How To: Submit Direct Deposit Information

This job aid provides an overview of the steps required to change or update your direct deposit information in PeopleSoft.

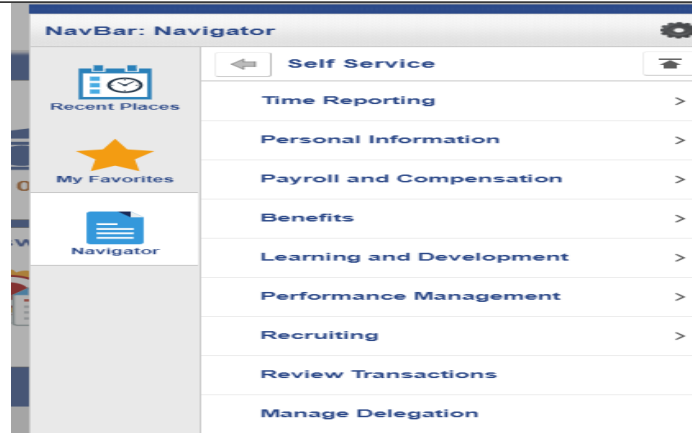|	
Step 1: Log into your PeopleSoft account via pshcm.dc.gov while at a DCPS location. Select "Self Service", then "Payroll and Compensation." Within this section, you will see a tab titled "Direct Deposit", which you will select to edit or add direct deposit information. Note: Direct Deposit information cannot be submitted via the out-of-network web address, ess.dc.gov, while at home.	**PeopleSoft Support Site** **Navigation** Home **PeopleSoft Log in** Self Service (SS) Information for Agencies-Staff PeopleSoft 9.0 Upgrade PeopleSoft 9.0 Time and Labor Training PeopleSoft 9.0 HR and TAM Training PeopleSoft 9.0 ELM - Learning and Development Release Information PeopleSoft Feedback-Comments Sitemap **Recent site activity** View All **Navigation** **PeopleSoft Log in** **Log in to PeopleSoft here** (log in from work) **ESS.dc.gov** (log in to Self Service from home) **Help with PeopleSoft Log in** Contact the DCHR Answers at (202) 442-9700, 8:00am - 5pm, Monday through Friday, if you are having issues logging in. Or, contact the OCTO Help Desk at (202) 727-8700, 8:00am - 6pm, Monday through Friday.
Step 2: Select the Navigation Icon-the slanted diamond at the top right corner of your page. Once you click this icon, a drop-down menu will appear. You'll then select "Navigator" to pull up the full navigation menu:	

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Step 3: Then, select "Self Service" within the Navigator list, which will then show a list of categories within your account to select. You will select "Payroll and Compensation" to view payroll related functions, including "Direct Deposit."	
Step 4: Once you select Direct Deposit, you will see rows of direct deposit accounts previously submitted (if applicable). If you wish to edit an existing account, select the "Edit" button. If you wish to add a new account, select the "Add Account" button on this screen Update or complete all fields as appropriate.	 Note: In the **"Direct Deposit Type"** field: • Indicate If you would like the full or remaining amount of your paycheck to be deposited into your account (Balance) • Indicate If you want an exact amount to be deposited into the designated account (Amount) • Indicate if you want a certain percentage to be deposited into a designated account. (Percentage) The **"Deposit Order"** field is where you indicate the order in which you'd like your Direct Deposit accounts to be processed. If you only have 1 account, you can indicate "1" in that field. If you are adding multiple Direct Deposit accounts, the numbers submitted should correlate to the order of accounts (ie first account is "1", second account is "2", etc…)

Note: Direct Deposit changes will reflect on the following pay period after submission, provided the changes were made before payroll was processed for the following paycheck. To review the DC Government pay schedule and processing deadlines, click here: 2017 Payroll Schedule

Questions regarding the Direct Deposit process can be directed to the PeopleSoft HelpDesk at (202) 727-8700.