

CPS@Work Employee Self-Service Updating Direct Deposit

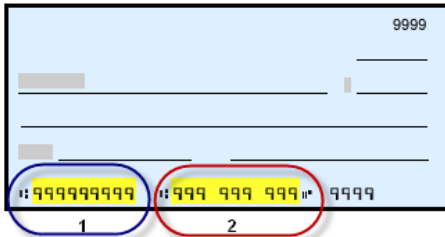
The following instructions will assist you in updating your Direct Deposit via employee self-service. Below are step-by-step instructions for making these changes. Starting on page 3, you will see the same step-by-step instructions accompanied by screen shots to help with navigation. For assistance with this process, please call HR Payroll Services at 773/553-4729 option 1.

Important Information:

In order to update or change your direct deposit information there are some important details to know.

1. You will need your bank routing number and account number
Below is a sample check that shows where you can find these important numbers.
Note: **DO NOT** use deposit slips to obtain these numbers as some banking institutions do not display the actual routing number.

Check Example



1 - Routing Number
2 - Account Number

2. Funds that are sent to incorrect bank accounts due to data entry error are returned by banking institutions generally within 5 business days, therefore, employees should review their changes to avoid delay in payroll.
3. Employees are allowed up to **2** bank accounts for payroll distribution. Each direct deposit can be stated as a percent of net pay, a dollar amount, or balance of net pay.

Example 1: Suppose that an employee wants \$100 deposited to a savings account and the remaining net pay deposited to a checking account. To do this, you set up two rows of distribution data:

Objective	Priority	Account Type	Amount/Percent	Deposit Type
\$100 to Savings	1	Savings	\$100.00	Amount
Deposit remainder in Checking	2	Checking	100% Net Pay	Balance

Example 2: Suppose that an employee wants 10% deposited to a savings account and the remaining net pay deposited to a checking account. To do this, you set up two rows of distribution data:

Objective	Priority	Account Type	Amount/Percent	Deposit Type
10% to Savings	1	Savings	10.	Percent
Deposit remainder in Checking	2	Checking	100% Net Pay	Balance

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Step 1: Login into PeopleSoft

Employees can access the CPS@Work portal from work or home at <https://www.cpsatworkprod.cps.k12.il.us>. The employee's user id and password are the same as the network id and password.

Step 2: Click on "My Personal Information"

Step 3: Enter the Self-Service Section of "My Payroll"

Once you click on "My Payroll", you will see the links for View Paycheck, Direct Deposit, and W-4 Tax Information. Click on the link for **Direct Deposit**.

Step 4: Update Your Direct Deposit Information

After clicking on the link for **Direct Deposit** you will see your current enrollment. Click on Add, Edit or Delete to update your personal banking information.

Add/Edit

***Account Type:** Select your account type (Checking or Savings). If you select issue check your funds will not be direct deposited.

***Deposit Type:** Select Amount, Percent or Balance. You must designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made by selecting *Balance* as the deposit type. If you do not do this, the remaining balance is issued through a check.

Amount/Percent: Enter amount or percent if the account being entered was designated with Deposit Type of Amount or Percent.

***Routing Number:** Enter your bank routing number (note: [see instructions on page 1](#)). If you enter an invalid routing number a system error will appear. If you continue to receive system error; contact Payroll Services for assistance (773-553-4729 option 1)

***Account Number:** Enter your account number.

***Deposit Order:** Enter the order in which you would like the system to process your direct deposit. Lowest number will be processed first.

Delete

If you have a need to stop a direct deposit, select Delete. The system will prompt a validation to ensure that you are certain you would like to delete the banking instruction.

Step 5: Save Your Changes

Click on the Submit button upon completion.

Step 6: Confirmation

You will receive a Confirmation screen acknowledging the transaction was successful. However, due to timing, your change may not be reflected on the next paycheck. Click Ok, and your changes will be displayed. To return to the menu, click on [Return to Payroll and Compensation](#).

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Step 1: Login into PeopleSoft

Employees can access the CPS@Work portal from work or home at <https://cpsatworkprod.cps.k12.il.us/>. The employee's user id and password are the same as the network id and password.

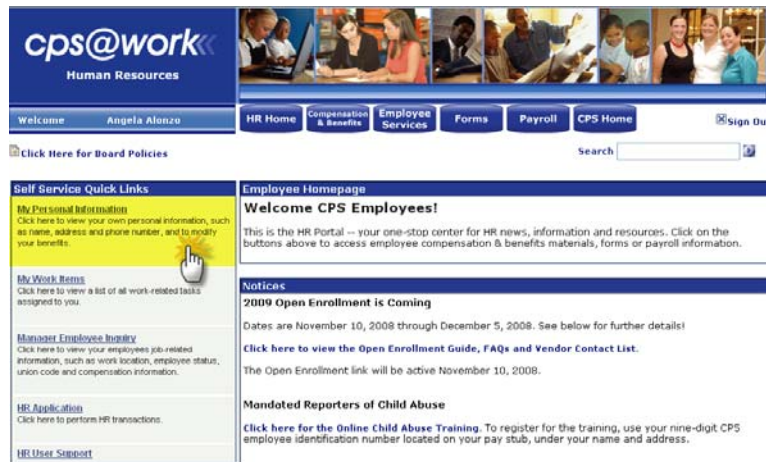
HR Portal Employee Sign On Page

User ID: (Same as Network ID)

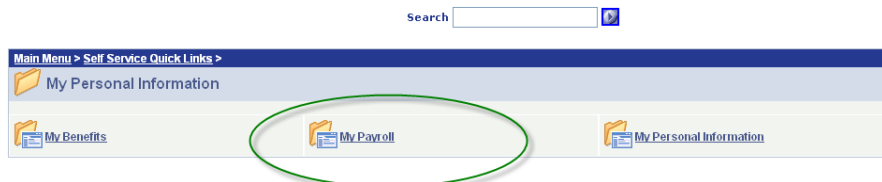
Password: (Same as Network Password)

[Click here if you've forgotten your User ID and/or Password.](#)

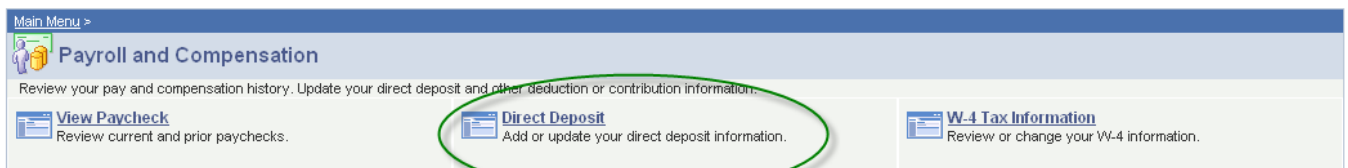
Step 2: Click on "My Personal Information"



Step 3: Enter the Self-Service Section of "My Payroll"



Once you click on "My Payroll", you will see the links for View Paycheck, Direct Deposit, and W-4 Tax Information. Click on the link for [Direct Deposit](#).



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Step 4: Update Your Direct Deposit Information

After clicking on the link for **Direct Deposit** you will see your current enrollment. Click on Add, Edit or Delete to update your personal banking information. Below are instructions for each action (Add, Edit, and Delete).

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order
Add Account					

[Return to Payroll and Compensation](#)

Click on Add Account

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	271972572	789123456	Balance		999	Edit	Delete
Add Account							

[Return to Payroll and Compensation](#)

Click on Add Account, Edit or Delete

Adding Direct Deposit

- *Account Type:** Select your account type (Checking or Savings). If you select issue check your funds will not be direct deposited.
- *Deposit Type:** Select Amount, Percent or Balance. You must designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made by selecting *Balance* as the deposit type. If you do not do this, the remaining balance is issued through a check.
Amount/Percent: Enter amount or percent if the account being entered was designated with Deposit Type of Amount or Percent.
- *Routing Number:** Enter your bank routing number (note: : [see instructions on page 1](#)). If you enter an invalid routing number a system error will appear. If you continue to receive system error; contact Payroll Services for assistance (773-553-4729 option 1)
***Account Number:** Enter your account number.
- *Deposit Order:** Enter the order in which you would like the system to process your direct deposit. Lowest number will be processed first.

Direct Deposit Add Direct Deposit

Suzie Chapstick

*Account Type:

*Deposit Type:

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Deposit Order: (example: 1 = first account processed)

CPS@Work Employee Self-Service Updating Direct Deposit

Edit Direct Deposit

The above instructions can be used when you select Edit. Simply complete the fields as instructed above.

Delete Direct Deposit

If you have a need to stop a direct deposit, select Delete. The system will prompt for a validation to ensure that you are certain you would like to delete the banking instruction.

Direct Deposit

Delete Confirmation

? Are you sure you want to delete this Deposit Account: 789123456?

The account number of the direct deposit will appear for confirmation
Click on Yes - Delete or No - Do not Delete

Step 5: Save Your Changes

Click on the Save button upon completion.

Direct Deposit
Add Direct Deposit

Suzie Chapstick

*Account Type:

*Deposit Type:


Amount Percent:

Routing Number: [View check example](#)

Account Number:

Deposit Order: (example: 1 = first account processed)

* Required Field


[Return](#)  [Direct Deposit](#)

Step 7: Confirmation

You will receive a Confirmation screen acknowledging the transaction was successful. However, due to timing, your change may not be reflected on the next paycheck. Click Ok, and your changes will be displayed. To return to the menu, click on [Return to Payroll and Compensation](#).

Menu

- Compensation & Benefits
- Employee Services
- Payroll
- Self Service Quick Links
- PeopleTools

[New Window](#) | [Help](#) | [Customize Page](#) | 

Home and Mailing Address

Save Confirmation

The Save was successful.

Click OK and your changes will be displayed. To return to the menu, click on [Return to Payroll and Compensation](#).