Direct Deposits – Manage Employees

You are able to set up Net Direct Deposits or Partial Direct Deposits for any employee.

Note: It is important to be aware that Paycor does not pre-note direct deposit accounts. Clients should verify all direct deposit information when entering it into the system.

In this Job Aid

Adding a Net Direct Deposit Account to an Employee

Follow the steps below to select an employee:

1. In the **Manage Employees** area of Paycor Perform, click on the employee's name.
2. In the left navigation menu, click **Compensation**, then **Direct Deposits**. Any existing accounts will display, either in the Direct Deposit section, or Other deduction section, such as a Health Savings Account of retirement plan.
3. Click + Add Account.
4. Enter the **Routing Number**.

   Note: After entering the routing number, the bank name will automatically populate in the **Bank Name** field. If this information is incorrect, contact your consultant.
5. Type the **Account Number,** once in each text box. Copying and pasting the number is not available.
6. Indicate whether the account is a **Checking** or **Savings.**
7. Select **Net** as the deposit type.
8. Click ✔ Save.

Note: Any time a Direct Deposit's Account or Routing Number is changed or added, an email notification will be generated to the employee of the account change.

If any unauthorized change occurs, please notify Paycor security immediately at contactpaycorsecurity@paycor.com.

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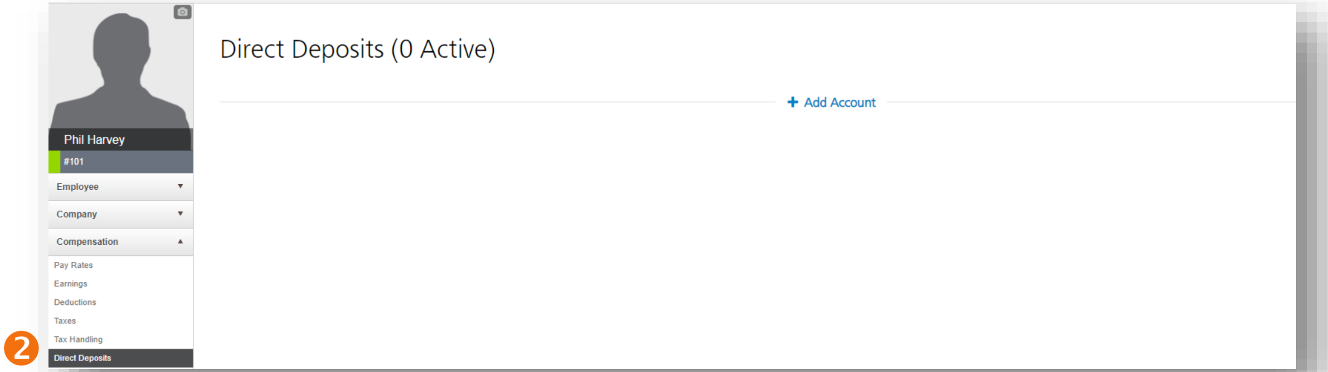

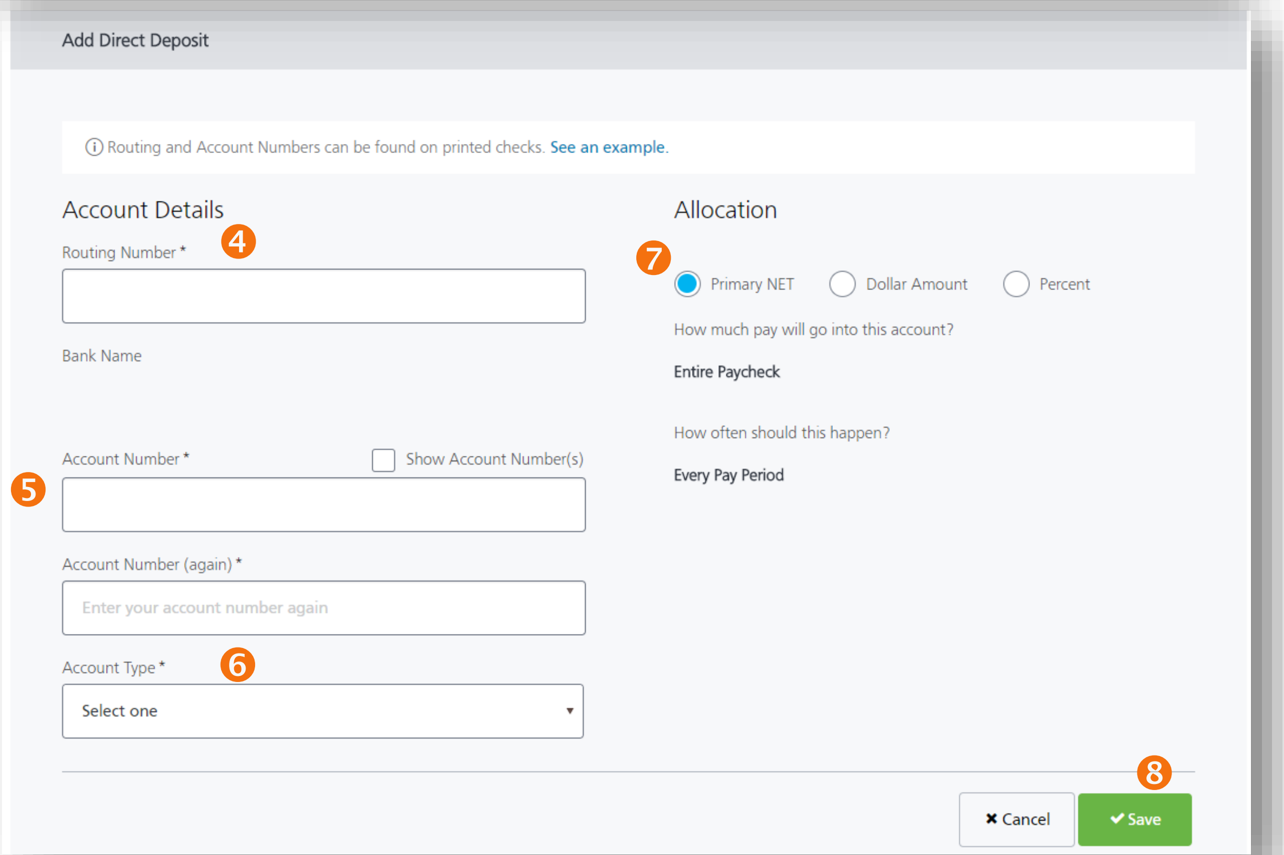

Note: After being added, the Account Number will appear as masked. To see the full Account Number, click the **Show** checkbox. This information will be audited by Paycor.

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Adding Additional Direct Deposit Accounts to an Employee

1. In the **Manage Employees** area of Paycor Perform, click on the employee's name.
2. In the left navigation menu, click **Compensation**, then **Direct Deposits**. Any existing accounts will display, either in the Direct Deposit section, or Other deduction section, such as a Health Savings Account of retirement plan.
3. Click + Add Account. You have the option to enter the name of the account, such as a specific fund. This is how the deduction will be listed in a separate column on the employee's checkstub and reports, such as a pre-post journal. Naming is not available for retirement or H.S.A type accounts.
4. Enter the **Routing Number**.

   Note: After entering the routing number, the bank name will automatically populate in the **Bank Name** field. If this information is incorrect, contact your consultant.
5. Type the **Account Number,** once in each text box. Copying and pasting the number is not available.
6. Indicate whether the account is a **Checking** or **Savings.**
7. A Dollar Amount or Percent are the only options for additional accounts. Select either Dollar Amount or Percent, then enter the dollar amount or percentage.
8. Select the deduction code from the drop down list. Any deduction code in the list can be associated with any account, but there can only be as many Direct Deposit accounts as exist global DD deduction codes for your organization. A banner message will display if more deduction codes need to be created prior to adding additional accounts.
9. Click ✔ Save.

Note: For any employees with more than one account with deposits for the most recent Regular payroll, a visual display of the account amount deposited will show at the top of the page. Regular payruns do not include manual, additional, 3PS, or void payruns.

If the employee is paid by two different paygroups for one company, the most recently processed payroll account details will display, even if the check dates are the same.

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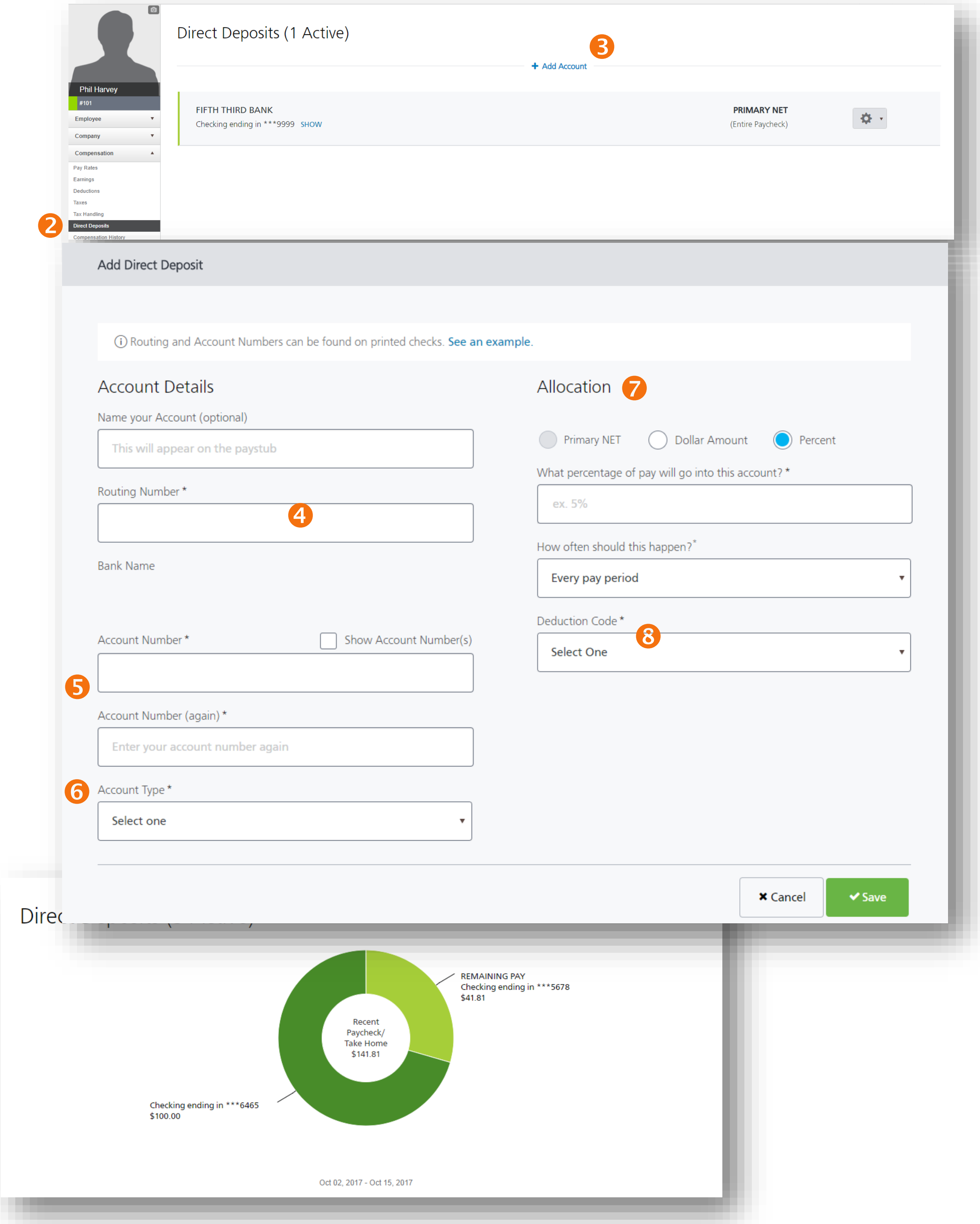

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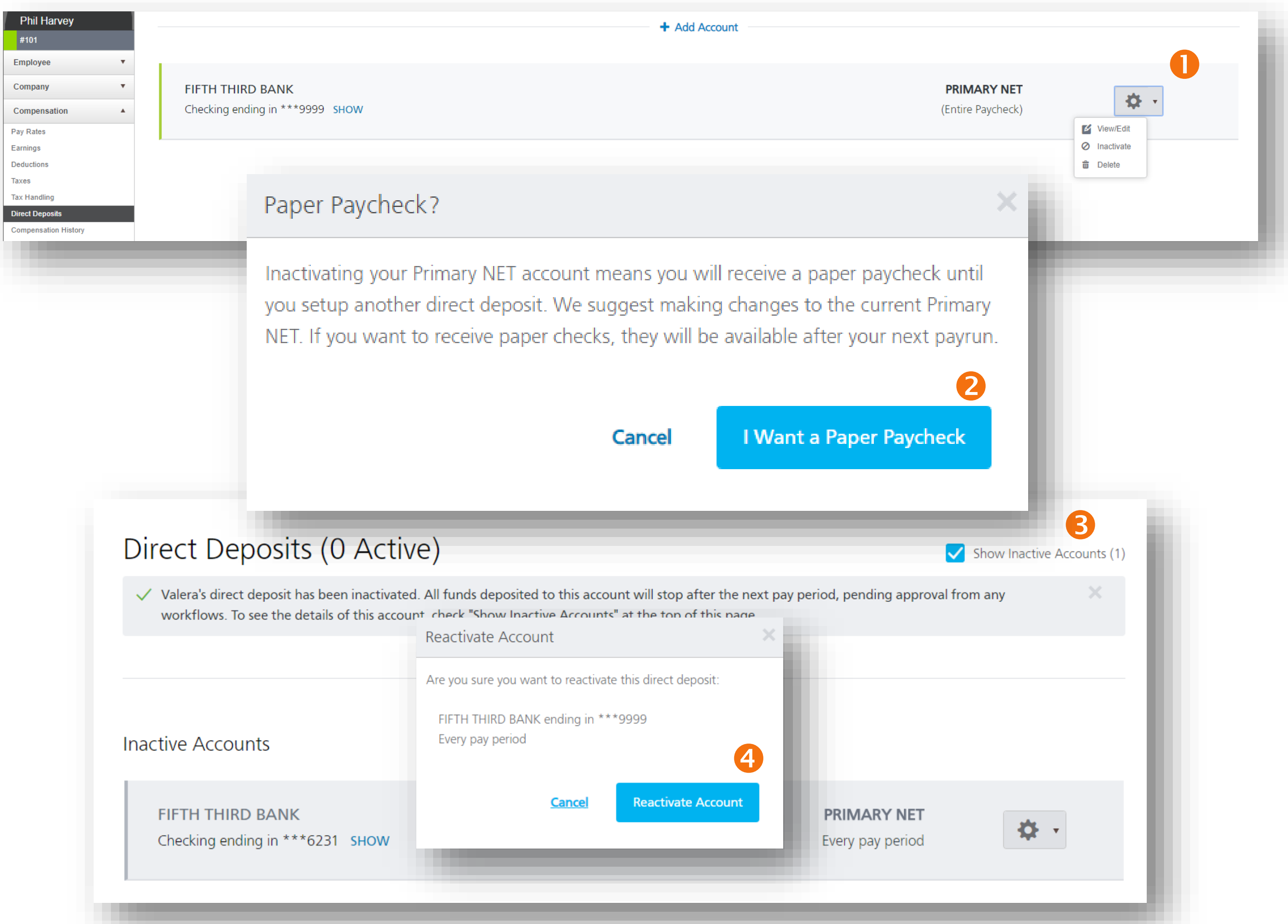
Managing Inactive Accounts

In order to fully manage your employee's direct deposit information, the ability to inactivate and reactivate accounts is available.

Note: If an employee is changing NET accounts, edit the existing NET account.
An employee cannot have both an active net and an inactive net at the same time. If an employee already has an inactive NET, you will be unable to add a new NET account and can only add a new partial account.

1. On the employee's direct deposit page, click ⚙ ▾ then select ⊘ Inactivate.
2. A warning message will appear. Click **Inactivate Account** to proceed.
3. Any hidden accounts can be accessed by clicking ☑ Show Inactive Accounts (1).
4. To reactive an account, click the ⚙ ▾ again, then select Reactivate. Confirm the message by clicking **Reactivate Account**.



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Deleting Accounts

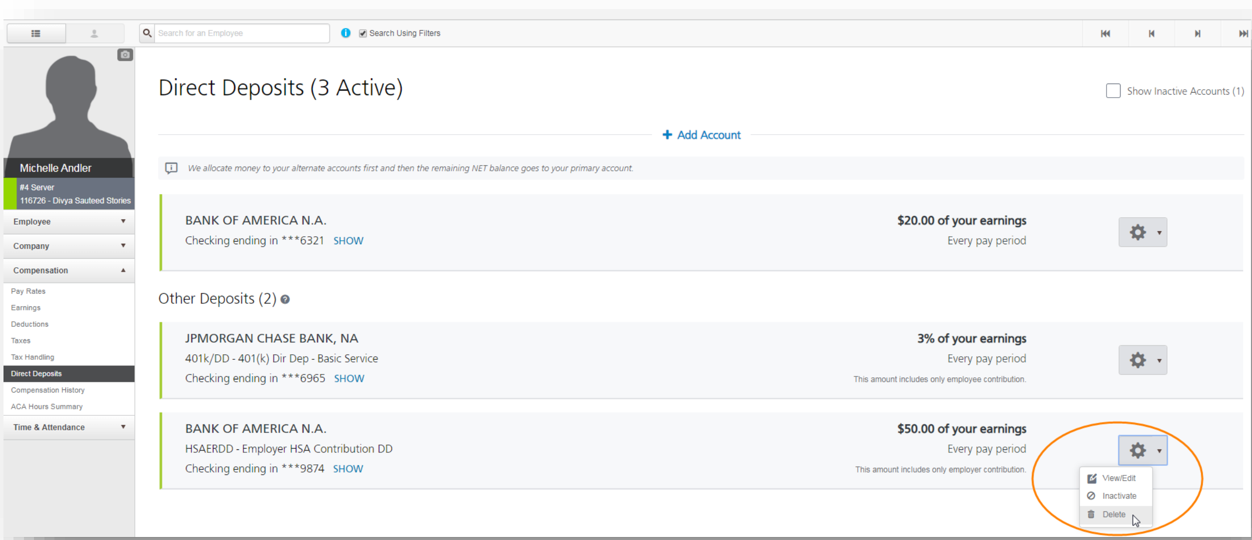
Users are able to delete a net or partial direct deposit accounts if there is no attached pay history, if the account is not a Net or enforced direct deposit, and if the employee is not in an in progress payrun.

If you have the Employee Direct Deposit workflow activated:

- The user who performed the delete will see a notification that the request has been submitted.
- Approving user(s) will see a workflow request to approve the direct deposit account deletion and they'll need to approve/deny the request. (**Note:** Approvals require the Perform HR service).
- The approval process will also check for pay history and if the employee is in an In Progress payrun. If these scenarios are found, the approval process will be prevented by the system.

Turning on this workflow will enable employees to make changes to their data without your help. Use the workflow to set up notifications to determine who should receive updates when employees make changes. (Please see the "Workflow Configuration – Configure Company" job aid for more information.)

1. On the employee's direct deposit page, click  then select "Delete."
2. A confirmation message will appear. Click Yes, delete to proceed.
3. If there is pay history with the direct deposit, if the account is NET or enforced, or if the employee is currently in a payrun, the system will alert you and you will not be able to proceed.



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