[Checking/Adding Direct Deposit Information](http://ctclinkreferencecenter.ctclink.us/m/79727/l/928422-9-2-entering-us-direct-deposit-information) The QRG is GREAT.

Nav>Payroll for North America>Employee Pay Data USA>Request Direct Deposit

We ALWAYS encourage employees to set up their own direct deposit but we can if we want to.

1. The **Request Direct Deposit** page displays.
2. Enter valid value into the **Empl ID** field.
3. Select the **Search** button.



1. The **Request Direct Deposit** page displays.
2. Select **Active** fromthe **Status** drop-down menu.
3. Select the check box **Suppress DDP Advice Print** option.
4. If part of an employee's check is direct deposited and part is issued in a live check, the live check would also show the direct deposit information.
5. Select a valid value from the **Bank ID** field.
6. Enter the **Account Type** from the drop-down menu. Choices are:
	* Checking
	* Issue Check
	* Savings
7. Select the **Deposit Type** from the drop-down menu. Choices are:
	* **Amount** if the employee wants a fixed dollar amount to be deposited in this account type.
	* **Balance of Net Pay** if the balance of an employee's pay is to be deposited in this account type.
	* **Percent** if the employee wants a specific percentage of their net pay to be deposited in this account type.
8. Enter a valid value into the **Account Number** field.
9. Enter a valid value into the **Priority** field. Use the **Priority** field to enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number: ***the lower the priority number, the higher the priority***. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits.
10. Select the **Save** button.



1. The process to add direct deposit information to employee record is now complete.
2. End of procedure.

**The following is the bank info for a person that did not put in information for direct deposit, therefore, the system set them up a Focus card through US Bank.**



That’s it! 😊