

PAYROLL: Personal Payment Information

Overview

- At the beginning of employment, accessing this page and completing this process is important to ensure an employee's pay is correctly distributed.
- At any time, if they want or need to, employees can create, update, and delete personal payment methods.
 - *Example: Adding direct deposit, or multiple direct deposit accounts for paycheck to be paid to.*
 - *Example: Updating account information, splitting the amount paid to each account by percentage or a desired amount.*
 - *Example: Deleting an old account that is no longer valid or employee does not pay to be distributed to the certain account.*

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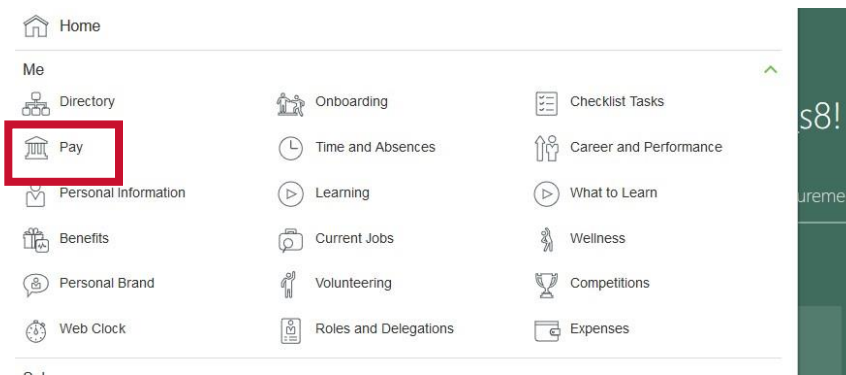
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I. Navigating to the Self-Service Module

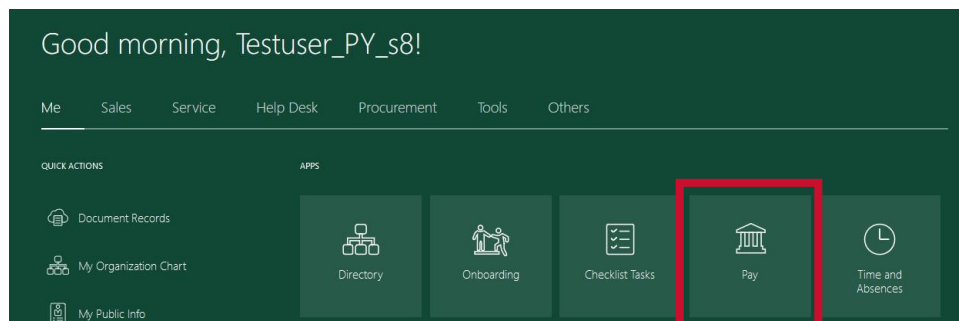
- I. You can access the **Payment Methods** task in two ways:
 - a. Click the Navigator icon in upper left-hand corner of the Ignite landing page.



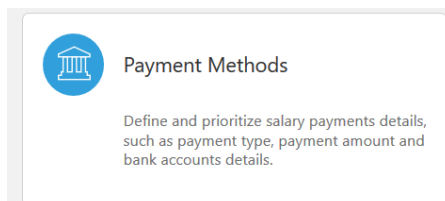
- b. Under the **Me** section, click the drop-down arrow, and select **Pay** from the drop-down list.



- c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Pay** tile.



2. Select **Payment Methods**.



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II. Creating Personal Payment Methods

1. Upon entering the **Payment Methods** tile, click on the +Add button under **Bank Accounts**.

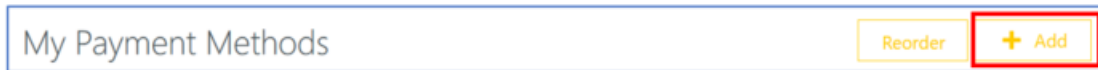


2. When creating a **Bank Account** in Ignite, you will need to enter all the fields listed below. After filling out the information, press **Save** in the upper right-hand corner to save the payment method.

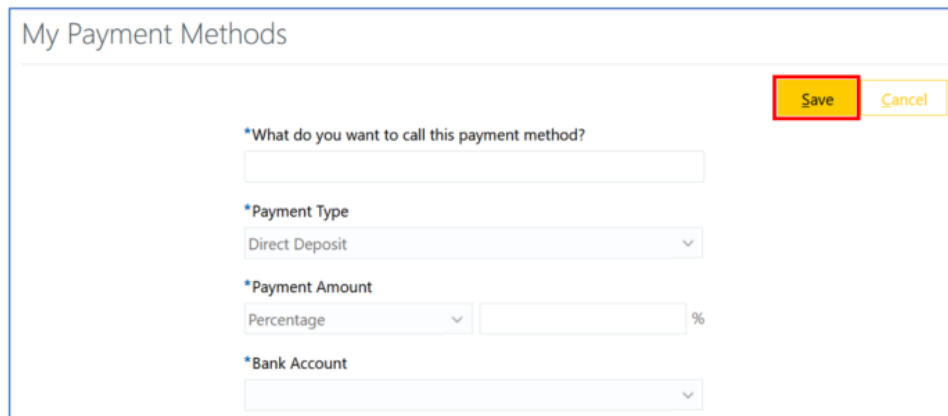
- a ***Account Number** – This is a unique number for the account you want the pay to be directed to. It is located on a physical check.
- b ***Account Type** – It can be **Checking**, **Savings**, or **Money Market**.
- c ***Routing Number** – A unique number to your bank. It can be found on your check or you can look online for this value.
- d If there are questions about Routing Number, hover over the blue circle with an **i** in the middle to see where to find each of these values.
- e After entering one account, you have the option to add another to split payment or add a certain amount to each account provided. Repeat Steps 1 and 2 above

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3. After setting up the **Bank Accounts** in Ignite, select **+Add** in **My Payment Methods**



- a After selecting **+Add**, enter the required fields described below. After this is complete, select the Save button to save the payment method.



- b ***What do you want to call this payment method?** – This field is open text, and you can name the payment method whatever you desire.
- c ***Payment Type** – This will be **Direct Deposit**.
- d ***Payment Amount** – The value can be either a **Percentage or Amount**. If you select percentage, enter a value 0 to 100 to determine what percentage of your paycheck will go to this account. If you select Amount, enter the desired dollar amount to be paid to this account.
- e ***Bank Account** – This drop down will display the **Bank Account(s)** you added in the **Bank Accounts** section. Select the account you wish to designate for the Payment Method you are adding.
- f The remaining pay amount or percentage that you do not declare for this account will default to your first bank account. By default, at least one account must be designated as “Remaining Pay”. This is shown below:

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My Payment Methods

Reorder + Add

Savings Account Direct Deposit 071925855 XXXXX2321 SAVINGS	50 %	
Main Checking Direct Deposit 071925855 XXXXX6789 CHECKING	Remaining Pay	

4. For setting up multiple Payment Methods for net pay distribution, repeat step 3.

III. Updating Personal Payment Methods

1. If you need to update an account for any reason, click the pen icon on the right-hand side of the Payment Method box.

My Payment Methods

Reorder + Add

Savings Account Direct Deposit 071925855 XXXXX2321 SAVINGS	50 %	
Main Checking Direct Deposit 071925855 XXXXX6789 CHECKING	Remaining Pay	

2. Make the desired changes. After completing the changes, select the **Save** button in the upper right-hand side of the box.
 - a. If you desire to delete a payment method, select the **Delete** button instead of the **Save** button.