


DIRECT DEPOSIT

Your pay can be deposited into one or more accounts. PeopleSoft allows you to distribute your pay in various ways depending upon how you enter your banking details.

On the Galaxy main page:

Click on **Payroll and Compensation** under **Staff Tools**

-  **Staff Tools**
Perform administrative tasks.
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- [Payroll and Compensation](#)
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Select **Direct Deposit**



NOTE: It is strongly recommended when using multiple deposits that the last **Deposit Type = Balance** to avoid a possible deficit.

Direct Deposit

Tammy Temoc
Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Checking	125200950	1258C1000	Percent	100.00%	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Pay Statement Print Option](#)

Account Types	Deposit Types
Checking	Amount
Issue Check	Balance
Savings	Percent

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

To edit Bank information:

1. Click the **Edit** button
2. Type **over** the old information and re-select “Types” as necessary
3. Click the **Submit** button

The above example is the simplest type of Direct Deposit – all your pay going into one account.

Multiple Direct Deposits and the entries in PeopleSoft.

Example 1 shows \$200 of each paycheck deposited into a savings account at one bank and the remainder deposited into a checking account at another.

Direct Deposit Detail						Amount of Deposit*
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Savings	125200950	1234F1000	Amount	\$200.00	1	\$200
Checking	125200060	1258C1000	Balance	✘	999	\$800

Example 2 shows 10% of each paycheck deposited into a savings account at one bank, \$75 deposited into a checking account at another bank and the remainder deposited into a checking account at a third bank.

Direct Deposit Detail						Amount of Deposit*
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Savings	125200950	1234F1000	Percent	10.00%	1	\$100
Checking	125200060	1258C1000	Amount	\$75.00	2	\$75
Checking	125200044	4567Y466	Balance	✘	999	\$825

*If each employee's paycheck is \$1000, then column - Amount Deposited – which is not a field in PeopleSoft - shows the results.