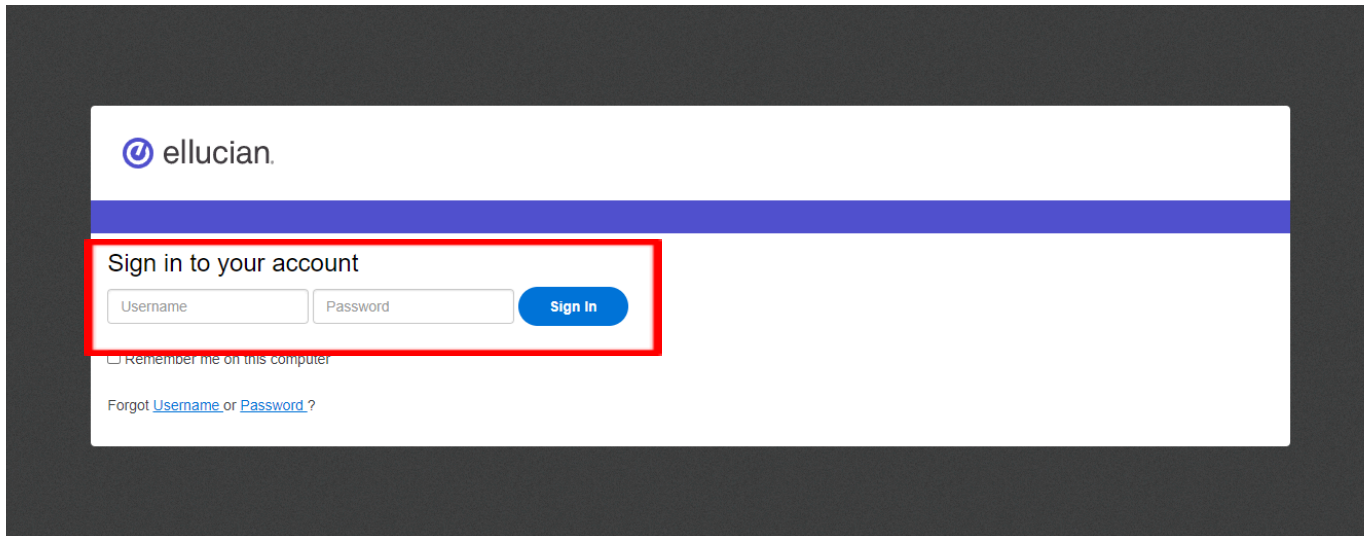


Viewing & Updating Direct Deposit Instructions | Desktop

Log in to your Employee Self-Service Page by visiting the url below and entering your single-sign-on (SSO) credentials (username and password).

<https://ssbssso.sewanee.edu:8443/ssomanager/c/SSB>

A screenshot of a web login page for 'ellucian'. The page has a dark grey background. At the top left is the 'ellucian.' logo. Below it is a blue horizontal bar. The main content area is white and contains the text 'Sign in to your account'. Under this text are two input fields: 'Username' and 'Password'. To the right of these fields is a blue button labeled 'Sign In'. A red rectangular box highlights the 'Sign in to your account' text, the 'Username' and 'Password' input fields, and the 'Sign In' button. Below the input fields is a checkbox labeled 'Remember me on this computer'. At the bottom of the white area is a link that says 'Forgot Username or Password?'.

ellucian.

Sign in to your account

Username Password Sign In

☐ Remember me on this computer

Forgot [Username](#) or [Password](#)?

You'll be presented with your employee dashboard by default, and you are encouraged to check things out and become more comfortable navigating all of the information available to you. Click the **“Direct Deposit Information”** link under the **“Pay Information”** section in the middle of the screen (for desktop) or scroll down the page (for mobile devices).

The screenshot displays the 'Employee Dashboard' for a user named 'Testerson, Testing'. The top navigation bar includes the 'ellucian' logo and a settings/user profile icon. The dashboard header shows the user's name and a 'My Profile' button. Below this, the 'Leave Balances as of 04/19/2023' are shown: Vacation Time in hours (83.35) and Sick Time in hours (40.00). A link for 'Full Leave Balance Information' is also present. The main content area is divided into two columns. The left column features a 'Pay Information' section with a dropdown arrow, containing links for 'Latest Pay Stub: 04/25/2022', 'All Pay Stubs', 'Direct Deposit Information' (highlighted with a red box), and 'Deductions History'. Below this are sections for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary', each with an upward arrow. The right column has a 'My Activities' section with a list of actions: 'Enter Time' (a blue button), 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', and 'Electronic Personnel Action Forms (EPAF)'.

You'll be presented with your current direct deposit allocations as well as options to add, edit, or delete these allocations (pictured on the following page).

<div><div></div><div>ellucian</div></div>			
Direct Deposit Allocation			
Pay Distribution as of 04/25/2022			
Bank Name	Routing Number	Account Number	Account Type
Citizens Tri-County Bank			Checking
Regions			Savings
Regions			Checking

If you would like to change your existing direct deposit allocations, add an additional one, or delete one, scroll to the **“Proposed Pay Distribution”** section.

To **edit** an existing direct deposit account, click the checkbox next to the bank name, and update the account type (if needed), the amount (from the options provided—%, \$, balance), and the priority (the order in which the system calculates amounts for deposits).

Proposed Pay Distribution							
<div>⊖ Delete ⊕ Add New</div>							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Regions			Checking ▾	Remaining ▾	1 ▾	\$2,712.98	Active
						Total Net Pay	\$2,712.98

To **delete** an existing direct deposit account, click the checkbox next to the bank name, and click the “Delete” option.

Proposed Pay Distribution							
<div>⊖ Delete ⊕ Add New</div>							

Note: Select Remaining Amount if you already have a direct deposit setup for a flat amount or less than 100% and you would like the remainder to be deposited in this account. If you did NOT select Remaining Amount, select a flat amount in dollars and Amount from the dropdown, or enter a percent (up to 100%) to be deposited in this account and select Percent.

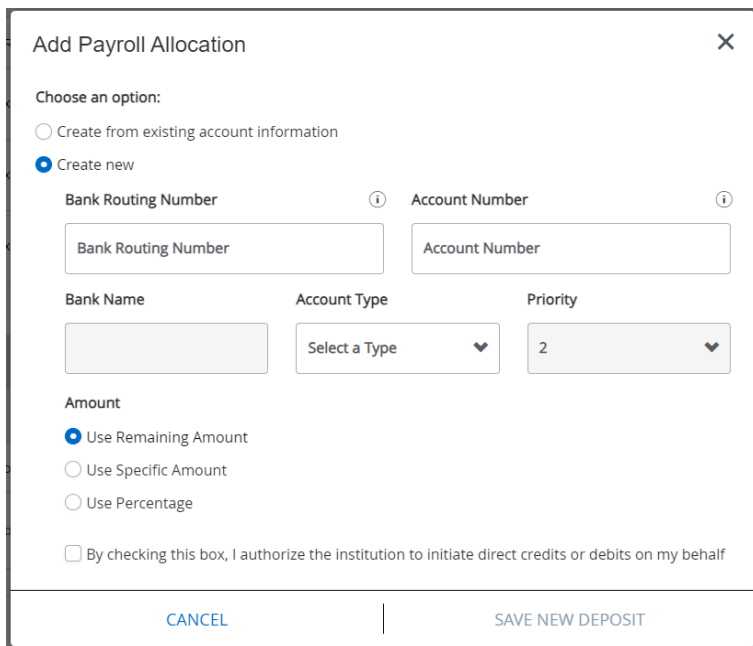
To **add** a direct deposit account, click the “Add New” option.



The screenshot shows a web interface titled "Proposed Pay Distribution". At the bottom right of the interface, there are two buttons: "Delete" and "Add New". The "Add New" button is highlighted with a red rectangular box.

Follow the instructions within the pop-up presented to add an account from your existing list of accounts or to add a new account. Once complete, click the checkbox next to the authorization statement and click “SAVE NEW DEPOSIT”.

If, when entering your routing number, you receive the error “An invalid routing number was entered. Please enter a valid routing number”, contact payroll@sewanee.edu to request your banking institution be verified and added to the validation list.



The screenshot shows a pop-up window titled "Add Payroll Allocation" with a close button (X) in the top right corner. The form contains the following sections:


- Choose an option:**
 - ☐ Create from existing account information
 - ☒ Create new
- Bank Routing Number** (with an information icon) and **Account Number** (with an information icon): Each has a corresponding text input field.
- Bank Name**: A text input field.
- Account Type**: A dropdown menu with the text "Select a Type".
- Priority**: A dropdown menu with the value "2".
- Amount**:
 - ☒ Use Remaining Amount
 - ☐ Use Specific Amount
 - ☐ Use Percentage
- ☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

At the bottom of the form, there are two buttons: "CANCEL" and "SAVE NEW DEPOSIT".

Note: Select Remaining Amount if you already have a direct deposit setup for a flat amount or less than 100% and you would like the remainder to be deposited in this account. If you did NOT select Remaining Amount, select a flat amount in dollars and Amount from the dropdown, or enter a percent (up to 100%) to be deposited in this account and select Percent.

Accounts Payable Direct Deposit Allocation

Along the bottom of the screen you will see similar options to designate **one** of your accounts for use by the Accounts Payable team for deposits for items such as expense reimbursements. If no account is designated at the time of hire for this purpose, it is payroll’s practice to designate this account to be the same account indicated in your payroll direct deposit allocations as receiving the “remaining” amount. You are able and welcome to update this as is your preference.

 Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

−

Delete

+

Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<div><input type="checkbox"/> Regions</div>			<div>Checking</div> <div></div>	<div>Active</div>

Final Authorization

When all updates are complete, check the box at the bottom of the screen next to the statement, “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf.” and click “Save Changes”.

Page 6