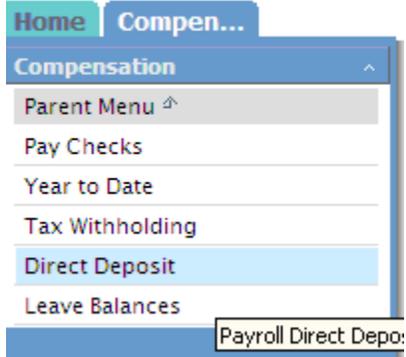


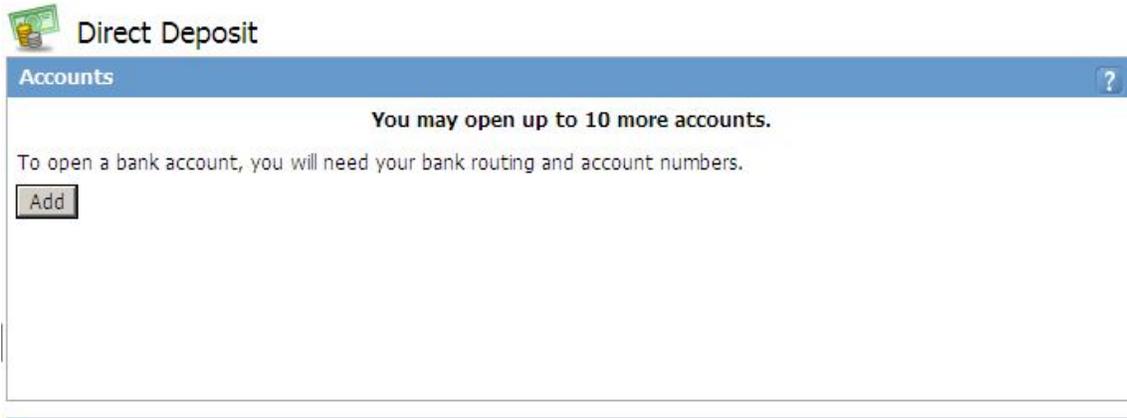


Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

Access the Direct Deposit set-up/change screens through the Compensation tab in the Parent Menu.



If this is your first time setting up Direct Deposit with PDS you will be required to add your bank account information and agreement to our ACH authorization.



Click on  to begin.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

Authorization ?

Authorization Agreement for Automatic Deposits (ACH CREDITS)

I hereby authorize my employer, PDS Technical Services, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

I understand it may take at least two weeks after receipt of this electronic request before funds can be directly deposited into my account. Furthermore, I understand the documentation of said deposit is available via the Intranet at [MYPDS](#)(this site) and may be viewed and/or printed by me personally at any time on or after the date wages are paid.

This authority is to remain in full force until PDS Technical Services has received written notification from me of its termination in such timely manner as to give PDS Technical Services and my financial institution a reasonable opportunity to act on it.

I understand and agree with the above statement.
 I do not agree with the above statement.

Agree to the terms of using Direct Deposit with PDS by clicking next to the

I understand and agree with the above statement. selection.

Next you will be asked if you wish to have your entire check deposited by one or more direct deposits. PDS only supports full direct deposit. You are not allowed to receive a check and direct deposit so you must select the YES option.

Deposit Amount ?

Do you plan to deposit your entire check?

Yes
 No

You must establish a default deposit account. A default deposit account will receive either your entire paycheck or any amounts left over after your other direct deposits. For example, if your deposit \$75.00 a week into a savings account and have a checking account defined as your default account, \$75.00 go into your savings account each week and the remaining amount of your paycheck will go to your checking account.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

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.

Select to define your default account.

Add Account ?

Bank * 11/08/2010

Description * Account Type Checking Savings *

Matthew E. Hahn
50 Dogwood Lane
Saint Peters, MO 63376
US

Percent of Net 100%

Deposit _____ AMOUNT

* *

Routing Number **Account Number**

* Required

Begin adding your account. First, determine your bank routing number by searching for your bank by clicking on the search glass * to the right of the

Bank * name box.

You will be presented with a Bank Search pop-up box

Search

Bank

Routing Number	Bank
031100393	Chase Bank Usa, N.A.
113012163	Chasewood Bank



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

Type in part of your bank name. For example, if your bank is Southwestern Financial, you could type in “Southwest”. In the above example, we are searching for all banks the name “Chase” in the start of their name.

Begin the search for your bank by clicking the button. If you don't find the routing number for your bank in the list presented try using derivations of the name of your bank until you find the correct routing number. Many banks have changed names and/or been acquired recently. For example, Chase Manhattan Bank now goes by the name JPM Chase.

When you have found the correct bank and routing number, click on the selection and the

*
Routing Number
* Required

field will automatically be filled in for you.

Continue completing the deposit slip by entering a descriptive name for your account, such as “Joint Account” or “Investments” and designating the type of account (checking or savings).

Description * **Account Type** Checking Savings *

Finally, carefully type in your account number

*
Account Number

Then depress the to save your default account designation.

You will now be given a list of your bank accounts. The selection will display your current direct deposit choices. You can now choose to add additional accounts, close accounts or change existing accounts.

Accounts ?				
You may open up to 4 more accounts.				
Bank	Account	Description	Type	Amount
Chase Bank Usa, N.A.	1. ****4234 Default	new one	Checking	NET

To change an existing direct deposit designation, click on the account number from the list of existing direct deposit designations.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

Bank	Account	
Chase Bank Usa, N.A.	1. ****4284 Default	n

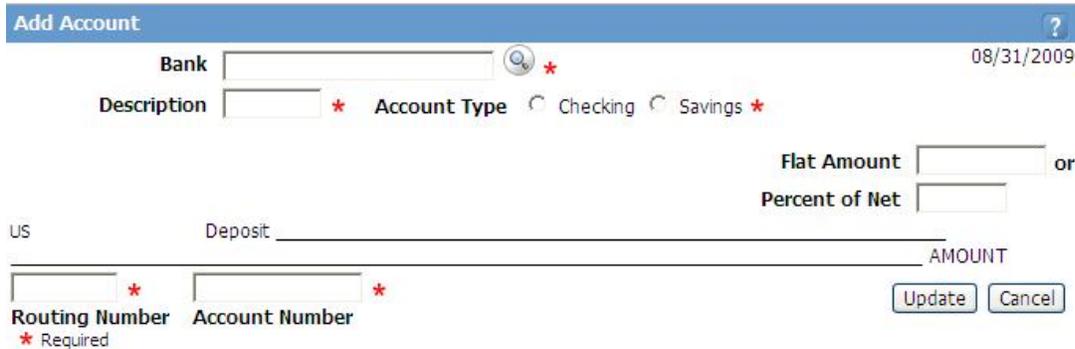
To discontinue direct deposit, click on the [Close Account](#) button to the right of the account.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

To add a new direct deposit account click the  button underneath the list of account.

After agreeing to using this automated set-up by clicking I understand and agree with the above statement. radio button you will be presented with a facsimile of a deposit slip.



Add Account 08/31/2009

Bank *

Description * Account Type Checking Savings *

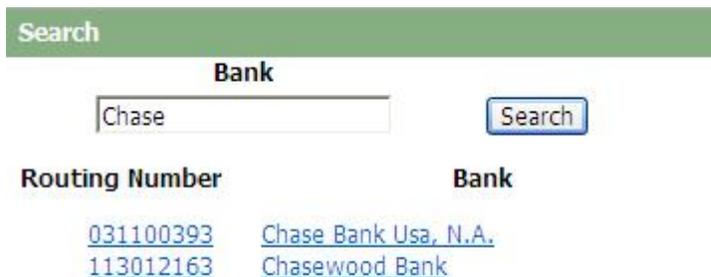
Flat Amount or
Percent of Net

US Deposit AMOUNT

* *
Routing Number Account Number
* Required

First, determine your bank routing number by searching for your bank by clicking on the search glass  * to the right of the **Bank**  * name box.

You will be presented with a Bank Search pop-up box

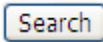


Search

Bank

Routing Number	Bank
031100393	Chase Bank Usa, N.A.
113012163	Chasewood Bank

Type in part of your bank name. For example, if you bank is Southwestern Financial, you could type in “Southwest”. In the above example, we are searching for all banks the name “Chase” in the start of their name.

Begin the search for your bank by clicking the  button. If you don't find the routing number for your bank in the list presented try using derivations of the name of your bank until you find the correct routing number. Many banks have changed names and/or been acquired recently. For example, Chase Manhattan Bank now goes by the name JPM Chase.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

When you have found the correct bank and routing number, click on the selection and the

*

Routing Number

* Required

field will automatically be filled in for you.

Continue completing the deposit slip by entering a descriptive name for your account, such as “Joint Account” or “Investments” and designating the type of account (checking or savings).

Description * **Account Type** Checking Savings *

...

Next, enter either a flat amount or percentage of your paycheck to be deposited.

Flat Amount or

Percent of Net

Any flat amounts or percentage of net amounts are taken before your default account is used. For example, you could have \$75.00 go to a savings account, 10% of the remaining go into a Christmas Fund Savings account and after this, the remainder going to your default account. Note: You must always have one account set-up as your default with a percentage of net of 100%.

Finally, carefully type in your account number

*

Account Number

Then depress the to save your new account designation.

Add Account ?

Bank * 08/31/2009

Description * **Account Type** Checking Savings *

Flat Amount or
Percent of Net

US Deposit _____ AMOUNT

* *

Routing Number **Account Number**

* Required