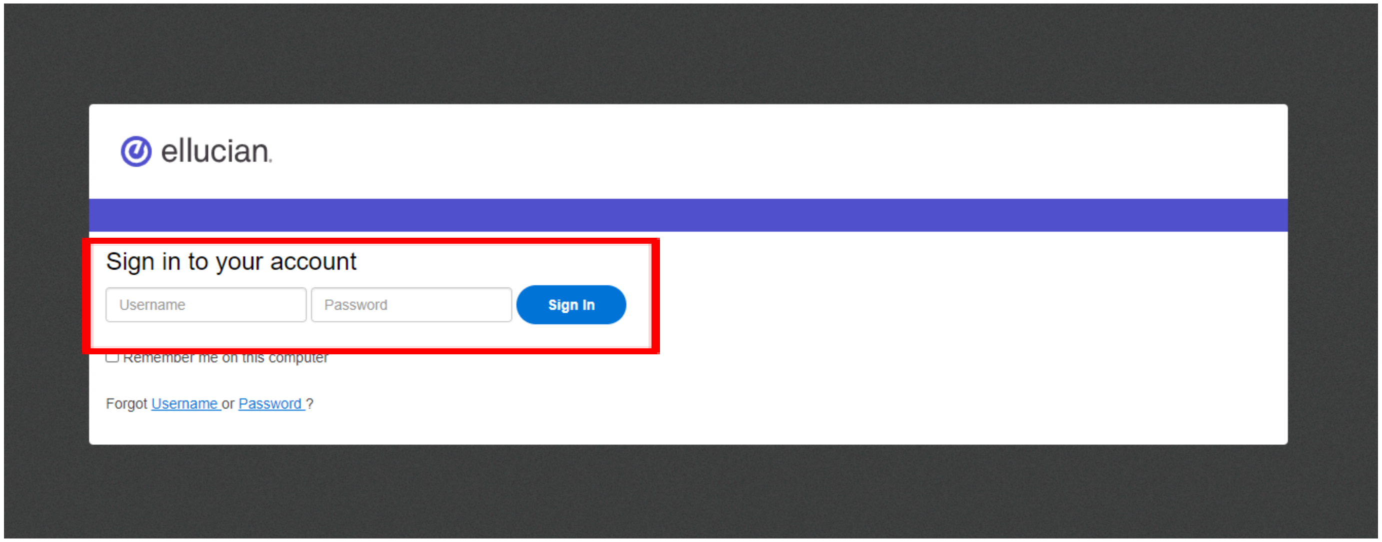
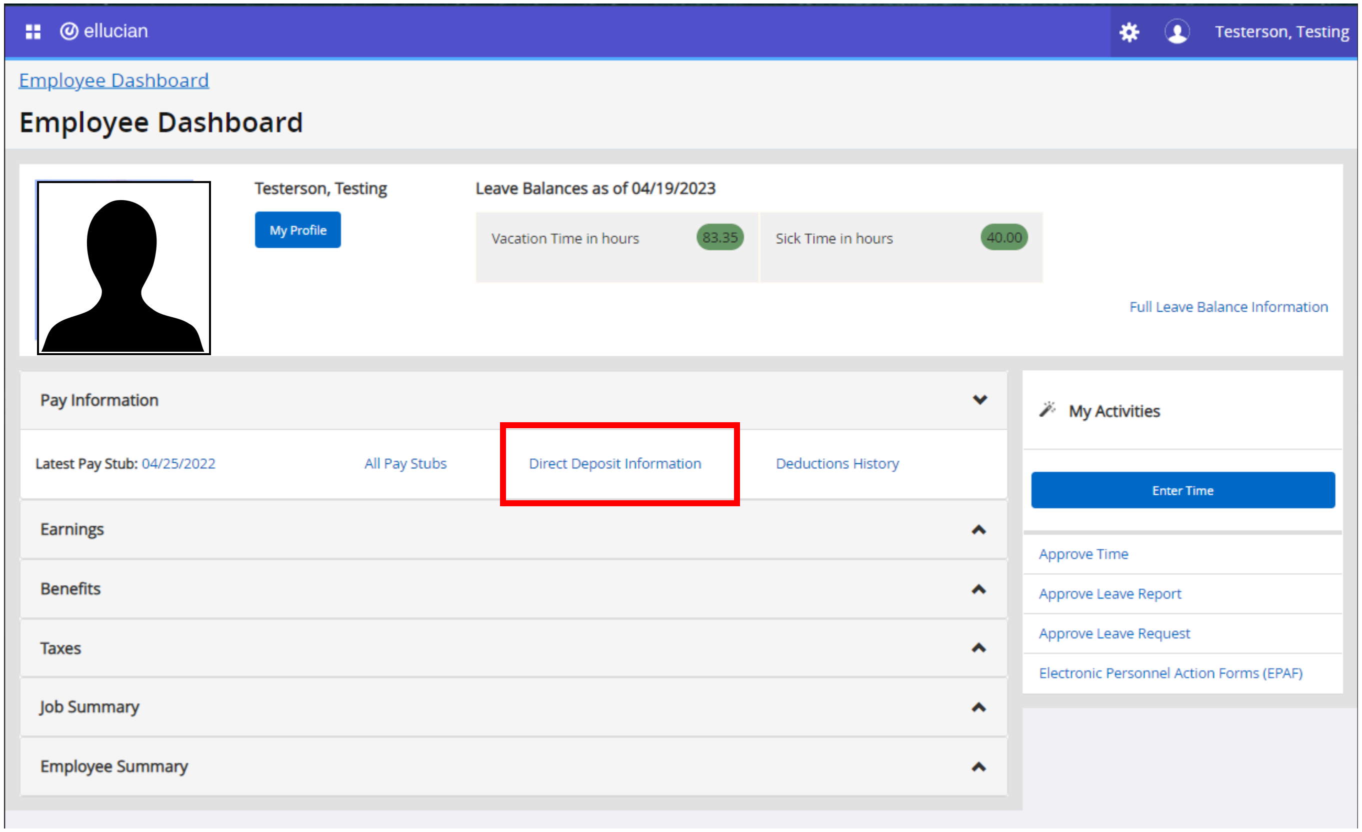
Viewing & Updating Direct Deposit Instructions | Desktop

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

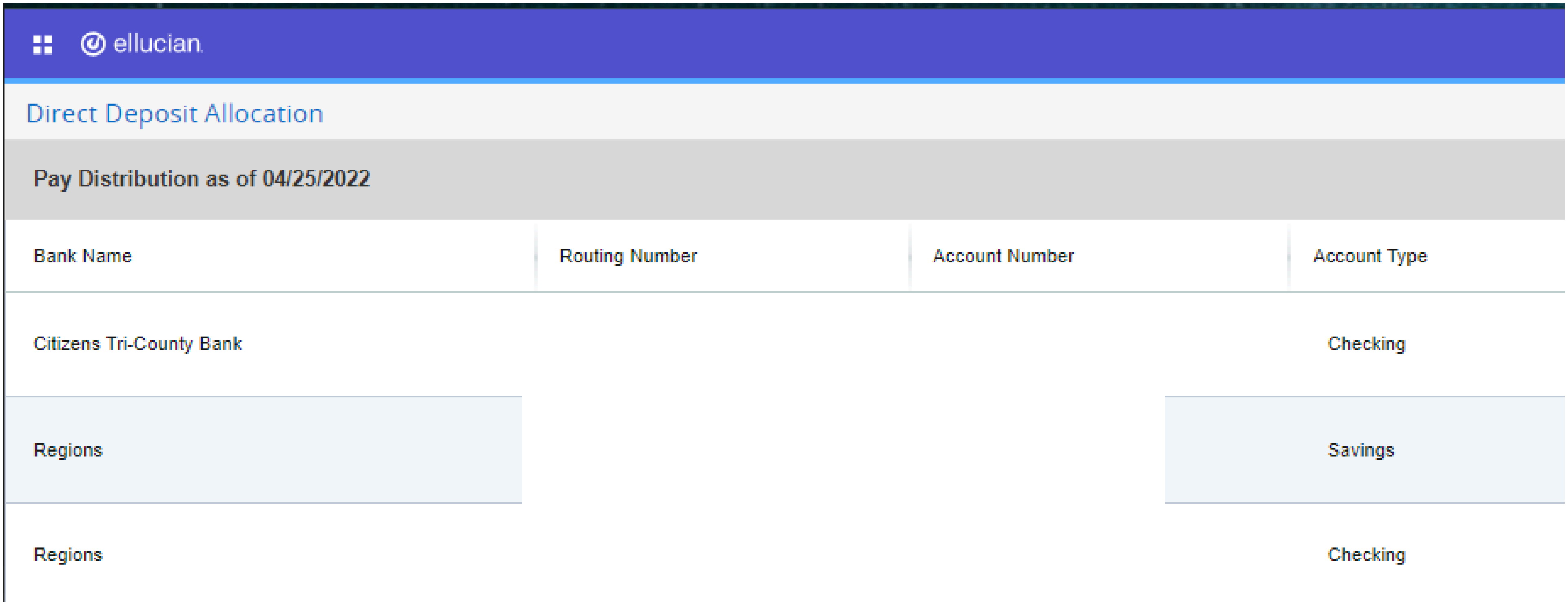
https://ssbsso.sewanee.edu:8443/ssomanager/c/SSB



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).



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).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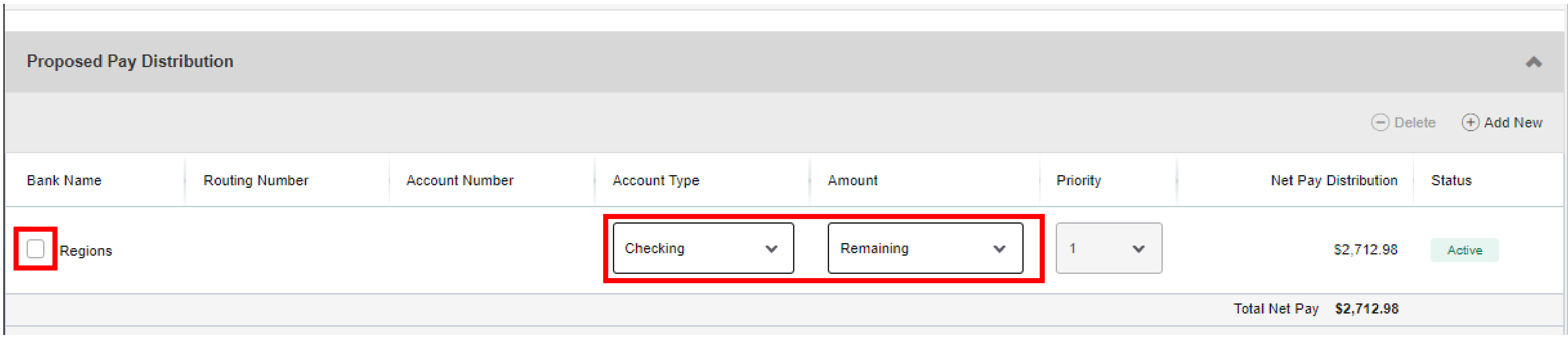
Direct Deposit Allocation

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).



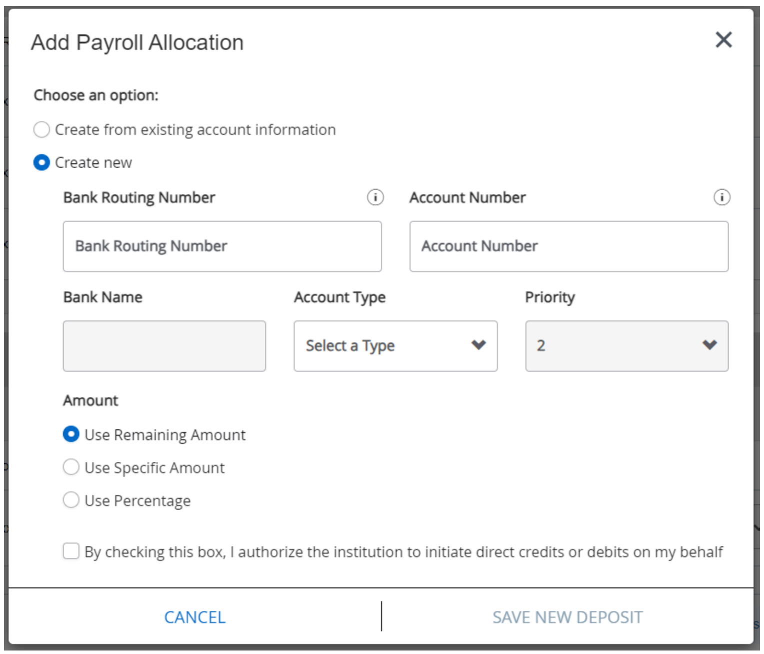
To **delete** an existing direct deposit account, click the checkbox next to the bank name, and click the "Delete" option.

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.

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.



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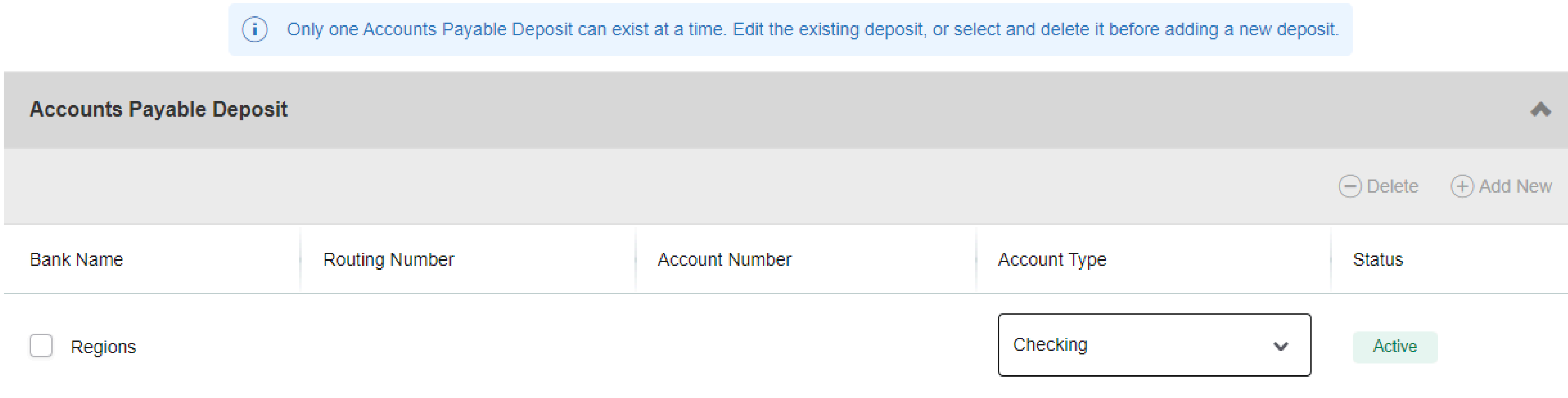
Accounts Payable Direct Deposit Allocation

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.



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".