Direct Deposits

Setup Employees · https://staging.proclock.com/help/kb/managers/manager-getting-started/setup-employees/direct-deposits/

Overview

The **Direct Deposits page** allows you to securely set up, manage, and modify direct deposit instructions for employee payroll. This system ensures employees receive their net pay directly into their chosen bank accounts, with options to split deposits across multiple accounts by amount or percentage.

Key Features:

- Secure entry of employee banking details
- Support for up to four different bank accounts per employee
- Flexible allocation by fixed amount and/or percentage
- Easy removal or modification of direct deposit instructions

Accessing the Direct Deposits Page

1. Log in to your payroll or HR management system.
2. Navigate to the **Employee Management** section.
3. Select the employee whose direct deposit you wish to set up or modify.
4. Click on the **Direct Deposits** tab or link.

Field-by-Field Explanation

Bank Name

Enter the name of the employee’s bank as it appears on the voided check.

Example: Bank of America, First National Bank

9 Digit R/T # (Routing and Transit Number)

Input the unique 9-digit routing number found at the bottom of the voided check, between special symbols.

Note: Enter only the digits, no spaces or symbols.

Example: 123456789

Employee Account

Enter the employee’s bank account number as shown on the voided check.

Note: Do not include the routing number.

Example: 9876543210

Account Type

Select the type of account: **Checking** or **Savings**.

How to Select: Use the dropdown or radio button provided.

% (Percent)

Enter the percentage of net pay to deposit into this account.

- If only one account is used, enter **100**.
- If splitting between accounts, ensure the total does not exceed 100%.
- You may use both amount and percent fields (see "Setting Up Multiple Accounts" below).

Amount

Enter a fixed dollar amount to deposit into this account.

- Amounts are processed before percentages.
- If both amount and percent are used, the system will deposit the specified amount first, then allocate the remaining net pay by percentage.

Setting Up Multiple Accounts

You can split an employee's net pay into up to four different bank accounts. Use the **Amount** and **Percent** fields to specify how much goes into each account.

Example Setup:

Priority	Bank Name	Account Type	Amount	Percent
1	Bank of America	Savings	$100.00	
2	Credit Union	Savings	$50.00	
3	1st Nat Bank	Checking		100

- The system will deposit $100 into the first account, $50 into the second, and the remainder (100% of what's left) into the third.

Priority and Distribution Rules

- **Account Priority:** The order in which accounts are listed determines the priority. Account 1 is satisfied first, then Account 2, and so on.
- **Insufficient Net Pay:** If the net pay is less than the total specified, higher-priority accounts are funded first.
- **Mixing Amounts and Percentages:** Amounts are always processed before percentages.

Removing Direct Deposit Setup

To cancel or remove a direct deposit instruction:

- Set the **Amount** and **Percent** fields to **0**, or
- Clear all fields for the account(s) you wish to remove.

Note: Always save your changes to ensure the removal is processed.

Frequently Asked Questions (FAQs)

Q: What if the employee wants to change their bank account?Update the Bank Name, Routing Number, and Account Number fields with the new information. Ensure the employee provides a new voided check and signs a new authorization form.

Q: Can I split the deposit between checking and savings accounts?Yes, you can allocate funds to up to four accounts, including both checking and savings.

Q: What happens if the total percentage entered exceeds 100%?The system will display an error. Ensure the total percentage across all accounts does not exceed 100%.

Q: How do I verify the routing number?The routing number is the 9-digit number on the bottom left of the voided check. Double-check for accuracy before saving.

Troubleshooting Guide

Issue: Direct deposit not processing or funds not received.

Steps to Resolve:

1. **Verify Bank Details:** Double-check the routing and account numbers for accuracy.
2. **Check Account Type:** Ensure the correct account type (Checking/Savings) is selected.
3. **Review Amounts and Percentages:** Confirm that the total allocation does not exceed 100% and that amounts are entered correctly.

4. **Authorization Form:** Ensure the employee has signed the authorization form and provided a valid voided check.
5. **Save Changes:** Make sure all changes are saved after editing.
6. **Contact Support:** If issues persist, contact your payroll administrator or support team.
