



Employee Self-Service: Bank Information

V1.0 June 2007

Bank Information

Perform this procedure when you want to display or edit the bank information types *Main Bank, Other Bank and Travel Expenses*. **Direct deposit account information submitted electronically will be effective with the next payroll that is processed. Payrolls are processed approximately four business days before each payday, excluding bank and university holidays.**

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Personal Information

Personal Information



Personal Information

Personal Data

Enter, change, or delete your personal data.

Self Identification Information

Enter or change your ethnicity, race, disabled status and military/veteran status.

Address

Enter, change, or delete your home address/phone.

Bank Information

Enter, change, or delete your bank information.

Education Data

Enter, change, or delete your education information.

Suppression of Personal Data

Change directory access to home address/phone.

Guidelines for Entering Data Into Employee Self Service:

- [Names](#)
- [Addresses](#)
- [Telephone Numbers](#)
- [Bank Information](#)
- [Education Information](#)

Click on Bank Information to get started!

Suppressing Personal Data

Indicate the personal information you want included in the Purdue phone directory

Click the "Bank Information" link to create or change your bank information.

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Bank Information



Main bank (Valid from Today)

Payee:	Portal Patricia P.
Bank Name:	THE BANK OF NEW YORK
Account Number:	12345678

Edit ▾

New Other bank ▾

Exit

New Travel Expenses ▾

If your Main Bank payment method is Payroll Check, you will be unable to create any other banks. To create another bank, change the payment method for your Main Bank to Payroll Direct Deposit. **Once you change to direct deposit, you will be unable to change back to Payroll Check through Employee Self-Service (ESS).**

To make changes to your Main bank information, click the **Edit** button, which is located in the bottom-left corner of the Main bank box.

Note: You cannot cancel direct deposit on your Main Bank through ESS. You must contact the Payroll office to make this change.

Note: Banking institutions can change bank account numbers to accommodate bank changes and corrections through a process called Notice of Correction (NOC). Reasons for this change may be to make the number readable by the banking institution or a takeover by another bank. Since this is an electronic process, an employee does not have to resubmit new banking information.



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Bank Information

1 Overview 2 **Edit** 3 Review and Save

Main bank

Country: USA

Payee: * Portal Patricia P.

City: West Lafayette

ZIP Code: 47906

Bank's ABA Number: 123456780

Account Number: 1234567 Checking Savings

Payment Method: Payroll Direct Dep...

Purpose:

Currency: USD

Previous Step Review Exit

Bank Information

1 Overview 2 **Edit** 3 Review and Save

Main bank

Country: USA

Payee: * Portal Patricia P.

City: West Lafayette

ZIP Code: 47906

Bank's ABA Number: 123456780

Account Number: 1234567 Checking Savings

Payment Method: Payroll Direct Dep...

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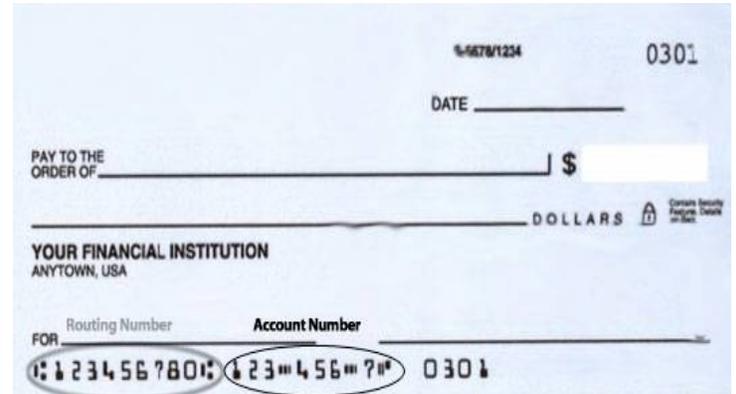
Previous Step Review Exit

Enter Bank ABA Number, Account Number, and Select Payment Method.

Click the "Previous Step" button to exit this page.

Enter your Bank's ABA (routing) number and account number. Click the drop-down button to select the appropriate payment method for this transaction.

Note: To assure the accuracy of the ABA number, do not take it from a direct deposit slip. Use the information at the bottom of a personal check or contact your bank.



Select payment method **Payroll Direct Deposit** to have your money deposited directly into your account. You also will need to select if you want your money to go into your checking or savings account.

The payment method for your Main bank (Payroll Direct Deposit) will need to be the same for New Other bank and Travel Expenses.

To verify the information you entered, click the **Review** button located in the bottom-left corner of the screen.

If the information on the confirmation screen is correct, click **Save**. If you need to make a change before saving, click the Previous Step button to go back to the previous screen.

If you would now like to create, change or delete information for a New Other Bank, click [Go to Bank Information Overview](#). This will take you back to the Bank Information Overview screen, where you can set up an additional bank account.



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1 Overview 2 **Edit** 3 Review and Save 4 Confirm

Other bank

Country: USA

Payee: * Portal Paul E.

City: Lafayette

ZIP Code: 47905

Bank's ABA Number: 021000021

Account Number: 98765456 Savings

Payment Method: Payroll Direct Dep...

Purpose:

Currency: USD

Default Value: 140.00

Previous Step Review Exit

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Bank Information

1 Overview 2 **Edit** 3 Review and Save 4 Confirm

Other bank

Country: USA

Payee: * Portal Paul E.

City: Lafayette

ZIP Code: 47905

Bank's ABA Number: 021000021

Account Number: 98765456 Savings

Payment Method: Payroll Direct Dep...

Purpose:

Currency: USD

Default Value: 140.00

Previous Step Review Exit

New Other Bank details are used to set up a different bank account for special purposes, such as having part of your salary transferred to an account other than your Main bank account or set up a savings bond. The amount can be specified either as an absolute amount or as a percentage of your salary.

Set up your bank information the same way as in the previous step. Add the Default Value that you want deposited into the Other bank.

Click the **Review** button.

If the information on the confirmation screen is correct, click **Save**.

If you would now like to create, change or delete information on New Travel Expenses, click [Go to Bank Information Overview](#). This will take you back to the Bank Information Overview screen, where you can set up an additional bank account.



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The New Travel Expenses screen is used to set up a different bank account for travel and out-of-pocket, non-travel-related reimbursements.

Travel Expenses has been automatically set up for your travel reimbursements to go to the same account as your Main bank. It is your responsibility to change this information if you want your reimbursements to go to a different bank account.

If you wish to change your account information for your Travel Expenses, follow the steps listed above for Main bank.

To exit Employee Self-Service from this page, click the **Log Off** tab located in the upper-right corner of the screen.