Starting an Employee's Net Direct Deposit

1.	Click the **Compensate Employees** link. Compensate Employees
2.	Click the **Maintain Payroll Data (USF)** link. Maintain Payroll Data (USF)
3.	Click the **Use** link. Use
4.	Click the **Direct Deposit** link. Direct Deposit
5.	Click in the field in which you want to search.
6.	Enter the desired information into the **Name** field. Enter a valid value, e.g. "**Winter**".
7.	Click the **Search** button. Search
8.	Click the desired entry. 0016 HE WINTER,FRED
9.	Click the **Choose a date** button.
10.	Click on the desired entry. 15
11.	Click the ***Status** list.
12.	Select a status of **Active**. Active
13.	Click in the **Priority** field.
14.	Enter the desired information into the **Priority** field. Enter a valid value, e.g. "**01**".
15.	Press **[Tab]**.
16.	Enter the financial institution's routing number in the **Bank ID** field. Enter a valid value, e.g. "**011000138**".
17.	Press **[Tab]**.
18.	Enter the account number in the **Account#** field. Enter a valid value, e.g. "**04343587**".
19.	Click the ***Deposit Type** list.
20.	Select **Balance** from the ***Deposit Type** dropdown menu. NOTE: This is the NET amount, calculated after any allotments or deductions that are being deducted for the employee. Balance

21.	Click either the **Checking** or **Savings** radio button in the **Account Type** area. Click the **Savings** option. 
22.	Click the **Save** button. 
23.	The procedure required to start an employee's Net Direct Deposit is completed. **End of Procedure.**