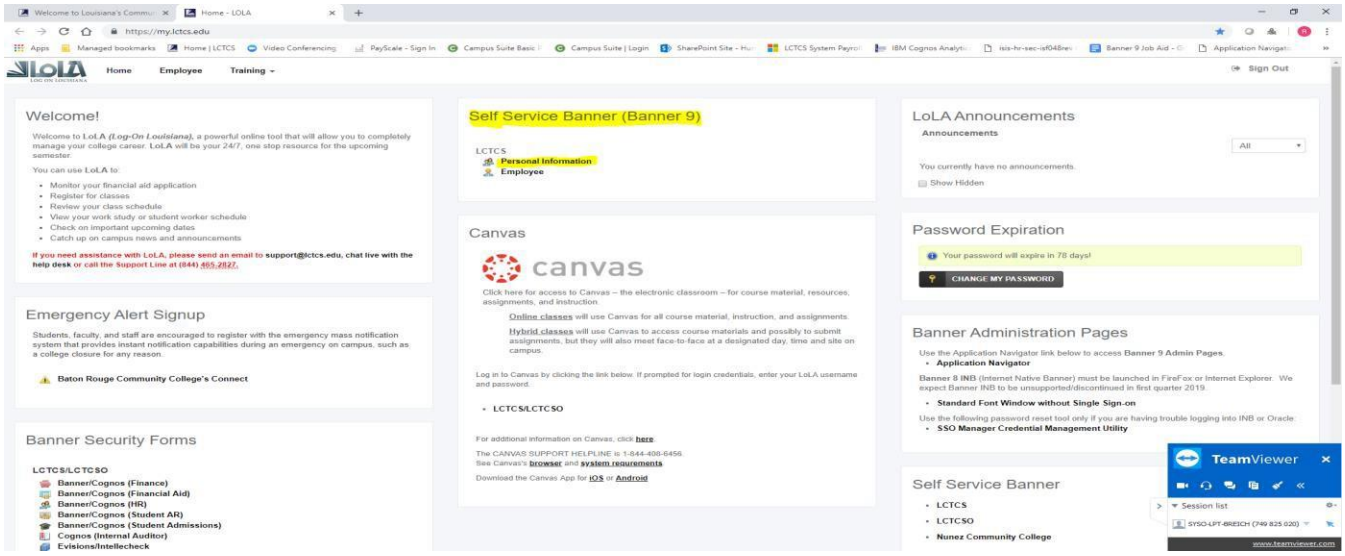
Direct Deposit - Job Aid

Accessing & Changing Your Direct Deposit Records in LoLA's Banner 9 Employee Self-Service

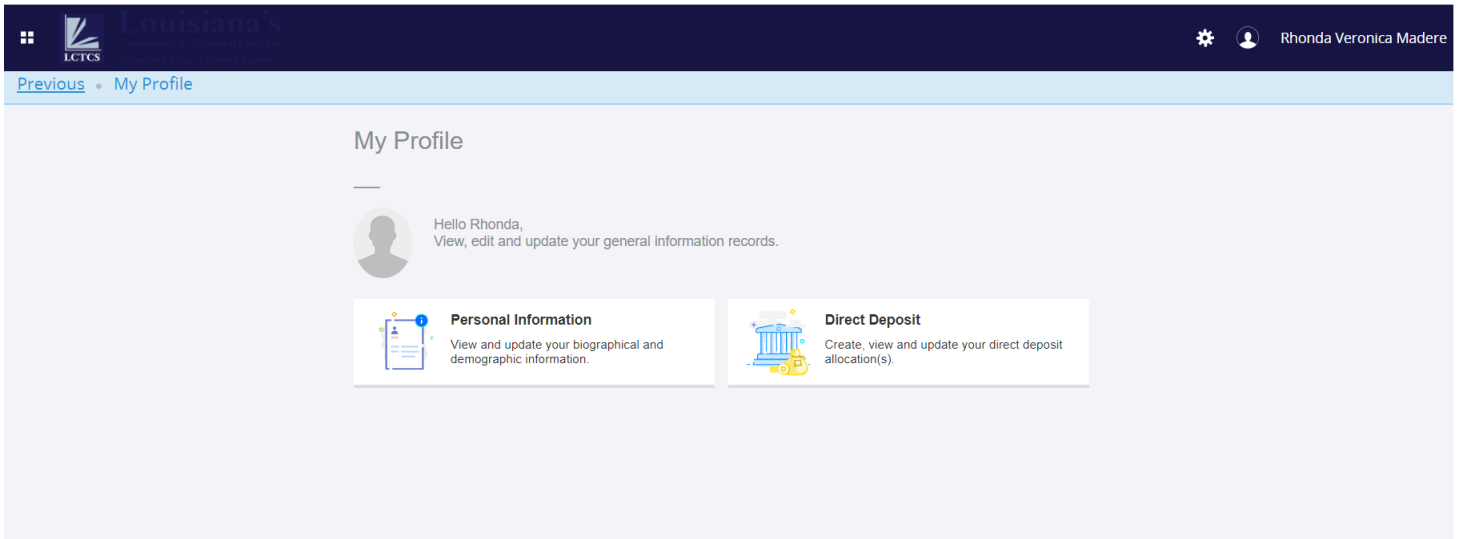
Banner 9 provides an Employee Self-Service user interface that allows employees to view their direct deposit information for both payroll and accounts payable as well as the ability to modify their direct deposit allocations.

Navigation

1) In your web browser, open http://my.lctcs.edu/ and login with your LoLA credentials.
2) On the front page, near the top middle, a portlet titled **Self Service Banner** displays LCTCS links. Click on **Personal Information**.



3) On the Employee Dashboard, located in the middle of the page, click on the **Direct Deposit** box.



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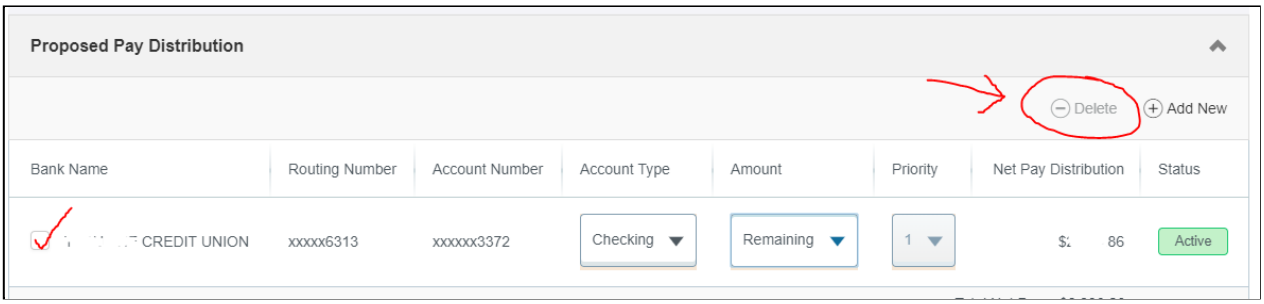
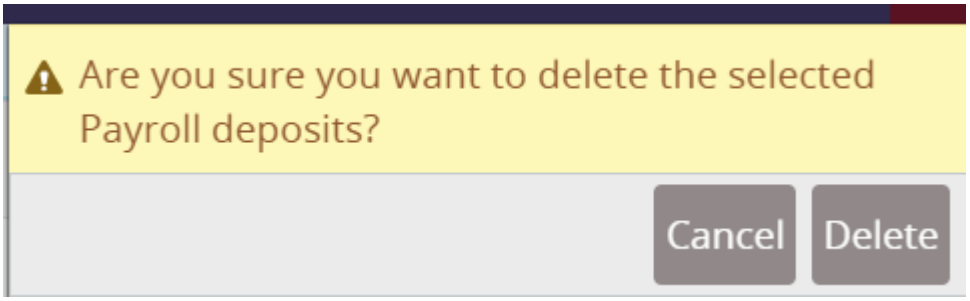
4) The Banner 9 interface includes some key subsections:
   - Your *current* pay distribution as of the current pay period's end date
   - The *proposed* pay distribution
   - Your accounts payable deposit

Updating your Pay Distribution

To update your direct deposit information, first navigate to the **Proposed Pay Distribution** frame. Here, a replica of the *current* pay distribution is displayed.

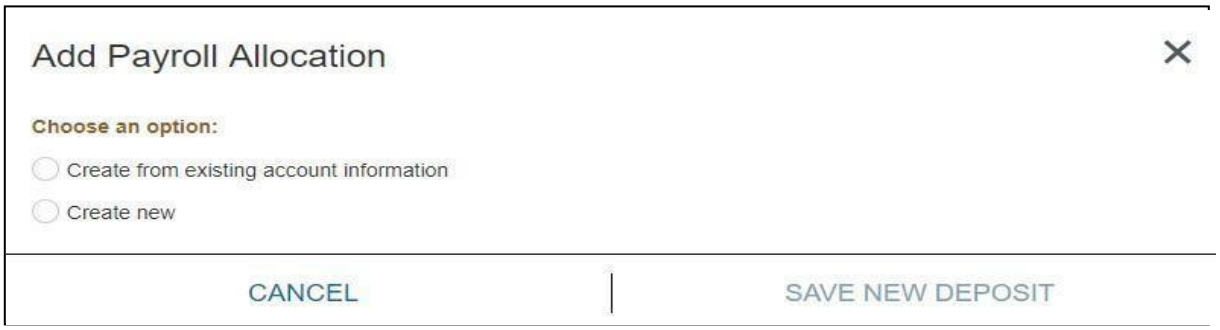
1) To remove the current bank deposit record:
   a. Mark the checkbox under the **Bank Name** field and then select **Delete**. A confirmation window will appear, in which you will click **Delete** to confirm or **Cancel**.



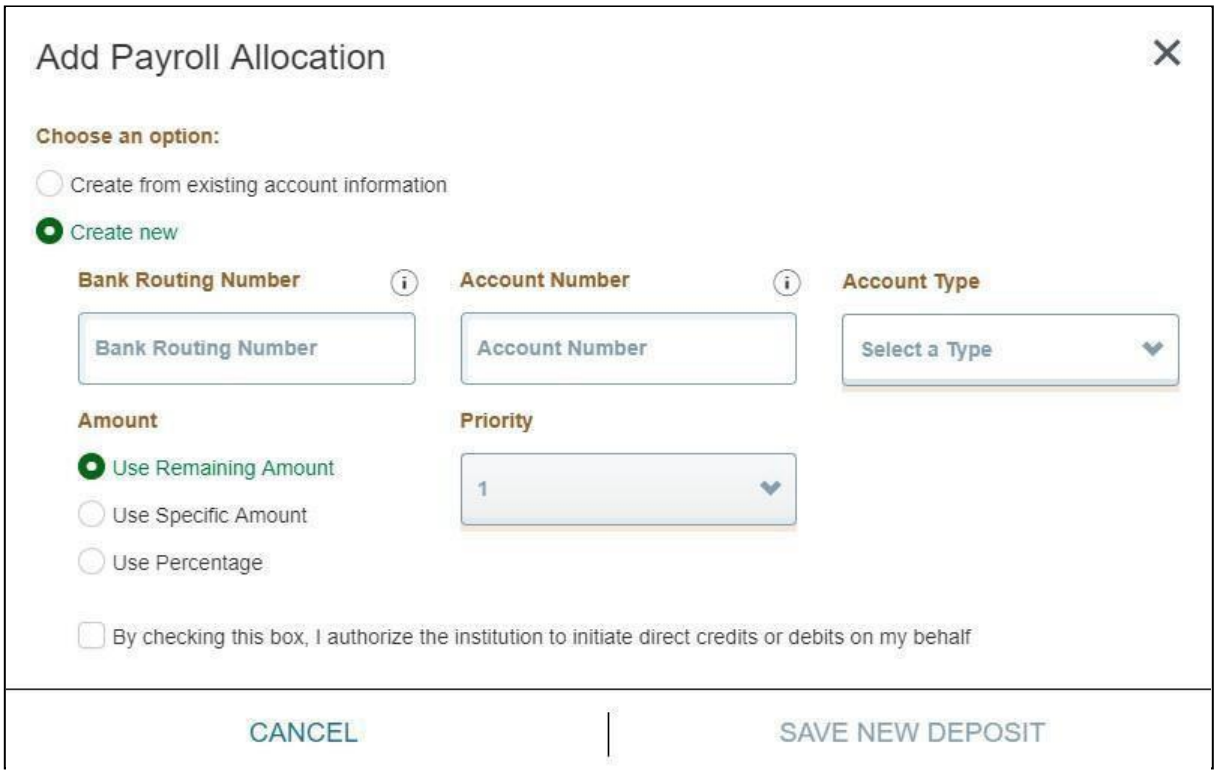


   b. As an alternative, if you wish to simply use the existing account as a starting point (e.g., to use your existing account to deposit $200 into and then adding a new account to deposit the rest), you can use the pull-down value under the **Amount** column to change it from *Remaining* to *Use Specific Amount* or *Use Percentage*. Clicking on either of those radio options will open a new window to input the desired value.

2) To add a new payroll allocation or append from an existing account:
   a. To create a new deposit record, click **Add New**, which is located next to **Delete**
   b. The **Add Payroll Allocation** window will appear



   i. Click **Create from existing account information** to use the same financial institution that you currently use. A window will appear with your existing financial institution information. You will then select **Use Remaining Amount**, **Use Specific Amount** or **Use Percentage** and complete the boxes as appropriate. Finally, click the checkbox next to the statement confirming that you authorize the change and the **Save New Deposit** button will become available to click.
   ii. Click **Create New** to add a new financial institution record. You will first be required to enter a valid **Bank Routing Number**, your **Account Number** and the proper **Account Type** (Checking or Savings). Next, Select the appropriate button under **Amount**: **Use Remaining Amount**, **Use Specific Amount** or **Use Percentage** and complete the boxes as appropriate. Finally, click the checkbox next to the statement confirming that you authorize the change and the **Save New Deposit** button will become available to click.



   iii. You may create additional accounts by repeating the steps above.

Updating your Accounts Payable Deposit Information

You are only allowed to have one direct deposit information for direct deposits generated through Accounts Payable. You may add a new direct deposit account by following the instructions above under **Updating your Pay Distribution**. In order to change your accounts payable direct deposit information, you must delete the existing account and then Add the new bank account information.

Important Notes Regarding Updating Direct Deposit Information through Self Service

- Changes made to your Pay Distribution or Accounts Payable Distribution will no longer be pre-noted. This means that changes will be in place immediately for the next pay period that has not processed or the next Accounts Payable process that has not processed. **For this reason, it is very important that you ensure that the banking information entered is accurate. Payments cannot be re-issued for funds sent to an incorrect account until the funds are successfully recovered from the incorrect bank account.**
- If you are uncomfortable making these changes to your information, you may contact your Human Resources Office or Accounts Payable Office to update the information for you.