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.

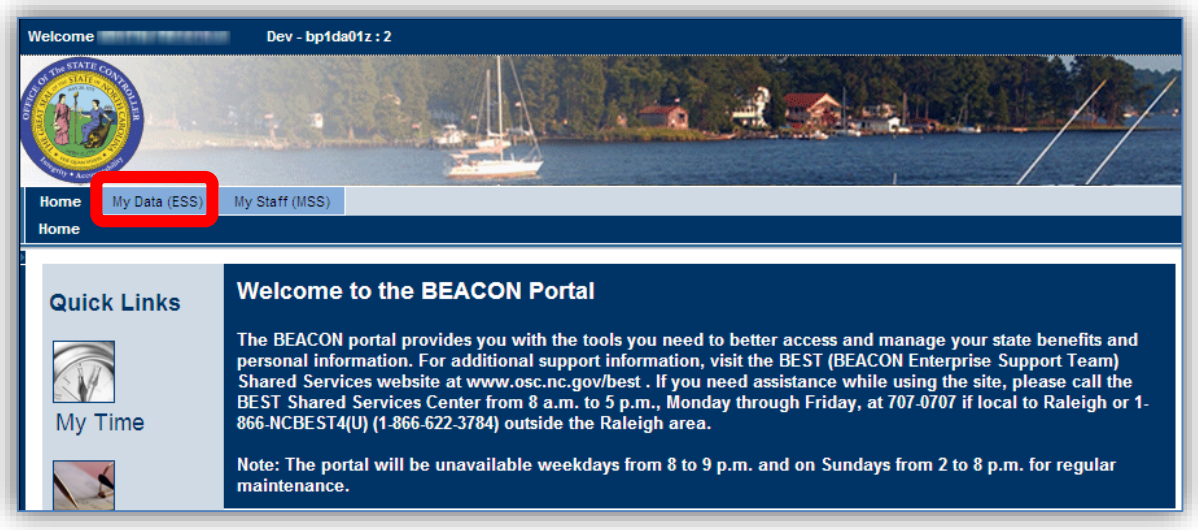
Pg. 7: Other Bank - Employees can maintain up to *three* additional accounts to direct deposit a portion of your paycheck separately from their Main Bank.

Pg. 12: AP Reimbursement Bank [***DOT Employees ONLY***] - Department of Transportation employees can create and change their AP reimbursement bank (travel reimbursements).

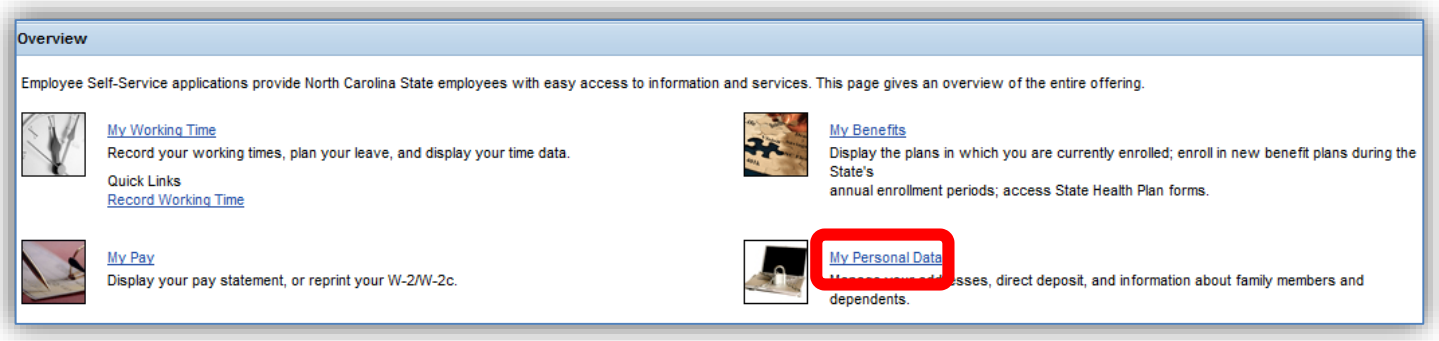
CRITICAL!	Employees CANNOT change their Bank Information until their Agency HR has entered their original Bank Details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The **Direct Deposit Enrollment & Change Form** can be located on the BEST website: http://osc.nc.gov/state-employees/customer-service-hrpayroll/best-for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

Edit Main Bank Details

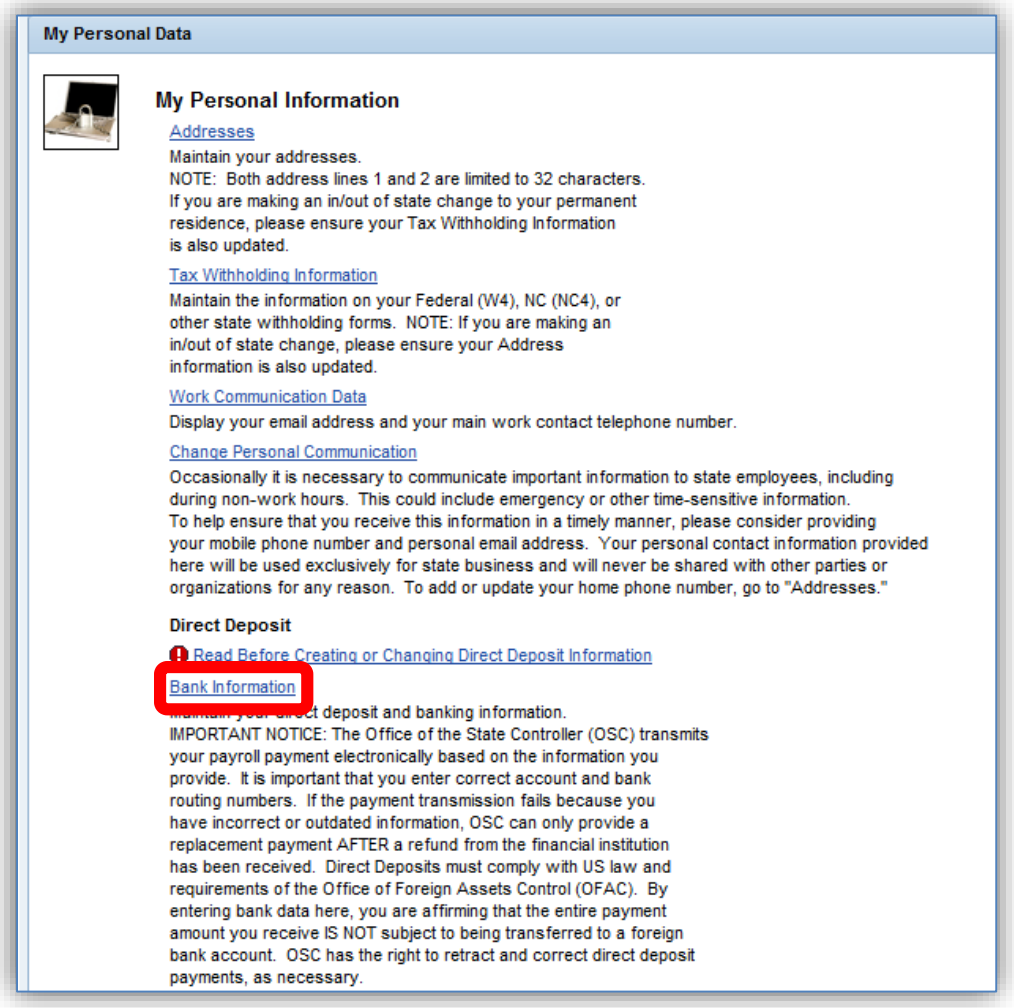
1. From the BEACON Home Page, Click the My Data (ESS) tab.



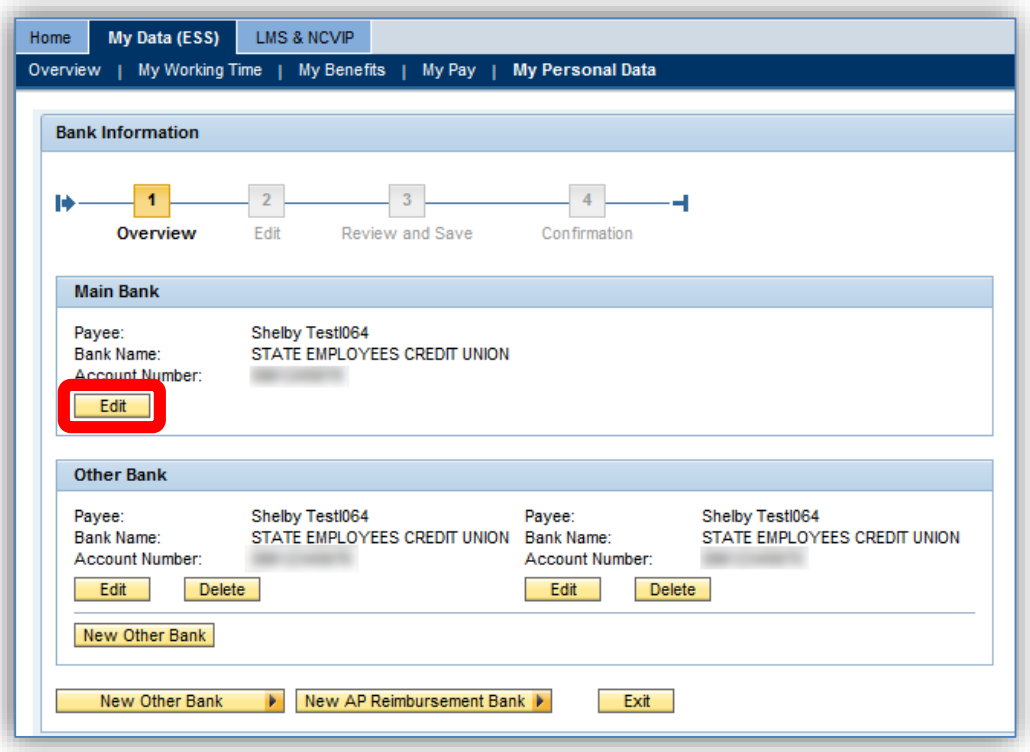
2. Click **My Personal Data**.



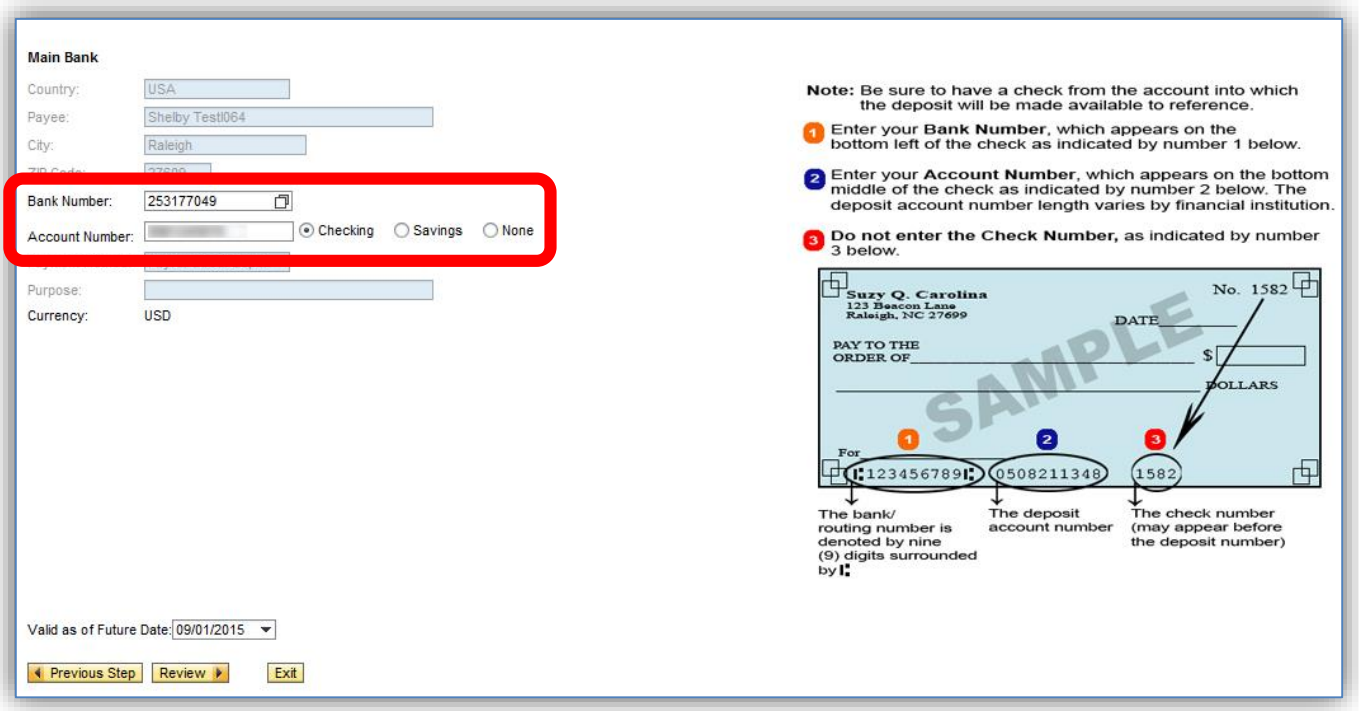
3. The ***My Personal Data*** screen will be displayed. Click **Bank Information**.



4. The Bank Information Screen Will be displayed. To edit your Main Bank details, click Edit under Main Bank.



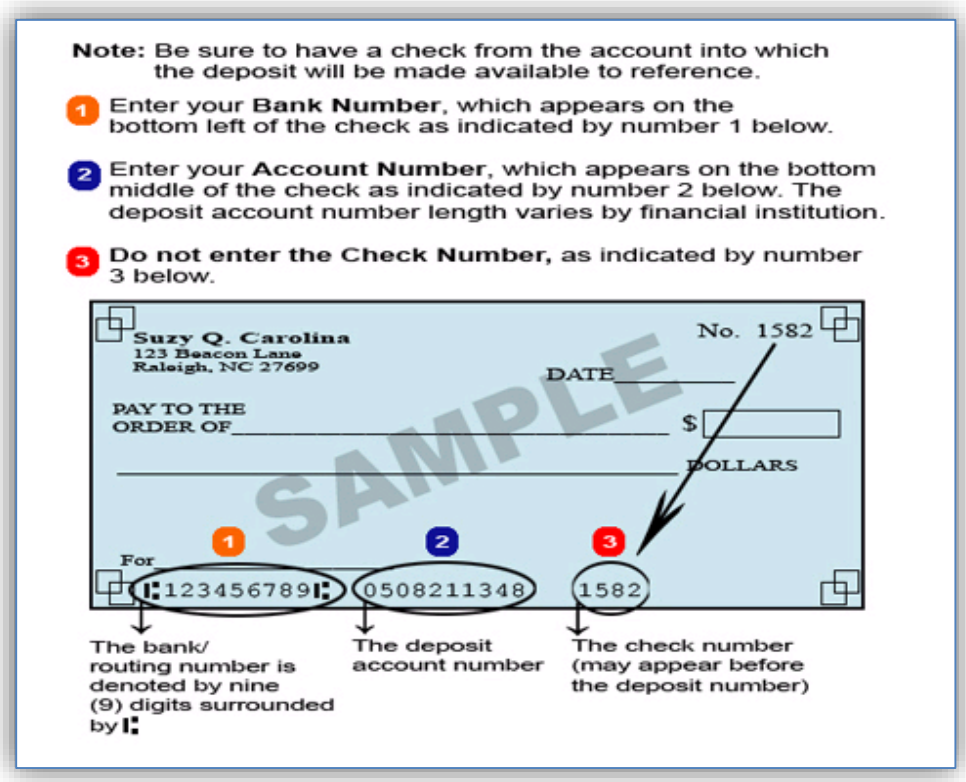
5. Enter in your updated Direct Deposit information (See next page for details).



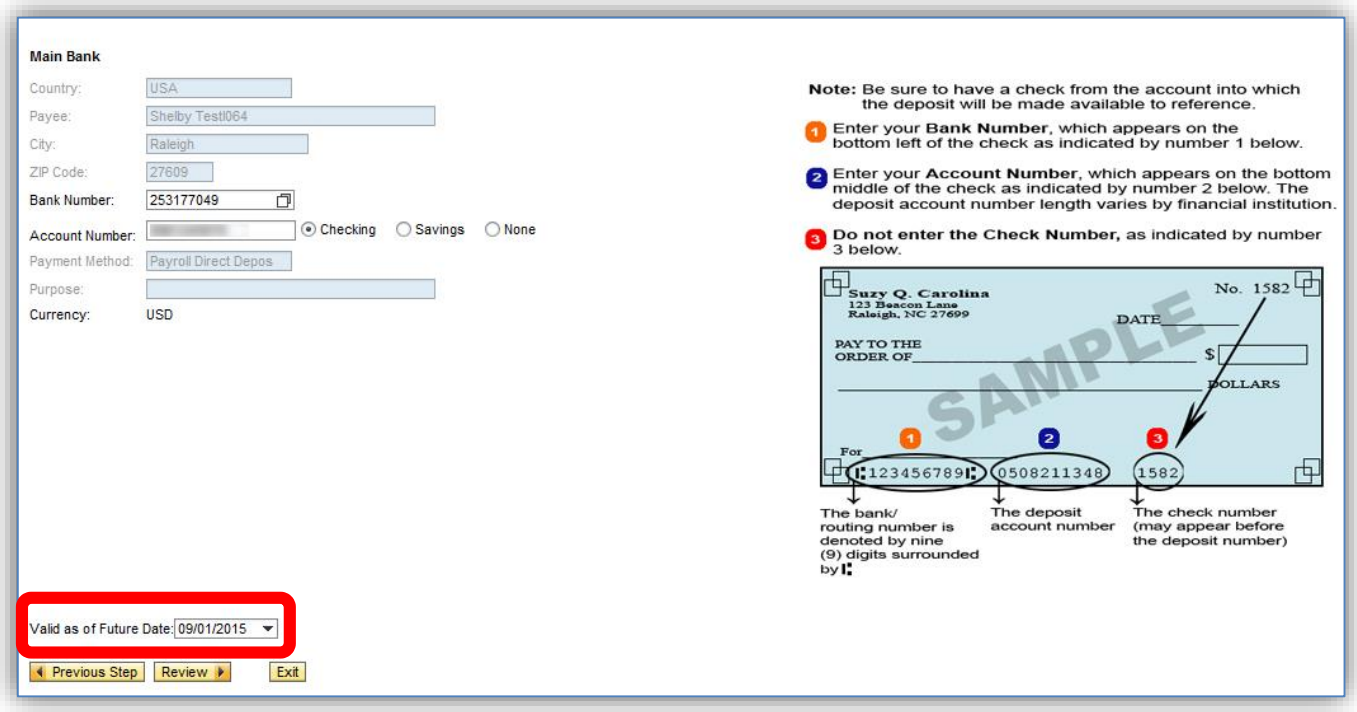
6. (Cont.) The majority of the Fields default from your Personnel Record. Make sure you enter the Following Fields:

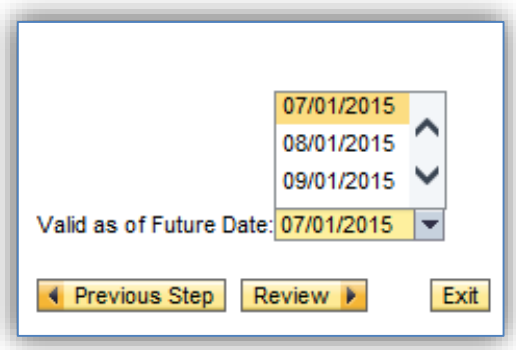
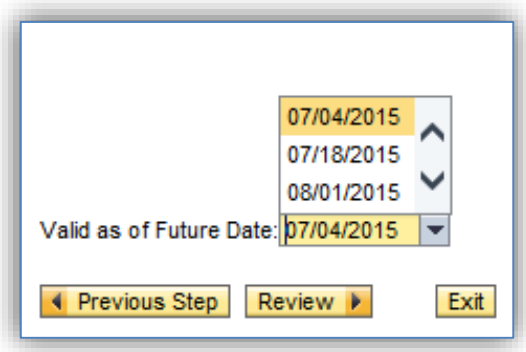
Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. **Example**: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number.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

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).



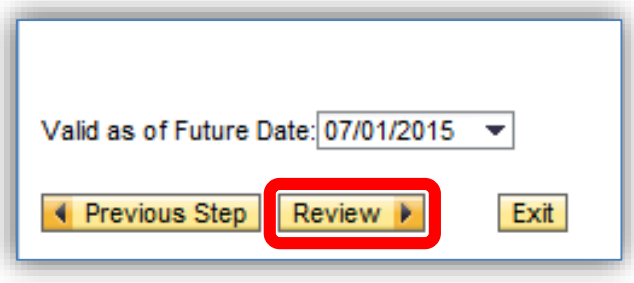
Monthly Payroll	Bi-weekly Payroll
	
07/01/2015: Change is effective for July 2015 Payroll	**07/04/2015:** Change is effective for Pay period beginning July 4th, 2015.

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.

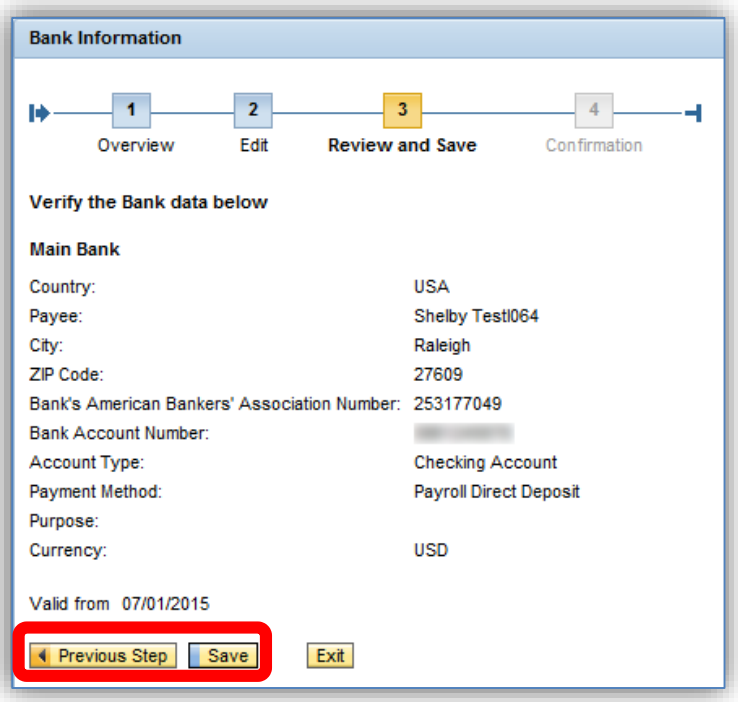
Payroll Calendar: http://osc.nc.gov/state-agency-resources/customer-service-hrpayroll/support-materials

8. Once all the information has been updated, click Review.

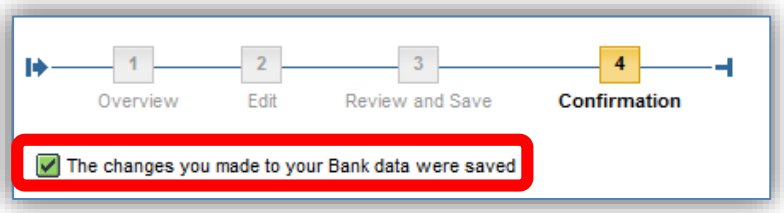


CRITICAL! If you are in the process of opening and closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed.

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.

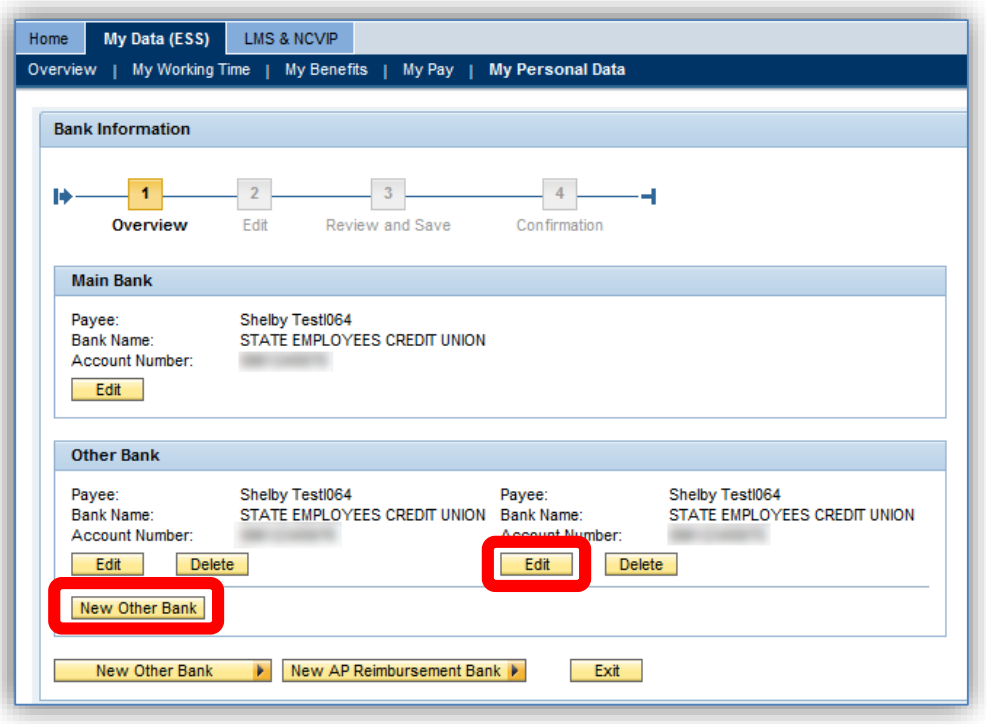


10. You should receive a confirmation that "the changes you made to your Bank data were saved."

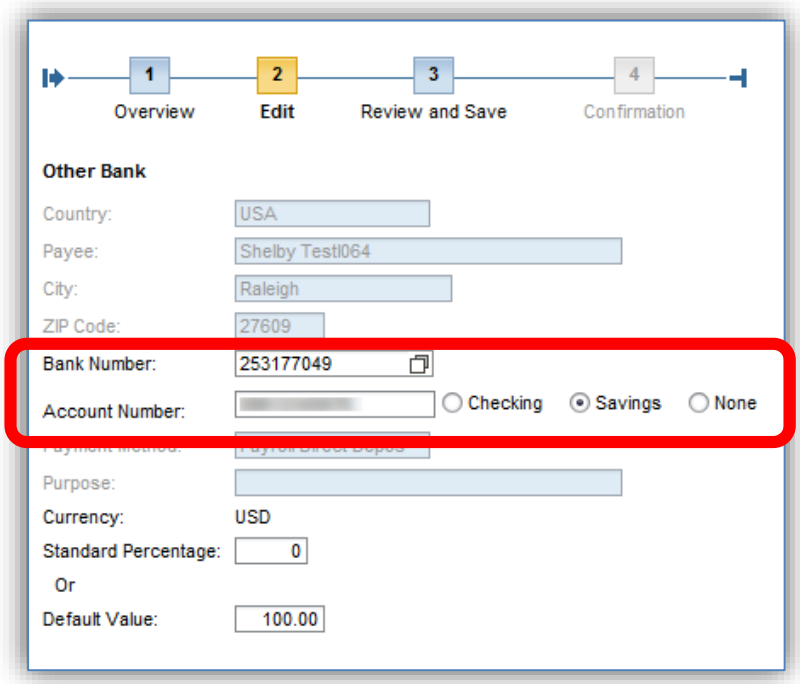


Add/Edit Other Bank Details

1. From the Bank Information screen, Click New Other bank to create a new record, or select 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:

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

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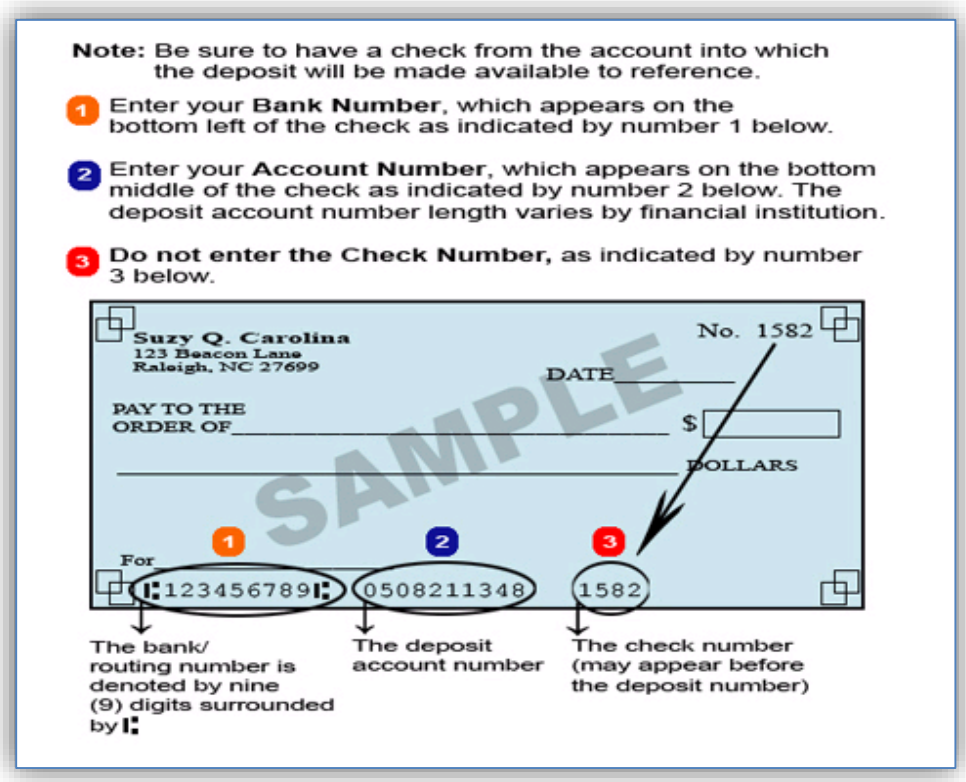
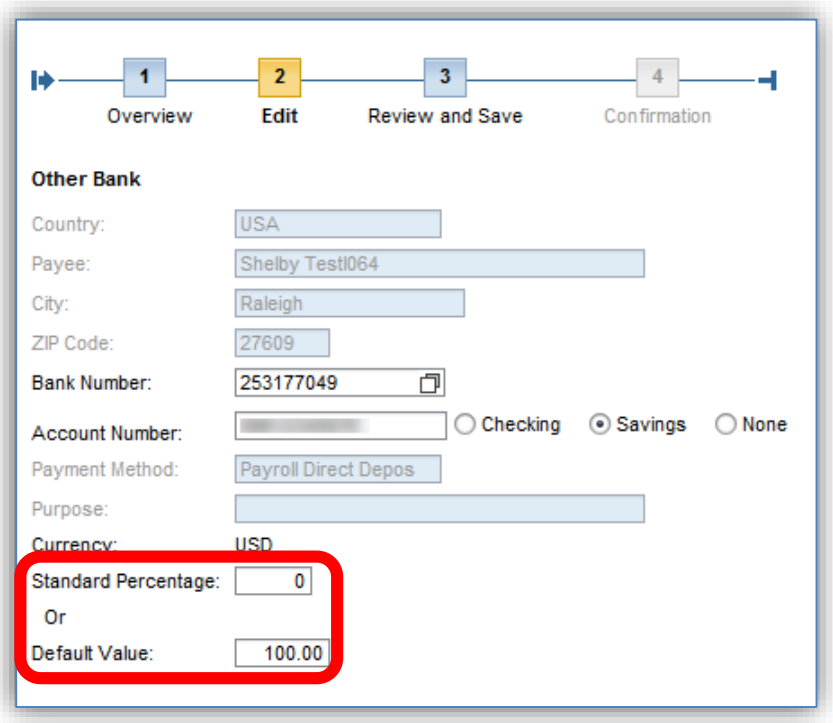
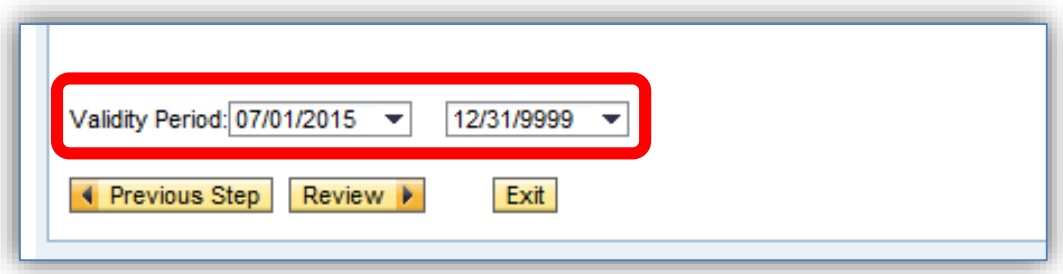


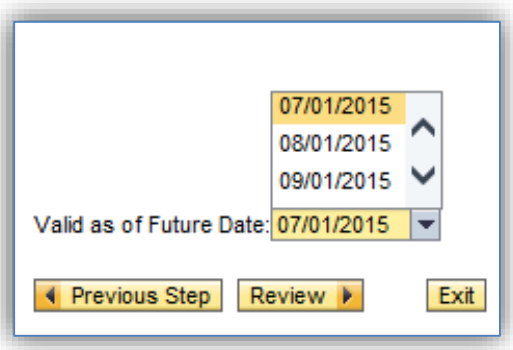
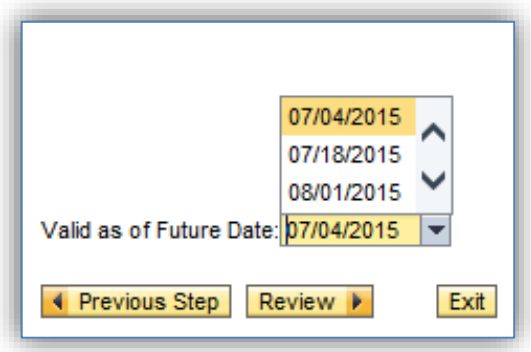
4. Choose how much money will be deposited into the Other Bank. You can choose either a percentage using the **Standard Percentage** field, or a set dollar amount using the **Default Value** field.



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).



NOTE: *An end date of 12/31/9999 indicates the record will remain active until you make a change.*

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

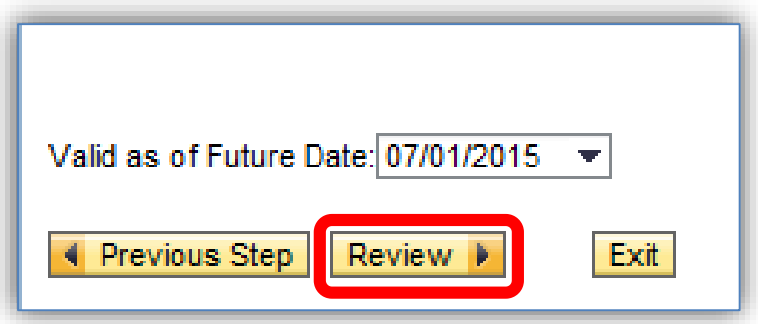
CRITICAL!

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.

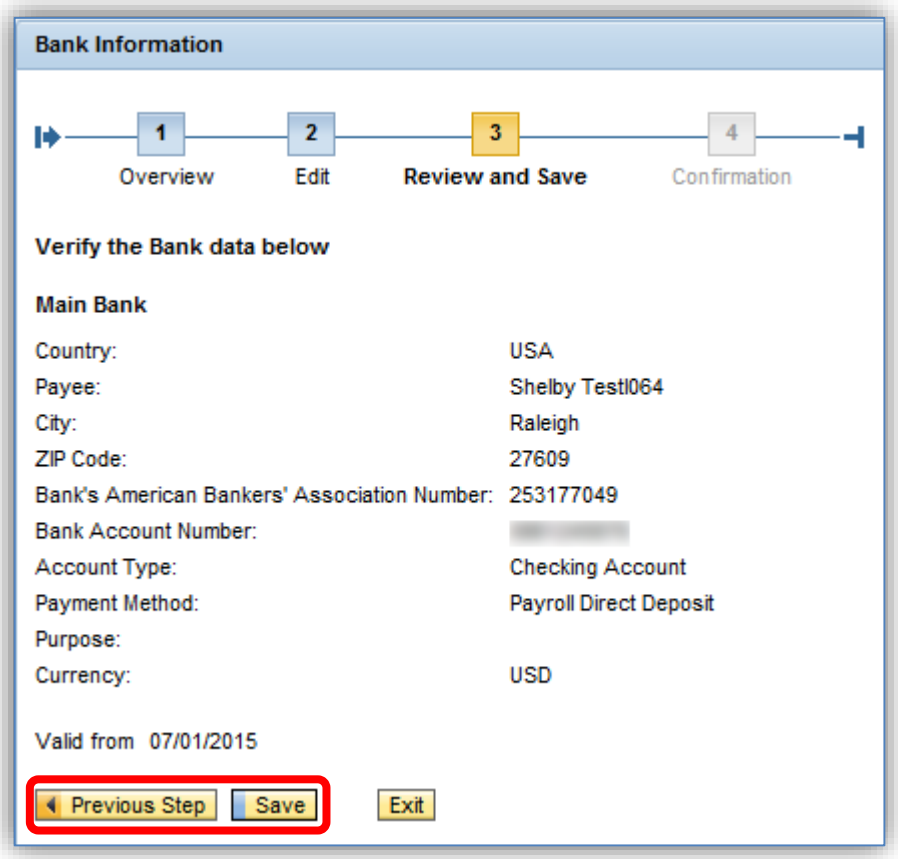
Full Payroll Calendar:

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

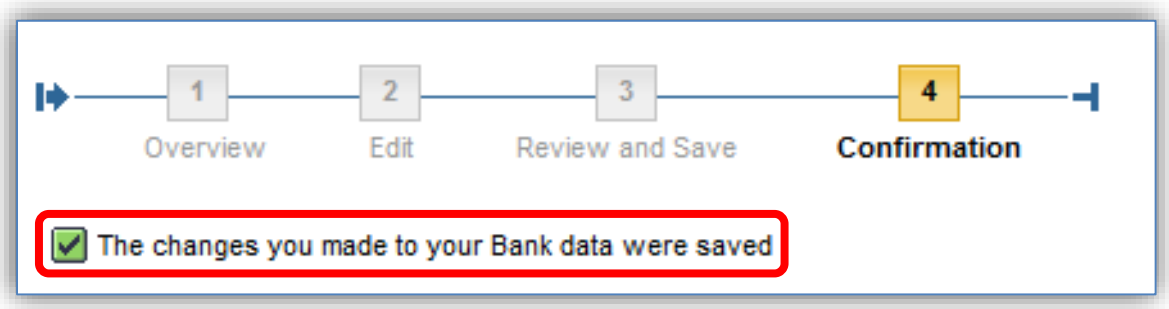
1. Once all the information has been updated , click Review.



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.



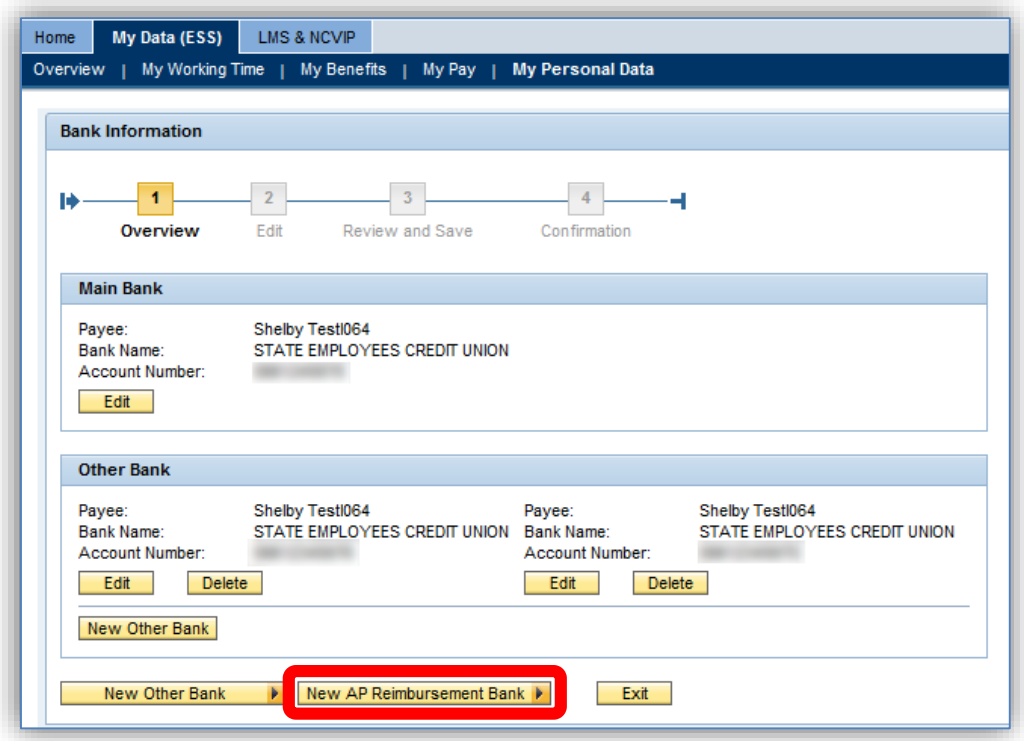
3. You should receive a confirmation that "the changes you made to your Bank data were saved."



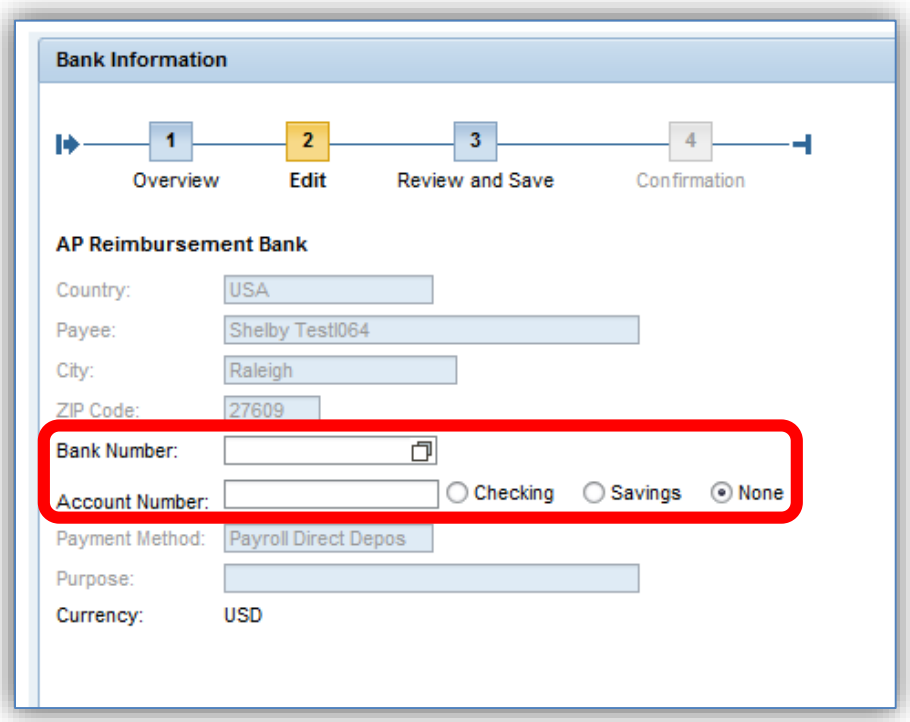
NOTE: *When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.*

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).



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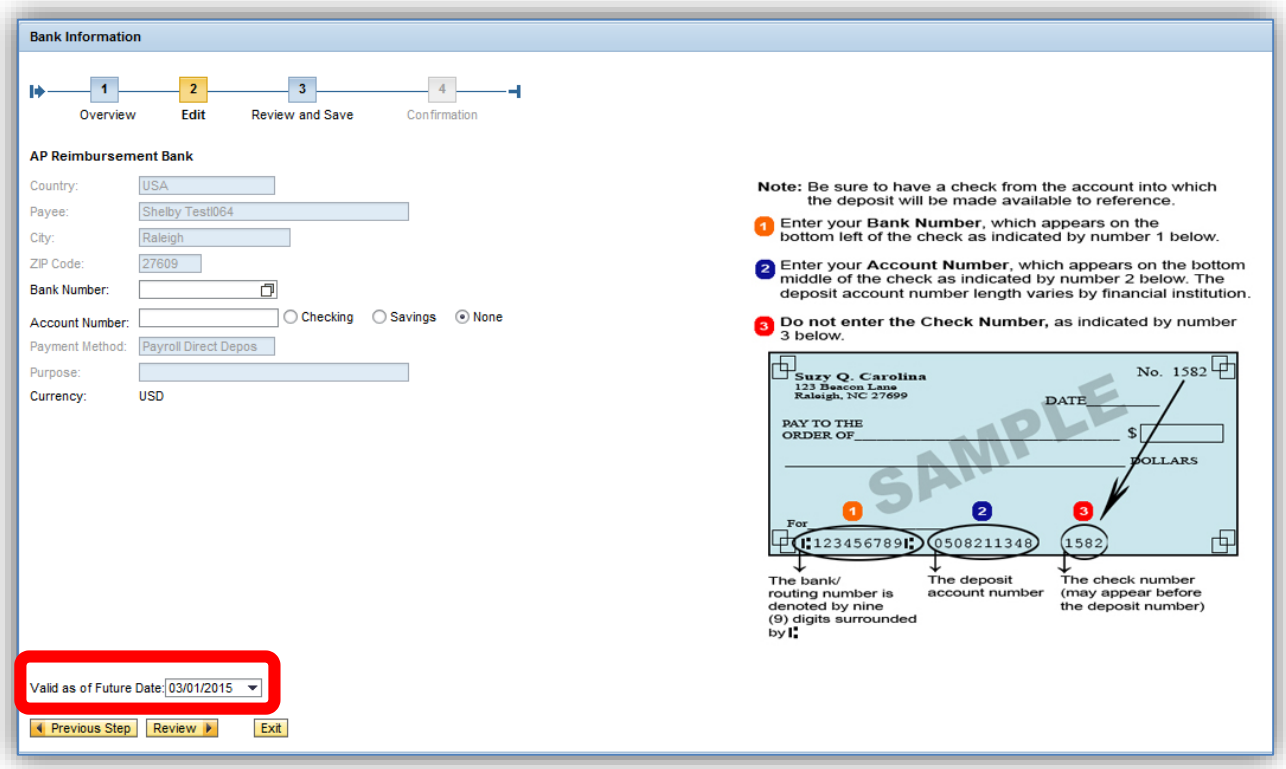
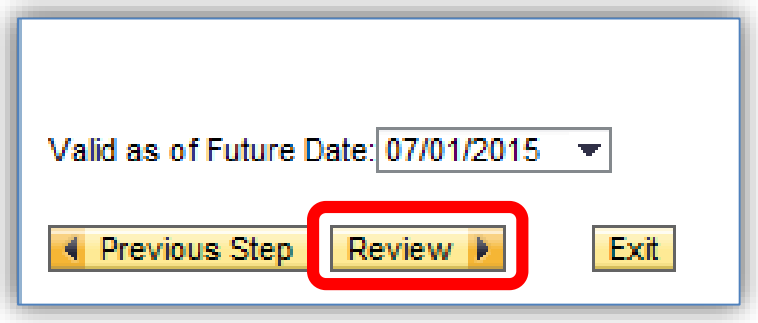
Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. **Example**: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. **Example**: 0508211348
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.	Check the Radio Button for either *Checking* or *Savings.*

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.



4. Once all the information has been updated , click Review.



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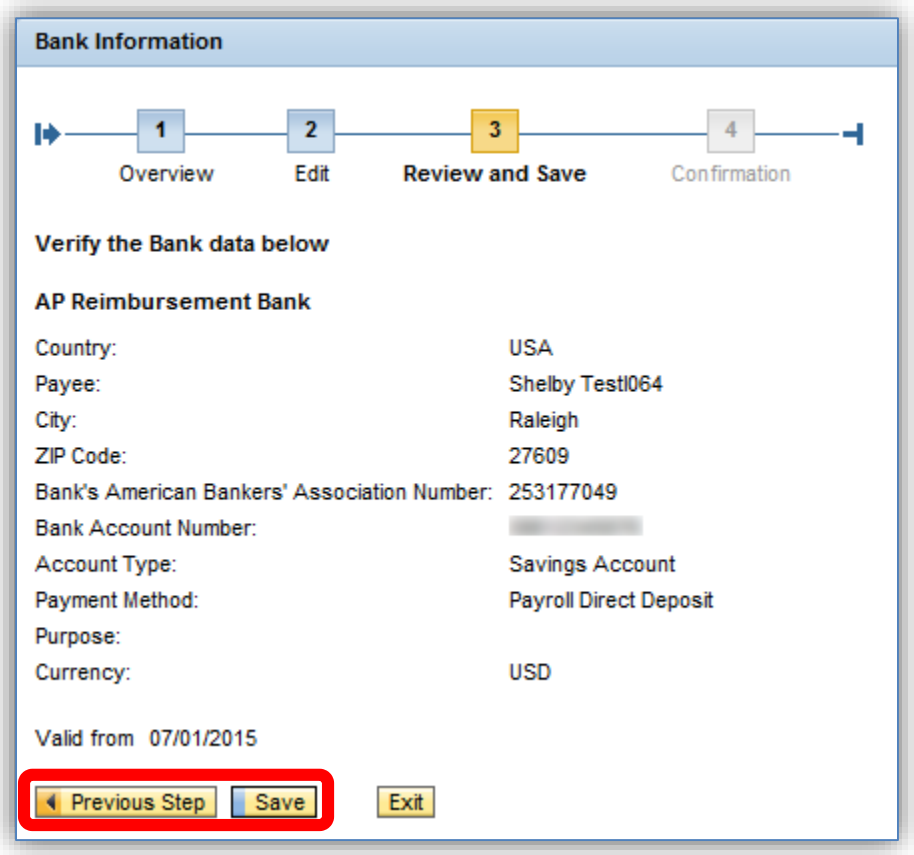

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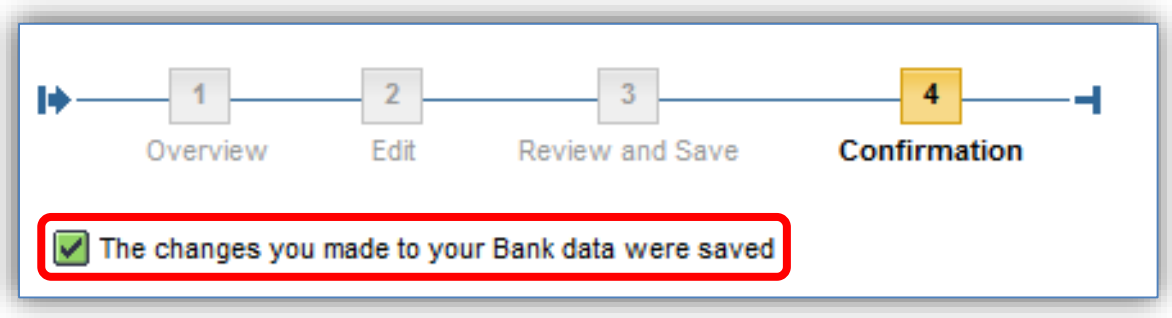

CRITICAL!	Reimbursements are handled by DOT Personnel, and are not connected to Beacon Payroll. If you have questions about reimbursement dates or processes contact DOT Human Resources.

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

Change Date: 2/2/17	Changed by: Linda Blackmon
Changes:	1. Updated Format 2. Update hyperlinks