

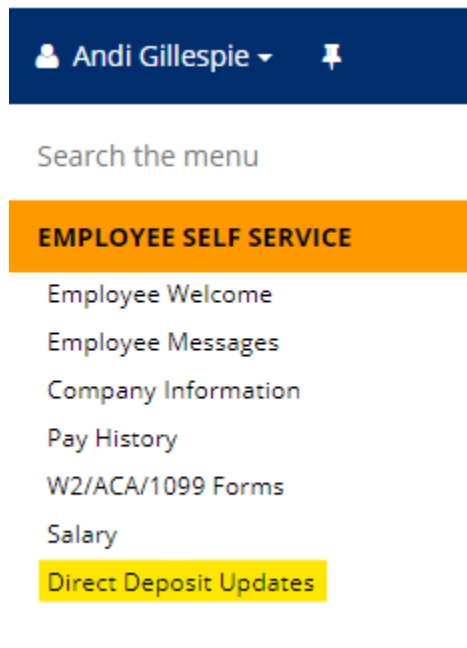
## Direct Deposit Instructions

NCR gives you the opportunity to sign up for direct deposit or to change your current direct deposit banking information by using Employee Self Service.

Be sure that you have already completed the one-time registration, before following these instructions. If you have been unable to register, please contact Francesca Fillis or Andi Gillespie (484) 664-3150.

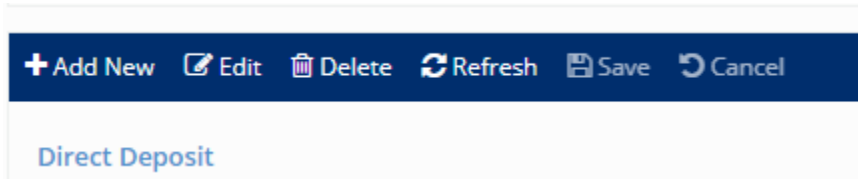
In order to access your Direct Deposit information, you should:

1. Log into Workforce Today URL: [ncr.myisolved.com](http://ncr.myisolved.com)
2. Navigate to Employee Self Service menu to the left of the screen. Click "Direct Deposit Update" to enroll in Direct Deposit, to add a new bank account number or to delete an old bank account number:



## Adding A New Account

1. To add a new Direct Deposit bank account, click the +Add New icon on the blue action bar



2. Add the following information for your new bank account:

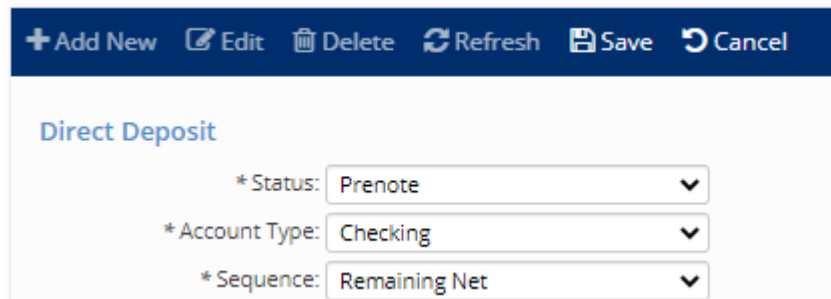
**Status:** Prenote (All employees should be using the Prenote Status, **not Active or Inactive**)

**Account Type:** Enter Checking or Savings depending on how your bank classifies your bank account

**Sequence:** This field establishes the order in which bank accounts are prioritized.

Example 1: You would like all of your net pay deposited into **one** bank account.

**Remaining Net** would be selected in the Sequence Field.

A screenshot of a software interface showing a blue action bar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Below the bar, the text 'Direct Deposit' is visible in blue. Underneath, there are three dropdown menus: '\* Status: Prenote', '\* Account Type: Checking', and '\* Sequence: Remaining Net'. Each dropdown menu has a downward-pointing arrow on the right side.

Example 2: You would like \$250.00 of your net pay deposited into one bank account and the remaining net pay deposited into a second bank account.

For this example, two bank accounts would need to be added. The Sequence for the first bank account would be 1, because you are prioritizing that the first \$250.00 of your pay should go to this account.

A screenshot of a software interface for adding a direct deposit. At the top, there is a dark blue header bar with white icons and text for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Below the header, the title 'Direct Deposit' is displayed in blue. The form contains three dropdown menus: '\* Status:' with 'Prenote' selected, '\* Account Type:' with 'Checking' selected, and '\* Sequence:' with '1' selected.

The Sequence for the second bank account would be Remaining Net, because you would like the rest of your paycheck deposited to this account.

A screenshot of a software interface for adding a direct deposit. At the top, there is a dark blue header bar with white icons and text for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Below the header, the title 'Direct Deposit' is displayed in blue. The form contains three dropdown menus: '\* Status:' with 'Prenote' selected, '\* Account Type:' with 'Checking' selected, and '\* Sequence:' with 'Remaining Net' selected.

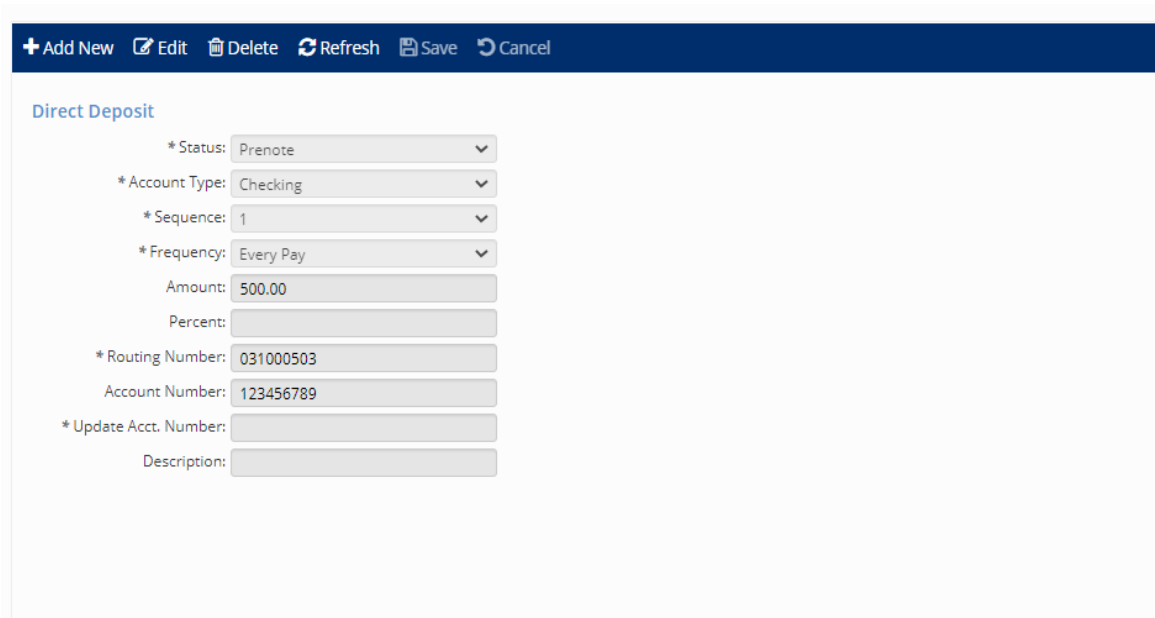
Most employees have elected to disburse their net pay to no more than two bank accounts, however you may list additional bank accounts, if you wish. Just be certain that each bank account has a unique sequence number that accurately reflects the bank account prioritization.

**Frequency:** Please select Every Pay

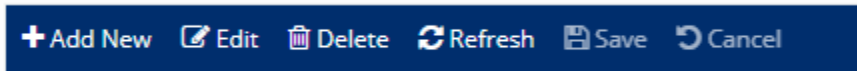
A screenshot of a software interface for adding a direct deposit. At the top, there is a dark blue header bar with white icons and text for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Below the header, the title 'Direct Deposit' is displayed in blue. The form contains four dropdown menus: '\* Status:' with 'Prenote' selected, '\* Account Type:' with 'Checking' selected, '\* Sequence:' with 'Remaining Net' selected, and '\* Frequency:' with 'Every Pay' selected.

**Routing Number:** Enter your nine-digit routing number. If you are uncertain what your routing number is, please contact your bank. **An incorrect routing number will increase the amount of time it takes for you to receive your payroll payment.**

**Account Number:** Enter your bank account number. If you are uncertain what your bank account number is, please contact your bank. **An incorrect bank account number will increase the amount of time it takes for you to receive your payroll payment.**



3. Once you have completed these fields, then click Save in the blue action bar



4. Your request will be routed to Payroll and you will receive a system generated email confirming that your information has been received. Once Payroll has reviewed the banking information, you will receive a system generated email confirming that your direct deposit information has been approved or rejected.

5. Your banking information will be confirmed through a PreNote process at our bank. If the PreNote process is successful, then you will receive your next paycheck as a direct deposit.

## Deleting an Old Bank Account

Any time that you close your bank account, or your bank changes their routing number (as a result of being bought, sold or merged), please go into the Employee Self Service

to delete the old bank account number. This will ensure that we do not send future payroll funds to a bank account that is no longer valid.

Here are the steps to deleting an old bank account:

1. Click **Delete** from the blue action bar



2. A pop-up box will appear, asking you if you are sure if you want to delete. This is to confirm your decision. Please click OK.

## **Rejection of Direct Deposit Banking Information**

If our bank is unable to deposit funds into your bank account, then Payroll will delete this banking information from your payroll record and notify you of the change. Please contact your bank to verify the direct deposit banking information and then go back into Employee Self Service to resubmit the correct banking information.