

Enterprise Human Resources and Payroll

#10 - *PROCESSING DIRECT DEPOSITS*



How does a user enter direct deposits?

- Home > Compensate Employees > Maintain Payroll > Use > Direct Deposit.
- The priority will always be one because it is only used for the Net Check.
- Be sure the deposit type says “Balance” thus indicating Net Check.
- Be sure to process the appropriate PAR action (the effective date must match the date on the Direct Deposit page).

What if the routing number is changing?

- The existing direct deposit must be inactivated by inserting a row, entering the effective date and changing the status to inactive.
- The new deposit information will then be entered by inserting a row, entering the effective date, changing the status to active and modifying the deposit data.
- Be sure to process both the Stop PAR and Start PAR.