

# Self-Service Direct Deposit

Managing Existing Account Information  
&  
First Time Enrollment

# Navigation

## Employee Self Service ▾

### Payroll



Last Pay Date **02/07/2025**

### Direct Deposit



No accounts

From the Employee Self Service homepage select the Payroll Tile and then the Direct Deposit tile.

Existing banking information will be displayed.

# Instruction Options

Please click on the appropriate box to skip ahead!

I have existing Direct Deposit enrollment.

I am enrolling in Direct Deposit for the first time.

I have an existing Direct Deposit account and want to add a second account.

# Managing Existing Direct Deposit Enrollment: Assign Remaining Balance

The system now requires one account to be designated as a Remaining Balance Account. Follow the system prompts to assign an existing account or add a new account to designate.

A Remaining Balance account is required.

To review information of your configured Direct Deposits Accounts, select the [Review Existing Accounts](#) link.

You can assign an existing account as a remaining balance account or add a new remaining balance account.

Assign Existing Account

Add New Account

[Cancel](#) **Remaining Balance Account** [Save](#)

*\* Indicates required field*

Assign the existing account to be a Remaining balance account. Doing so reorders this account to 1 and changes its deposit type to Full Balance. Entire net pay is deposited into the Full Balance account.

**Accounts**

Current Order	Nickname	Account Number	Amount/ Percent	*Remaining Balance
1	Savings1	XXXXX2881	17.00%	<input type="checkbox"/> No

# Managing Existing Direct Deposit Enrollment

Click on the account to open the Edit Account page.

Cancel **Edit Account** Save

*\* Indicates required field*

Nickname

\*Payment Method

**Bank**

---

Routing Number  

Account Number  

Retype Account Number

**Pay Distribution**

---

\*Account Type

\*Deposit Type

Amount

Remove

Users may update account number, the details in the Pay Distribution section or remove the account completely.

# Managing Existing Direct Deposit Enrollment: Deleting An Account

When deleting an existing account, users may be prompted to define a new remaining balance account.

A Remaining Balance account is required.

Select OK to confirm the deletion of this account and assign one of your existing accounts as a remaining balance account. Select Cancel to not delete this account.

**Remaining Balance Account**

*\* Indicates required field*

A New Remaining balance Account is required. Select one of your existing accounts as a remaining balance account.

\*New Remaining Balance Account

[Go to Helpful Reminders](#)

# Enrolling in Direct Deposit: First Account

The first account added is automatically designated as “Full Balance”. This means the entire net pay will be deposited to this account.

[Cancel](#) **Add Account** [Save](#)

*\* Indicates required field*

Nickname

\*Payment Method

**Bank**

Routing Number  ⓘ

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	211977197	<input type="text" value="XX3456"/>	Checking	Full Balance >

[Go to Helpful Reminders](#)

# Enrolling in Direct Deposit: Second Account

To add a second account, use the “+” on the Accounts page.

Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	211977197	<input type="text" value="XX3456"/>	Checking	Full Balance >

[Cancel](#) **Add Account** [Save](#)

*\* Indicates required field*

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

\*Payment Method

**Bank**

Routing Number  [i](#)

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

Enter the information for the second account.

Please note, this account can be a flat dollar amount or a percentage of your net pay up to 99%.

[Go to Helpful Reminders](#)

# Helpful Reminders

 Employees may establish a maximum of 2 direct deposit accounts in Core-CT.

 Newly established accounts must complete a pre-note process. During this time, a deposit of \$.01 will be sent to the account(s) to verify the account.

 If only one account is added, it will be designated as “Full Balance”.

 If 2 accounts are added, one must be designated as “Remaining Balance”. The remaining net pay will be deposited into this account after the other direct deposit payment is processed.