Enter in your updated Direct Deposit information (See next page for details).
3. (Cont.) The majority of the Fields default from the Personnel Record. Make sure you enter the Following Fields:

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<th>Values</th>
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<td>Example: 01234567</td>
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</tr>
<tr>
<td>Indicator</td>
<td></td>
<td></td>
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</table>

**NOTE:** On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.
4. Choose how much money will be deposited into the Other Bank. You can choose either a percentage using the **Standard Percentage** field, or a set dollar amount using the **Default Value** field.

![Image of bank information interface with highlighted fields for Standard Percentage and Default Value]

Check the field at the bottom of the screen labeled **Valid as of Future Date** to choose how long the Other Bank will be active. You can choose when the change will take effect by selecting the first day of that Payroll Period (see Monthly and Bi-weekly Payroll Examples Below).

![Image of validity period selection interface]

**NOTE:** An end date of 12/31/9999 indicates the record will remain active until you make a change.
<table>
<thead>
<tr>
<th>Monthly Payroll</th>
<th>Bi-weekly Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Monthly Payroll Image" /></td>
<td><img src="image2.png" alt="Bi-weekly Payroll Image" /></td>
</tr>
</tbody>
</table>

- **07/01/2015**: Change is effective for July 2015 Payroll
- **07/04/2015**: Change is effective for Pay period beginning July 4th, 2015.

**CRITICAL!**
Change Bank Information as soon as possible to ensure the change will happen correctly. If Payroll has finalized for a Pay Period, the change will be effective for the Next Pay Period.

**Full Payroll Calendar:**
http://osc.nc.gov/state-agency-resources/customer-service-hrpayroll/support-materials

1. Once all the information has been updated, click **Review**.
2. The information you have entered will be displayed. If you found an error, select Previous Step to return and correct the mistake. If the information is correct, click Save.

3. You should receive a confirmation that “the changes you made to your Bank data were saved.”

NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.
Edit AP Reimbursement Bank Details (DOT EMPLOYEES ONLY)

1. From the Bank Information screen, Click [New AP Reimbursement Bank] to create a new record, or select [Edit] to change an existing record.

2. Enter your Bank information (See Next Page for details).
2. (Cont.) The majority of the Fields default from the Personnel Record. Make sure you enter the Following Fields:

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<th>Values</th>
</tr>
</thead>
<tbody>
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<td>Enter value in Bank Number.</td>
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<td><strong>Example:</strong> 123456789</td>
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<tr>
<td><strong>Account Number</strong></td>
<td>Number of your Bank account. The length can vary depending on the bank.</td>
<td>Enter value in Account Number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 0508211348</td>
</tr>
<tr>
<td><strong>Checking or Savings Indicator</strong></td>
<td>Indicates whether the account is a checking or a savings account.</td>
<td>Check the Radio Button for either Checking or Savings.</td>
</tr>
</tbody>
</table>

3. Check the field at the bottom of the screen labeled **Valid as of Future Date** to choose how long the Other Bank will be active. You can choose when the change will take effect by selecting the first day of that Bi-Weekly Payroll Period.

![Bank Information Form](image)
4. Once all the information has been updated, click **Review**.

5. The information you have entered will be displayed. If you found an error, select **Previous Step** to return and correct the mistake. If the information is correct, click **Save**.
4. You should receive a confirmation that “the changes you made to your Bank data were saved.”

Reimbursements are handled by DOT Personnel, and are not connected to Beacon Payroll. If you have questions about reimbursement dates or processes contact DOT Human Resources.

Additional Resources
If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:
http://osc.nc.gov/state-employees/training/helpdocs

Other BPPs:
http://osc.nc.gov/ess-maintain-tax-withholding-information

Change Record

<table>
<thead>
<tr>
<th>Change Date: 2/2/17</th>
<th>Changed by: Linda Blackmon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes:</td>
<td>1. Updated Format</td>
</tr>
<tr>
<td></td>
<td>2. Update hyperlinks</td>
</tr>
</tbody>
</table>