

## Employee Service Center – Direct Deposit

Tyler ISD encourages all employees to take advantage of Direct Deposit (DD) so that they may receive their pay checks as quickly as possible. Additionally, employee reimbursements are provided via DD primary account if DD is active.

To participate in DD, you must have a financial account that will accept Direct Deposit of funds. Some institutions may refer to this as an “ACH” transfer.

Tyler ISD allows employees to deposit paychecks into a single account or to deposit their paycheck into multiple accounts each payday. If the multiple account option is used, one or more accounts must be designated to receive a specific dollar amount or percentage of the paycheck and a single “primary” account must be designated to receive all remaining funds.

To access your Direct Deposit information, log on to the Employee Service Center from the Tyler ISD homepage, click on “My Payroll Information” and choose the tab named “Direct Deposit”

You can see your existing Direct Deposit (DD) records. Note that some records may have an end date that is already expired and some may have a start date that has not yet started.

**Primary Account Flag:** Choose YES when inputting a single account for direct deposit. Also, choose YES for the account to hold the “left-over” amount when using multiple accounts for direct deposit. Note: the word “primary” and “left-over” does not denote the importance or size of the deposit, only that this account has no specific deposit designation. Funds are deposited to this account after all specific deposits are complete.

**Routing Numbers:** A Routing Number is an identification number that your financial institution will use with electronic transfer of funds. The routing number must be on file with Tyler ISD (most North American banks are supported). After inputting the routing number twice, you will be shown the name of the bank matching that routing number. National banks often use a single routing number and the name may include a city or state different from your local branch. If you are in doubt, type in the routing number again (twice) and/or contact your local branch to be certain.

**Account Numbers:** You must input your account number twice as a check against typographical errors. However, there is no checking we can perform to be certain you have input the true and correct account number. Please take your time to ensure this is correct. If you post an account number that does not exist at the bank you have chosen, you will receive a paper check.

**Beginning Check Date:** Use the pull-down list to choose a date in the future that represents the first check date to begin DD with this account. Be careful to choose the correct date, it is easy to choose the wrong year. Choosing a date in the past will not affect paychecks that have been processed.

**Ending Check Date:** Use the pull-down list to choose a date that this DD will end. It is recommended that you choose the special value [OPEN]. This is a special value that essentially means there is no end date defined.

**Note regarding auto-draft payments (ex. Cooperative Teachers Credit Union Car Payments, etc.).** If you have entered into a loan arrangement requiring automatic draft to pay a loan, a direct deposit for that loan will exist on your account. It is your responsibility to ensure that this draft is not removed from your accounts as per your loan agreement.

## Single Account Direct Deposit

Fill out the screen as below, choosing information that matches your own account.

Direct Deposit

**Direct Deposit**

Employee Accepts Direct Deposit: \*  Yes  No      Set All Accounts:  Active  Inactive

Account Status: \*  Active  Inactive

Primary Account: \*  Yes  No

Account Type: \*  Saving  Checking  Savings Bonds ⓘ

Routing Number: \* [.....]      Verify: \* [.....] BANK OF AMERICA, N.A. HENRICO, VA

Account Number: \* [.....]      Verify: \* [.....]

Beginning Check Date: \* [06-01-2016] [06-16-2016] ▾

Ending Check Date: [12-12-9999] [OPEN] ▾

**Add** **Clear**

**Direct Deposit**

[Sort](#) | [Clear](#)    Sorted by: (default)

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net
[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾

record count: 0 of 0

**Edit** **Delete**

Choose Add, and you should see your DD information at the bottom of the screen like this:

**Direct Deposit**

[Sort](#) | [Clear](#)    Sorted by: (default)

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net
06-16-2016	[OPEN]	Checking	BANK OF AMERICA, N.A.	111000025	XXXXX6789	Y	0.00	

record count: 1 of 1

**Edit** **Delete**

If your desire is to record a single account for receive all your payroll check, you are done.

Note: if in the future you receive an employee reimbursement, it will be deposited to your Primary Account if active.

If you want to have additional accounts, please continue to read the next section.

## Multiple Account Direct Deposit

After inputting the “Primary Account” using the instructions above, you can input additional accounts as desired to receive a portion of your paycheck through direct deposit.

Fill out the screen as below, choosing information that matches your own account.

The screenshot shows the 'Direct Deposit' form with the following fields and values:

- Employee Accepts Direct Deposit: \*  Yes  No
- Account Status: \*  Active  Inactive
- Primary Account: \*  Yes  No
- Account Type: \*  Saving  Checking  Savings Bonds
- Routing Number: \* [.....] Verify: \* [.....] COOPERATIVE TEACHERS CU TYLER, TX
- Account Number: \* [.....] Verify: \* [.....]
- Beginning Check Date: \* 06-01-2015 [06-16-2015]
- Ending Check Date: \* 12-12-9999 [OPEN]
- Dollar Amount: \* 100 OR % of Net

Buttons: Add, Clear

Notice the Primary Account Flag is should be set to NO when inputting multiple accounts.

Notice the new option for a Dollar Amount (ex. \$100, \$525, etc.) or a Percentage Amount. You cannot input both.

A dollar amount will result in a specific amount being deposited to this account each payday, no matter the amount of the check (assuming of course that the total amount of the check is at least that much).

A percentage amount will divide the Net Amount of the check (Net Amount is amount paid after deductions and taxes are taken out).

After Adding a secondary account, you should see it in the list of account at the bottom of the screen, like this:

Direct Deposit								
Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net
06-16-2016	[OPEN]	Checking	BANK OF AMERICA, N.A.	111000025	XXXXX6789	Y	0.00	
06-16-2015	[OPEN]	Checking	COOPERATIVE TEACHERS CU	311989548	XXXXX4321	N	100.00	

record count: 2 of 2

You can repeat this process to record a third, fourth, etc. account for your direct deposit.

Note: If you choose multiple accounts, remember that the Primary Account will only receive the “left-over” funds after all specific deposits to other accounts have been made. If you have chosen to deposit a specific amount greater than your paycheck, your deposit will not exceed your paycheck.