## Employee Self-Serve (ESS) Quick Reference Steps for Direct Deposit

#### **New Enhancement to Self-Serve**

In this Self-Serve enhancement you will be able to add, view or change your direct deposit information.

### NOTE:

It is your responsibility to make sure the information entered into ESS is correct and accurate. The information entered in the ESS will be updated in real time.

You will be automatically enrolled in Kronos Direct Deposit View if you do not waive the Kronos view option.

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## Sign On Screen

**Enter** your network ID and password. **Select** Login.



## ESS Portal Screen

From the ESS Portal Home screen,

- Select Bookmarks
- Select Employee Self-Service
- Select Pay
- Select Direct Deposit

This option will allow you to add/or maintain your bank accounts.

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Bookmarks 🔻		
Employee Self-Service 🕨	Pay	Tax Withholding
Lawson	United Way	Direct Deposit

Follow these simple steps.

### Adding a Direct Deposit

**1**. Select "**Add**" to add an account. You may open up to 3 accounts.

**2**. An Authorization Box will appear. After reading the authorization message, you will have two options to select from at the bottom of the page.

- I agree with this statement to continue adding accounts.
- I do not agree with this statement
   to quit and return to the main menu.
- 3. Select Continue if you agree.

**4**. If you agreed to the Authorization statement the Deposit Amount Box will appear at the bottom of the page.

- Select "Yes" if you want to deposit your entire check.
- Select "No" if you DO NOT plan to deposit your entire check.

**5.** If you select "Yes", you will be asked to set up a default account to which the remaining net pay will be deposited.

- Select **Continue** to proceed and add an account.
- If you selected No, this means you will receive a paper check for the remaining net pay and you will not be able to view you pay stub in Kronos.

	m
Accounts	
You may open u	p to 3 account(s).
To open a bank a	ccount, you will need your bank routing and account numbers.
Add	
Authorization	
I authorize the CL make through em account(s) in erro opportunity to act result in the issua	UB, to make direct deposit(s) to my account at the financial institution(s) for the chang ployee self serve and, if necessary to reverse a deposit for any payroli entry made to r. This authorization remains in effect until the CLUB, receives notice from me and har upon it. I understand that any changes in my payroll status or deposit information man nee of a check in lieu of all direct deposits.
I agree to hold the Automated Cleari institutions handle be automatically direct deposit pay the future to opt of Kronos Direct De	I CLUB, its agents, representatives and assignees harmless for any failure in the pa House (ACH) process and understand the CLUB has no control over how financial the posting of ACH transactions. By signing up for direct deposit, I understand that I i norlied in Kronos Direct Deposit View, Kronos Direct Deposit View allows me to see i stubs electronically and I will not receive printed paper stubs. I understand that II i ele ut of Kronos Direct Deposit View and receive paper stubs. I understand that if I ele ut of Kronos Direct Deposit view and receive paper stubs. I will need to complete the posit View Waiver/Re-Activate Form found in the Club Hub.
	O I agree with this statement.
	O I do not agree with this statement.
Direct Depo	sit
Direct Depo	sit
Direct Depo	sit
Direct Depo Accounts You may open u	p to 3 account(s).
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Direct Depo Accounts You may open u Fo open a bank a Add	int
Direct Depo Accounts You may open to To open a bank of Add	int Do you plan to deposit your entire check? Yes No
Direct Depo Accounts You may open o To open a bank o Add	sit up to 3 account(s). uccount, you will need your bank routing and account numbers. unt Do you plan to deposit your entire check? Ves Ves Continue Cancel

#### Default Account

Because your pay could vary from pay period to pay period, you must create a default account. A default account is like a safety net and it ensures that all of your pay is designated to a bank account.

Your default account is designated at 100%. That is, 100% of anything that is left over after all other distributions have been made.

Click Continue to enter your default account information.

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#### Entering account information:

**\*\*IMPORTANT:** Each bank can have multiple routing numbers. Using an incorrect routing number will cause a delay in payment.

A. **Routing Number,** Find the 9 digit routing number located at the bottom left of a personal check.

Pouting # (9 digts)	↓ Account #	Check #
1:0012345671:	987654323*	0101
TRANSIT SYMBOL	) ON US SYMBOL	

B. **Bank,** Select the magnifying glass.

Add Account *Required fields are indica	ted.		
Banks have multiple rout You MUST select the co number for your account magnifying glass, enter y number and select filter.	ing numbers. rrect routing . Click on the rour routing		
Bank *		ĒQ	Effective Date* 03/29/2017 🗎 MM/DD/YYYY
Description*		Account *O Checking O Sa	avings
Name Address City, State, Zip Code US	Deposit		Percent of Net 100%
			AMOUNT
Routing Number*	A	ccount Number*	Update Cancel

A routing number box will open. DO NOT SELECT A BANK. Enter your routing number in the blank field and select filter.

After selecting filter, your bank name will appear. Select the bank name.

If the routing number for your bank does not appear; contact your assigned Payroll Counselor for assistance. For Payroll Counselor information, please go to the following link: http://ch.ace.aaaclubnet.com:5 2060/empsvcs/contacts/payroll .aspx

Routing Number v is	T	Filter	Close
Routing Number	Bank		^

- C. **Description**, enter a description for your reference (e.g. SAV2 for Savings account 2).
- D. Account Type, select Checking or Savings.
- E. **Account Number**, enter the account number found on your check or provided by your bank.

**6.** Select "**Update**" to add the account.

Add Account		
*Required fields are indicated.		
Banks have multiple routing numbers. You MUST select the correct routing number for your account. Click on the magnifying glass, enter your routing number and select filter.		
Bank *		Effective Date* 03/29/2017 📋
		MM/DD/YYYY
Description*	Account *O Checking O Savings	
Name Address		Derest of Mat. 4000/
City, State, Zip Code	•	Percent of Net 100%
Dobook_		AMOUNT
Routing Number*	ccount Number*	Update Cancel

To add additional accounts with flat amounts or percentages, select Add. Repeat steps B through E.

Note: If the flat amount added is greater than the net pay, a deposit will not be made to that account.

Direct Deposit									
Accounts									
You may open up to 2 accoun	t(s).								
Bank	Bank Order Account Description Type Amount								
BANK	1	123456 Default	Test	Checking	100.00%	Close Account			
Add									

An email confirmation will be sent for added accounts.

## Maintaining Your Existing Direct Deposit Accounts

You have four options for maintaining your accounts.

- Option 1 Selecting a New Default Account (pg 5)
- Option 2 Re-Order Sequence of Accounts (pg 6)
- Option 3 Changing Account Details (pg 7)
- Option 4 Closing Accounts (pg 8)

**Option 1** - **Selecting a New Default Account.** The default account is where 100% of your remaining net payroll will be deposited.

Sign into ESS and select the Pay option. Then select Direct Deposit to display your accounts.

Choose Select New Default option.	

- Select the button to the left of the account you want as the new default.
- Read the authorization message, and if you agree, select I agree with this statement.

• You will be asked what to do with the old default account. Enter a flat amount or percent for the old default account.

Select Update to save your changes.

Direct Deposit										
Accounts										
The maximum number of accounts you may open is 3. To open an account, you must first close one.										
Bank	Order	Account	Description	Туре	Amount					
KEY BANK N.A.	1	333333	SAV3	Savings	25.00					
PEOPLE'S UNITED BANK	PEOPLE'S UNITED BANK 2 222222 SAV2 Savings 50.00									
AUTO CLUB FCU	3	1111111 Default	MAIN	Checking	100.00%					
Select New Default Reorder										



Update Cance

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## **Option 2 - Re-order the Sequence**

**of Accounts.** This prioritizes which account will be deposited into first and second.

Sign on to ESS, select the Pay option. Then select Direct Deposit to display your accounts.

• Select Reorder.

Direct Deposit										
Accounts										
The maximum number of accounts you may open is 3. To open an account, you must first close one.										
Bank	Order	Account	Description	Туре	Amount					
KEY BANK N.A.	1	333333	SAV3	Savings	25.00					
PEOPLE'S UNITED BANK	2	222222	SAV2	Savings	50.00					
AUTO CLUB FCU 3 1111111 Default MAIN Checking 100.0										
Select New Default Reorder										

Change the priority number for your deposits. Use number 1 for first priority and use number 2 for second priority.

• Select **Apply** when finished.

The default account will always be last.

	Direct Deposit								
	Accounts								
Reorder your accounts. Type a number that indicates the order the Direct Deposit distribution deducted. Default accounts are always taken last.							s are		
	Enter Order	Bank	Order	Account	Description	Туре	Amount		
	1	KEY BANK N.A.	1	333333	SAV3	Savings	25.00		
	2	PEOPLE'S UNITED BANK	2	222222	SAV2	Savings	50.00		
		AUTO CLUB FCU	3	1111111 Default	MAIN	Checking	100.00%		
	Apply (	Cancel							

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# **Option 3 - Changing Account**

**Details.** Here you will be able to update the payment description, amount or percent amount.

Sign on to ESS, select the Pay option. Then select Direct Deposit to display your accounts.

• Select the account number to be updated.

Direct Deposit										
Accounts	Accounts									
The maximum number of accounts you may open is 3. To open an account, you must firs close one.										
Bank	Order	Y	Account	Description	Туре	Amount				
KEY BANK N.A.	1	333	3333	SAV3	Savings	25.00				
PEOPLE'S UNITED BANK	2	222	2222	SAV2	Savings	50.00				
AUTO CLUB FCU	3	111	1111 Default	MAIN	Checking	100.00%				
Select New Default Re	Select New Default Reorder									

 Read the authorization message, and if you agree, select "I agree with this statement".

Accounts						
The maximum number of a To open an account, you mu	ccounts ist first c	you may open is 3. lose one.				
Bank	Order	Account	Description	Type	Amount	
KEY BANK N.A.	1	333333	SAV3	Savings	25.00	Close Account
PEOPLE'S UNITED BANK	2	222222	SAV2	Savings	50.00	Close Account
AUTO CLUB FCU	3	1111111 Default	MAIN	Checking	100.00%	Close Account
Authorization						
Authorization I authorize the CLUB, to mai make through employee sell account(s) in error. This auth opportunity to act upon it. I u result in the issuance of a cf	ke direct I serve al inderstar nderstar neck in lie	deposit(s) to my acc nd, if necessary to re n remains in effect u d that any changes su of all direct depos	count at the fina averse a deposi ntil the CLUB, in my payroll s its.	ancial institu it for any pa receives no tatus or dep	ution(s) for t ayroll entry tice from m posit inform	the changes I made to my e and has an ation may
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Authorization I authorize the CLUB, to mai make through employee sel account(s) in error. This authorize result in the issuance of a cl l agree to hold the CLUB, its Automated Clearing House is be automatically enrolled in direct deposit pay stubs elec kronos Direct Deposit View	ke direct f serve ai norization eck in lik agents, (ACH) pr go f ACF Kronos E tronically tronically waiver/F	deposit(s) to my acr d, if necessary to re d, if necessary to re d that any changes u of all direct depose representatives and ecess and understa t ransactions. By si iner Deposit View, Deposit view and re e-Activate Form fou	count at the fini- everse a depos- in my payroll s its, assignees han do the CLUB h Kronos Direct e printed pape ceive paper st md in the Club atement.	ancial institu if for any po- receives no tatus or dep miless for a as no contri- repositu popositu popositu popositu po apositu po a popositu po popositu po popositu po popositu po po	ution(s) for 1 ayroll entry tice from m posit inform ny failure in ol over how wallows m allows m allows m allows m bed to comp	the changes i made to my any has an ation may the financial not that i will e to see my hat if elect in blete the
Authorization I authorize the CLUB, to mai make through employee sed account(s) in error. This auth opportunity to act upon 4.1 u garpee to hold the CLUB, its Automated Clearing House - institutions handle the postin be automatically enrolled in the future to opt out of Kronc Kronos Direct Deposit View	ke direct f serve au norizatior inderstar eck in lik agents, (ACH) pr g of ACH Kronos E tronically S Direct Waiver/F	deposit(s) to my acc nd, if necessary to r remains in effect u di that any changes in the second second second representatives and ocess and understa it ransactions. By si hired Deposit ive reex- Deposit view and re de-Activate Form fou 1 agree with this st 0 id on ot agree with	count at the fin averse a deposi- ntil the CLUB. I assignees haa d the CLUB h gning up for di Kronos Direct i re printed pape ind in the Club and in the Club atement.	ancial institu it for any pri- receives no tatus or dep miess for a as no contri- rect deposit Deposit Vie rect deposit Deposit Vie restubs. I un ubs, I will ne Hub.	ution(s) for i ayroll entry tice from m oosit inform ny failure in ol over how w allows m w allows m derstand ti bed to comp	the changes I made to my e and has an ation may the financial nd that I will e to see my hat If I elect in lete the

- A Detail box will appear. Make your updates here.
- Select **Update** to save your changes.



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### Option 4 - Closing an Account. Here

you will be able to stop your direct deposit.

Sign on to ESS and select the Pay option. Then select Direct Deposit to display your accounts.

 Select the "Close Account" option next to the account you want to close.

Direct Deposit						- X
Accounts						
The maximum number of a To open an account, you mu	ccounts ist first c	you may open is 3. lose one.			1	
Bank	Order	Account	Description	Туре	Amount	
KEY BANK N.A.	1	333333	SAV3	Savings	25.00	Close Account
PEOPLE'S UNITED BANK	2	222222	SAV2	Savings	50.00	Close Account
AUTO CLUB FCU	3	1111111 Default	MAIN	Checking	100.00%	Close Account
Select New Default Red	order					

• Read the authorization message, and if you agree, select "I agree with this statement".

• Select "**OK**" to confirm the account you are closing.



Dialog	×
Are you sure you want to close KEY BANK N.A.?	
OK Cancel	

Note: If you close your default account you will receive a paper check and will not be able to view your check in Kronos.

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## Logging Out

## It is very important that you log out of the system.

**Select the logout arrow** in the upper right hand corner of the screen to sign out of ESS.

Failing to do so and clicking the "X" in the upper right hand corner of your browser may leave your application open. This may make it possible for others to view and edit your information.

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Bookmarks 🔻	Q, -
Direct Deposit	• X

**NOTE:** You will not be able to update information in ESS while payroll is processing. When Payroll is processing you will see the Security Violation prompt.

