Direct Deposit of Employee Pay (PER-58)

You can fill out the Direct Deposit of Employee Pay (PER-58) (pdf) OR complete the information in Employee Self Service in HRIS.

You can review, add and update your direct deposit for payroll funds information using "Employee Self Service" in HRIS. To access your information, follow these steps:

1. Access the HRIS web site at: https://hris.k-state.edu
2. Login using your eID and password.
3. Click on "Self Service", "Payroll and Compensation", and "Update Direct Deposit"

A screen similar to the screen below will appear: *(This screen shows FIRST TIME setup)*

Direct Deposit

Direct deposit for State of Kansas employees became mandatory as of October 1, 2010.

Direct deposit allows you to have your pay electronically deposited into specified financial institutions and accounts.

You may designate multiple financial institutions and multiple accounts within a financial institution, up to a maximum of 9 accounts.

You may specify a percent or a dollar amount for each account.

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

Add Account

Choose from the following sections for instructions:

| FIRST TIME | ADDING ANOTHER ACCOUNT | EDITING ACCOUNTS |

FIRST TIME SETUP:

Adding A Direct Deposit for Payroll Funds Using HRIS:

Since you are setting it up for **the first time**, there will not be any accounts listed.

Click the "**Add Account**" button.

Direct Deposit

Direct deposit for State of Kansas employees became mandatory as of October 1, 2010.

Direct deposit allows you to have your pay electronically deposited into specified financial institutions and accounts.

You may designate multiple financial institutions and multiple accounts within a financial institution, up to a maximum of 9 accounts.

You may specify a percent or a dollar amount for each account.

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

Add Account

Once you have clicked the "**Add Account**" button, you will see the **Add Account Screen** *(as shown below).*

Upon entering the **correct** banking information click on the **SAVE** button on the **top right**.

The screen should now appear like this:

If you only have **ONE** account that you want your paycheck to be deposited to *(full balance)*, then you are **finished** with the process and you can EXIT or log off.

If you would like to add an **ADDITIONAL** account, continue to the next set of instructions.

ADDING ANOTHER ACCOUNT:

Click on the + sign at the top left:

The following screen will appear:

Enter the **correct** banking information and **account type** for this account. *(see example below)*

You will be able to change the account order and the Remaining Balance Account designation after saving.

You will also need to choose either **a percentage or a specific amount** for this account.

Don't forget to SAVE

Amounts can be entered in any order. The system will automatically assign the order, but you can reorder them if there are more than two accounts.

IF you choose a percentage, the system will automatically assume the remaining percentage is in the Remaining Balance account. *(See example below)*

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	savings	Direct Deposit	101000019	XX4321	Savings	10.00%	>
Last	My Checking	Direct Deposit	101000019	XX3456	Checking	Remaining Balance	>

IF CHOOSING PERCENTAGES, THE TOTAL MUST ADD UP TO 100%, THIS INCLUDES THE REMAINING BALANCE ACCOUNT, WHICH MUST BE A MINIMUM OF 1%.

To add additional accounts, repeat the steps above.

> ### *NOTE:*
> - *You may designate multiple financial institutions and multiple accounts within a financial institution, up to a maximum of 9 accounts.*
> - *You may specify a percent or a dollar amount for each account.*
> - *The Percent MUST add up to 100% (this includes the Balance account.)*
> - *The system will set the order number, however, you can reorder them if there are more than two accounts.*

===

EDITING or UPDATING ACCOUNTS:

> ## DO **NOT** DELETE THE ONLY ACCOUNT LISTED – ADD ANY NEW ACCOUNT FIRST.
>
> ## *IF YOU DO, THE SYSTEM WILL LOCK YOU OUT FOR 24 HOURS!*

The screen will appear similar to below with your account information.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	savings	Direct Deposit	101000019	XX4321	Savings	10.00%	>
Last	My Checking	Direct Deposit	101000019	XX3456	Checking	Remaining Balance	>

You can **ADD, CHANGE OR REMOVE** accounts. Click on the specific line for the account you want to modify or remove. *(Shown on the screen below, I would click the account line to change my SAVINGS account ending in 4321.)*

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
	savings	Direct Deposit	101000019	XX4321	Savings	10.00%	
Last	My Checking	Direct Deposit	101000019	XX3456	Checking	Remaining Balance	>

After clicking on the chosen account line, the **EDIT ACCOUNT** screen will open.

Edit Account

Cancel **Edit Account** Save

* Indicates required field

Nickname [savings]

*Payment Method [Direct Deposit ▾]

Bank

Routing Number [101000019] ⓘ

Account Number XX4321 [✎]

Retype Account Number [ ]

Pay Distribution

*Account Type [Savings ▾]

*Deposit Type [Percent ▾]

Percent [10.00]

[Remove]

> You can change the Nickname, Routing #, Account Type, Deposit type, and % or Amount on this screen AND click **SAVE.**

> Click to edit account number

> To edit the account number, you will need to click on the pencil icon.

> Click to REMOVE account

> IF you remove this account and it is the Remaining Balance account, you **MUST** specify another account for Remaining Balance.

> **Don't forget to SAVE**

You may specify a percent or a dollar amount for each account. **The total percentages of all accounts must equal 100%,** which will include the **Remaining Balance** account at a minimum of 1%. Amounts can be entered in any order. The system will automatically assign the order, but you can reorder for more than two accounts, if needed.

NOTE: ONE account MUST be designated as the Remaining Balance account.

A Remaining Balance account is required.

Select OK to confirm the deletion of this account and assign one of your existing accounts as a remaining balance account. Select Cancel to not delete this account.

[OK] [Cancel]

Cancel **Remaining Balance Account** Save

* Indicates required field

A New Remaining balance Account is required. Select one of your existing accounts as a remaining balance account.

*New Remaining Balance Account [▾]

> Choose an existing account

The process is the same for **changing** any account percentages, but you must start by **decreasing the percentage(s) and or deleting account(s) first.**

> DO **NOT** DELETE THE ONLY ACCOUNT LISTED – ADD ANY NEW ACCOUNT FIRST.
>
> *IF YOU DO, THE SYSTEM WILL LOCK YOU OUT FOR 24 HOURS!*
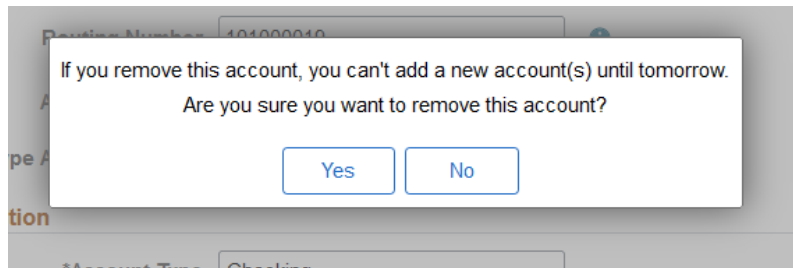
You can make changes by increasing percentage(s) and/or adding new accounts and/or changing amounts. **The total percentages of all accounts must equal 100%** (including the Remaining Balance account). The system will automatically assign the order, but you can reorder for more than two accounts, if needed.

NOTE:

You **cannot** update your direct deposit for payroll information using HRIS if:

- You are a new employee and your employment information is not yet entered in HRIS.

If you cannot update your direct deposit using HRIS, you must mail a *"Direct Deposit of Employee Payroll Authorization Form (PER-58)"* **to Payroll & Employee Data, 110 Fairchild Hall, Manhattan, KS 66506-4801.**

Find the form here: http://www.k-state.edu/hr/forms/per58.pdf (pdf file)

DO NOT SEND THE FORM VIA EMAIL AS IT IS NOT SECURE.

Frequently asked questions for direct deposit can be found on the Human Resources website:

https://www.k-state.edu/finsvcs/payroll/direct-deposit/

Other questions?

Please contact a Payroll Specialist at 785-532-1882, 785-532-1898 or 785-532-1890 or you can email us at **payrl@ksu.edu.**