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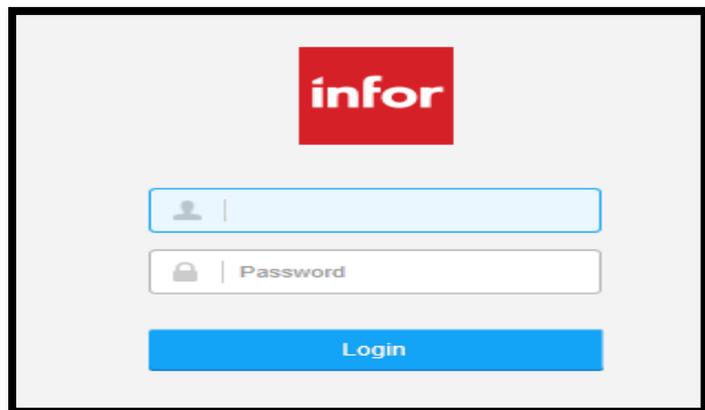
NOTE:
It is your responsibility to make sure the information entered into ESS is correct and accurate. The information entered in the ESS will be updated in real time.

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

Sign On Screen

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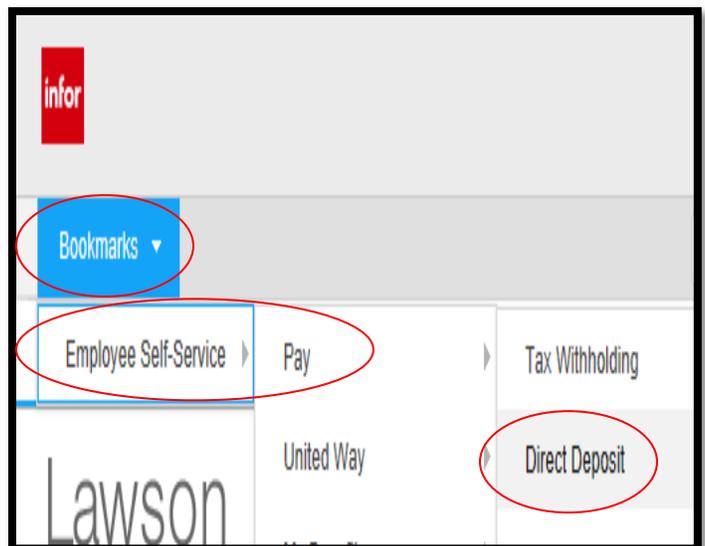**Select** Login.

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.

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.

Direct Deposit

Accounts

You may open up to 3 account(s).

To open a bank account, you will need your bank routing and account numbers.

Add

Authorization

I authorize the CLUB, to make direct deposit(s) to my account at the financial institution(s) for the changes I make through employee self serve and, if necessary to reverse a deposit for any payroll entry made to my account(s) in error. This authorization remains in effect until the CLUB, receives notice from me and has an opportunity to act upon it. I understand that any changes in my payroll status or deposit information may result in the issuance of a check in lieu of all direct deposits.

I agree to hold the CLUB, its agents, representatives and assignees harmless for any failure in the Automated Clearing House (ACH) process and understand the CLUB has no control over how financial institutions handle the posting of ACH transactions. By signing up for direct deposit, I understand that I will be automatically enrolled in Kronos Direct Deposit View. Kronos Direct Deposit View allows me to see my direct deposit pay stubs electronically and I will not receive printed paper stubs. I understand that if I elect in the future to opt out of Kronos Direct Deposit view and receive paper stubs, I will need to complete the Kronos Direct Deposit View Waiver/Re-Activate Form found in the Club Hub.

○ I agree with this statement.
○ I do not agree with this statement.

Direct Deposit

Accounts

You may open up to 3 account(s).

To open a bank account, you will need your bank routing and account numbers.

Add

Deposit Amount

Do you plan to deposit your entire check?

○ Yes
○ No

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.

Continue   Cancel

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.

Routing # (9 digits)	Account #	Check #

1:001234567: 9876543211" 0101

TRANSIT SYMBOL   ON US SYMBOL
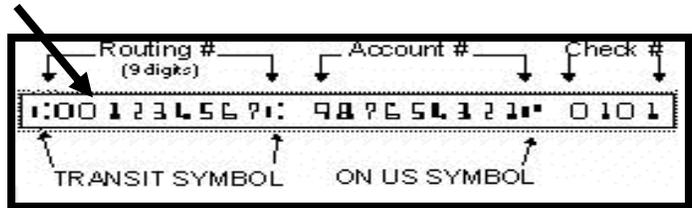
B. **Bank,** Select the magnifying glass.

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 * ○ Checking ○ Savings
                        Type

Name
Address
City, State, Zip Code   Percent of Net 100%
US   Deposit _____
                                                  AMOUNT
Routing Number* [   ]   Account 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.

Routing Numbe ▼	is ▼	[ ]	Filter	Close
Routing Number		Bank		

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:52060/empsvcs/contacts/payroll.aspx

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.

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.

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.

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	Type	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	100.00%

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.

Direct Deposit   ▾ ✕

Accounts

Reorder your accounts. Type a number that indicates the order the Direct Deposit distributions are deducted. Default accounts are always taken last.

Enter Order	Bank	Order	Account	Description	Type	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

The default account will always be last.

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

The maximum number of accounts you may open is 3.
To open an account, you must first close one.

Bank	Order	Account	Description	Type	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	100.00%

Select New Default   Reorder

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

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	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

Select New Default   Reorder

Authorization

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I agree to hold the CLUB, its agents, representatives and assignees harmless for any failure in the Automated Clearing House (ACH) process and understand the CLUB has no control over how financial institutions handle the posting of ACH transactions. By signing up for direct deposit, I understand that I will be automatically enrolled in Kronos Direct Deposit View. Kronos Direct Deposit View allows me to see my direct deposit pay stubs electronically and I will not receive printed paper stubs. I understand that if I elect in the future to opt out of Kronos Direct Deposit view and receive paper stubs, I will need to complete the Kronos Direct Deposit View Waiver/Re-Activate Form found in the Club Hub.

⦿ I agree with this statement.
◯ I do not agree with this statement.

Continue   Cancel

- A Detail box will appear. Make your updates here.

- Select **Update** to save your changes.

Detail

Bank   KEY BANK N.A.
Routing Number   011200608
Account Number   333333
Effective Date   03/29/2017

Account Type   ◯ Checking   ⦿ Savings

Account Description   [SAV3]

Flat Amount   [25]

or

Percent of Net   [   ]

Update   Cancel

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   ▾ ✕

Accounts

The maximum number of accounts you may open is 3.
To open an account, you must first close 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

[Select New Default] [Reorder]

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

Authorization

I authorize the CLUB, to make direct deposit(s) to my account at the financial institution(s) for the changes I make through employee self serve and, if necessary to reverse a deposit for any payroll entry made to my account(s) in error. This authorization remains in effect until the CLUB, receives notice from me and has an opportunity to act upon it. I understand that any changes in my payroll status or deposit information may result in the issuance of a check in lieu of all direct deposits.

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　　　　　🔘 I agree with this statement.
　　　　　⭕ I do not agree with this statement.
　　　　　[Continue] [Cancel]

- 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.

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.

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.