

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:

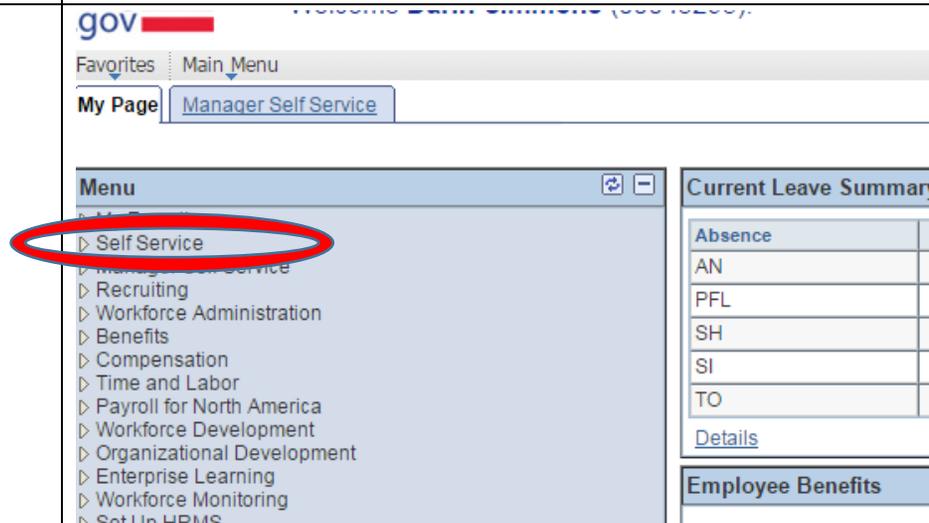
Log into your PeopleSoft account via pshcm.dc.gov while at a DCPS location. Select "Self Service", then "Payroll and Compensation." Within this section, you will see a tab titled "Direct Deposit", which you will select to edit or add direct deposit information.

Note: Direct Deposit information cannot be submitted via the out-of-network web address, ess.dc.gov, while at home.



Step 2:

Under the Main Menu bar on the left of your screen, select "Self Service."



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Step 3:

Under the Self Service sub-header, find “Payroll and Compensation” and Select Direct Deposit.”



Main Menu > Self Service >

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

View Paycheck Review current and prior paychecks.	Voluntary Deductions Add or update your voluntary deductions.	Direct Deposit Review, add or update your direct deposit information.
Compensation History Review your compensation history, including base salary and additional information.	W-4 Tax Information Review or change your W-4 information.	View W-2/W-2c Forms View electronic W-2 and W-2c forms.
W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	State Tax Information State Tax Information	Review Job Summary Displays Job Information and Compensation details
View Total Compensation Review your Total Compensation information		

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.

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	<input type="text"/>	<input type="text"/>	Percent	100%	1	Edit	Delete

[Add Account](#) [Pay Statement Print Option](#)

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: [2016 Payroll Schedule](#)

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