

HOW TO | **Set Up your Direct Deposit within ESS**

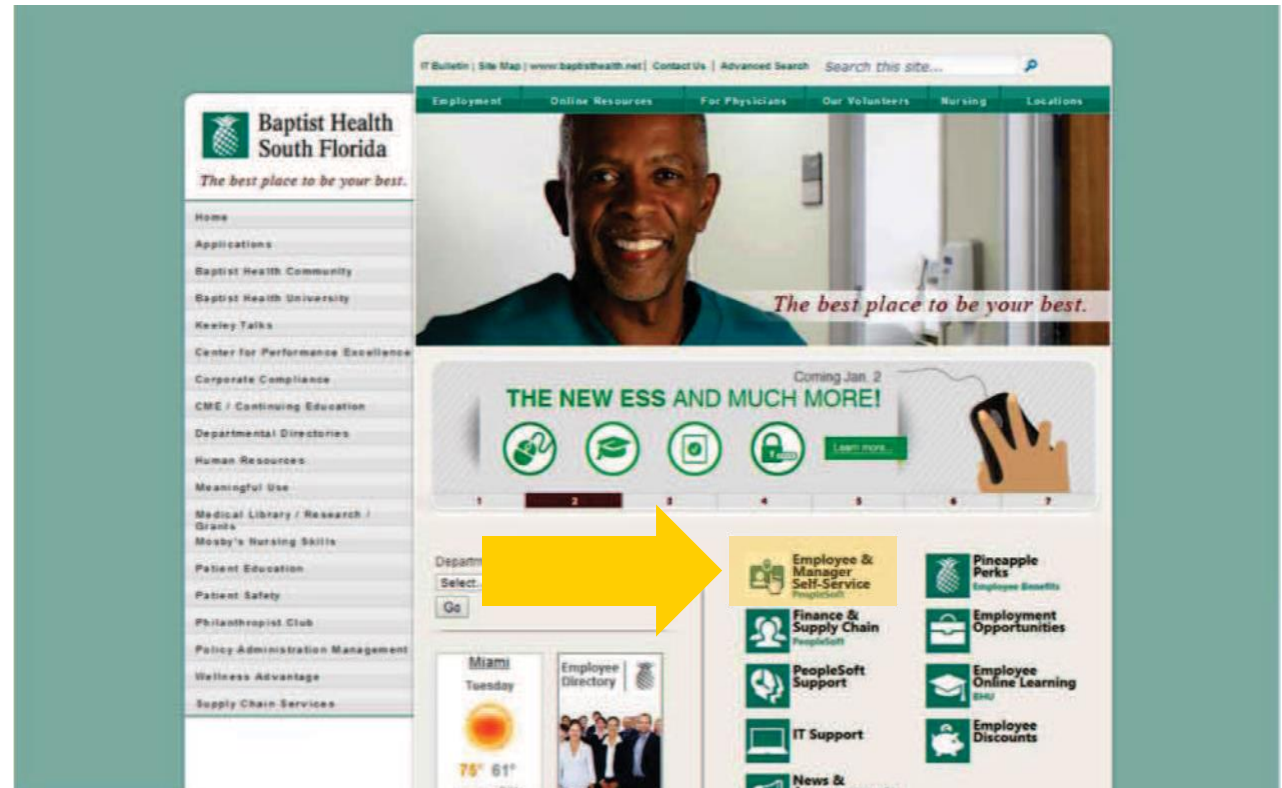


**Baptist Health
South Florida**

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STEP 1

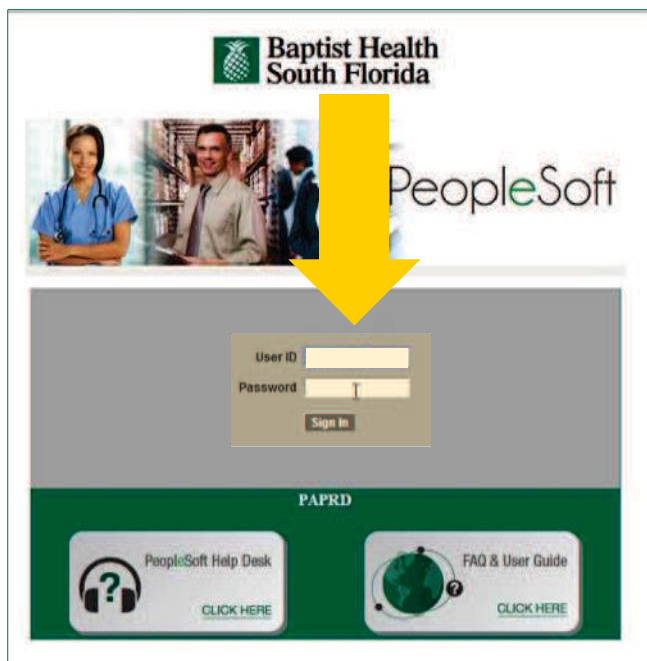
Click on “Employee & Manager Self Service” button, on the Intranet Home page.



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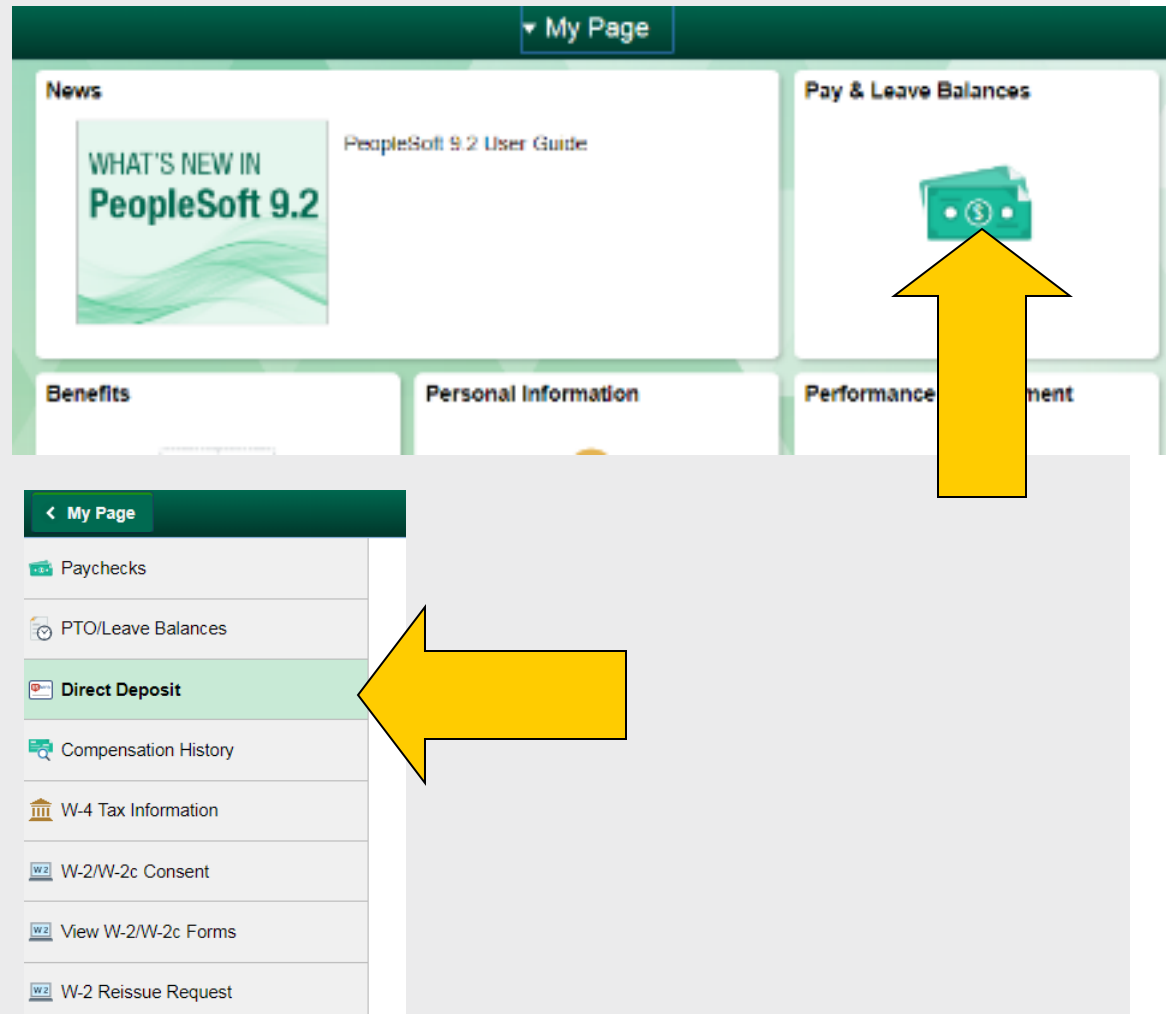
STEP 2

Log into PeopleSoft



STEP 3

Click on Pay & Leave Balances, then Direct Deposit



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STEP 4

Click on "Add Account"

The screenshot shows the 'My Page' interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes links for Paychecks, PTO/Leave Balances, Direct Deposit (highlighted in green), Compensation History, W-4 Tax Information, and W-2/W-2c Consent. The main content area is titled 'Direct Deposit' and shows the name 'Janette Boada'. Below this, there is a link to 'Review, add or update Direct Deposit Detail'. A dropdown menu for 'Account Type' is open, showing 'Checking' as the selected option. At the bottom of the main content area is a button labeled 'Add Account'. A large yellow arrow points from the right towards this button.

STEP 5

Please Enter:

- ACH Routing Number = 267082201
- Account Number (retype the account number) = CU Checking/Savings Account Number*
- Select the Account Type
- Select the Deposit Type [Amount, Percent, or Balance] - please note you may only have one active "balance account".
- Deposit Order - **IMPORTANT:** The account listed as the balance account should have the highest number in the deposit order field. Once balance is selected as the deposit type, the system will default the deposit order to "999".

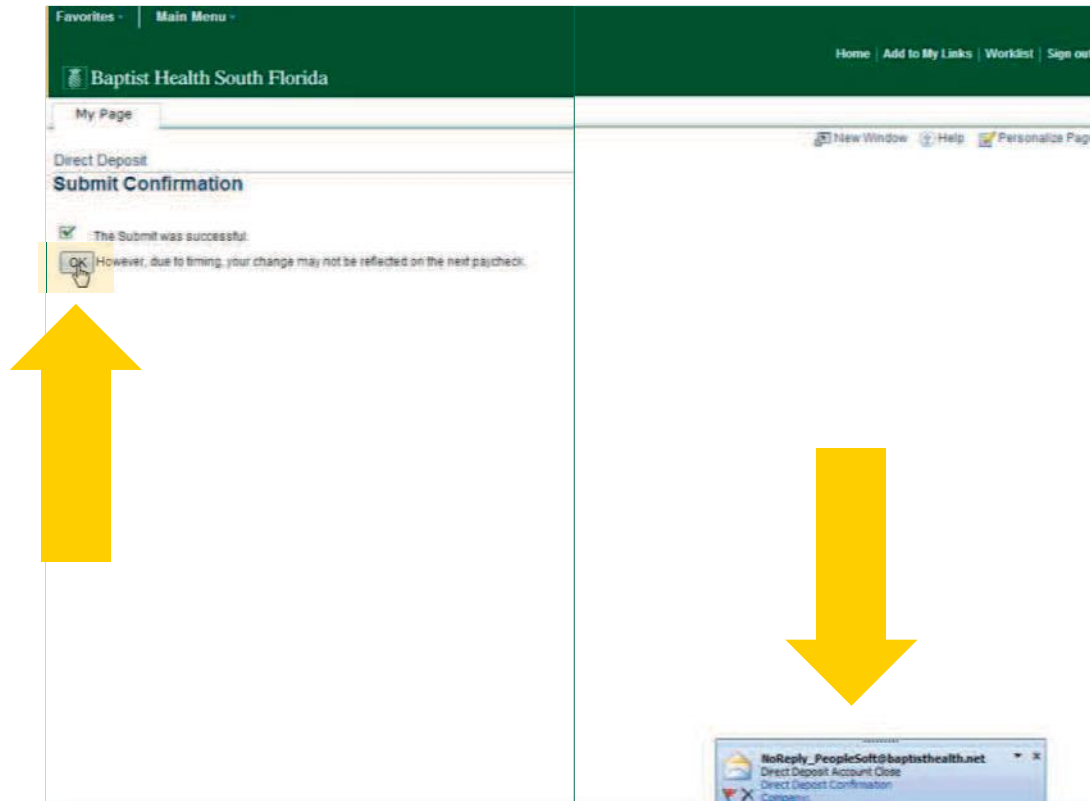
*If you need your account number call the Credit Union at 786.257.2300

The screenshot shows the 'Add Direct Deposit' form. The top bar is labeled 'Pay'. The form is for 'Janette Boada'. It has a section for 'Your Bank Information' with a 'Routing Number' field. Below this is a 'View Check Example' link and a 'Distribution Instructions' link. The 'Account Number' field is highlighted with a blue border. Below it is a 'Retype Account Number' field. There are dropdown menus for '*Account Type' and '*Deposit Type'. Below these are input fields for 'Amount or Percent' and '*Deposit Order'. A note below the '*Deposit Order' field says '(Example: 1 = First Account Processed)'. At the bottom right, there is a '* Required Field' label and a link 'Return to Fluid Direct Deposit List page'. A 'Submit' button is at the bottom left of the form.

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STEP 6

Arrive at confirmation screen and receive email confirmation



STEP 7

Account information should now be present

