

# 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  - *Example: Deleting an old account that is no longer valid or employee does not pay to be distributed to the certain account.*

## Index

- I. Navigating to the Self-Service Module
- II. Creating Personal Payment Methods
- III. Updating Personal Payment Methods

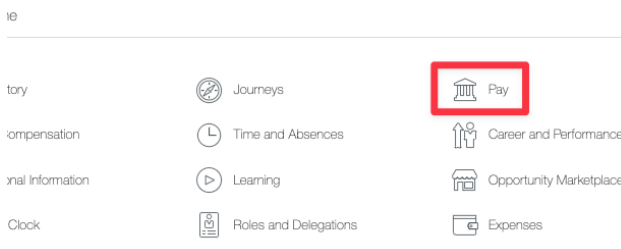
# PAYROLL: Personal Payment Information

## I. Navigating to the Self-Service Module

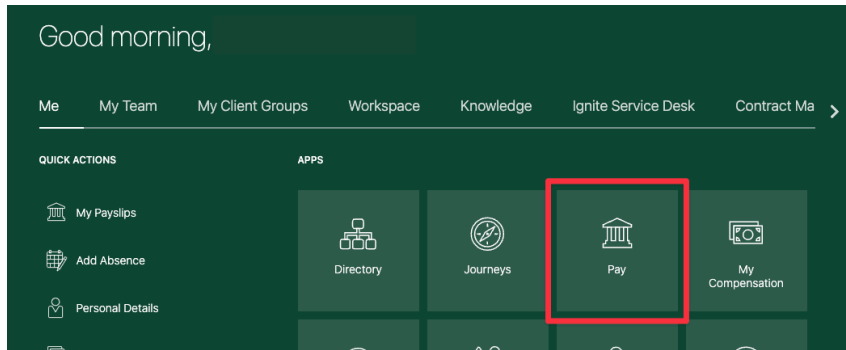
- I. You can access the **Payment Methods** task in two ways:
  - a. Click the Navigator icon in upper left-hand corner of the Ignite landing page.



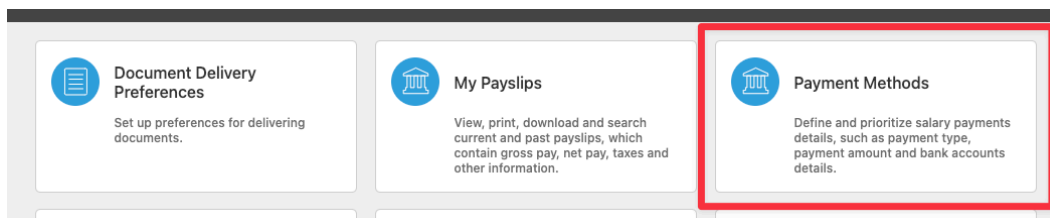
- b. Under the **Me** section, click the drop-down arrow, and select **Pay** from the drop-down list.



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



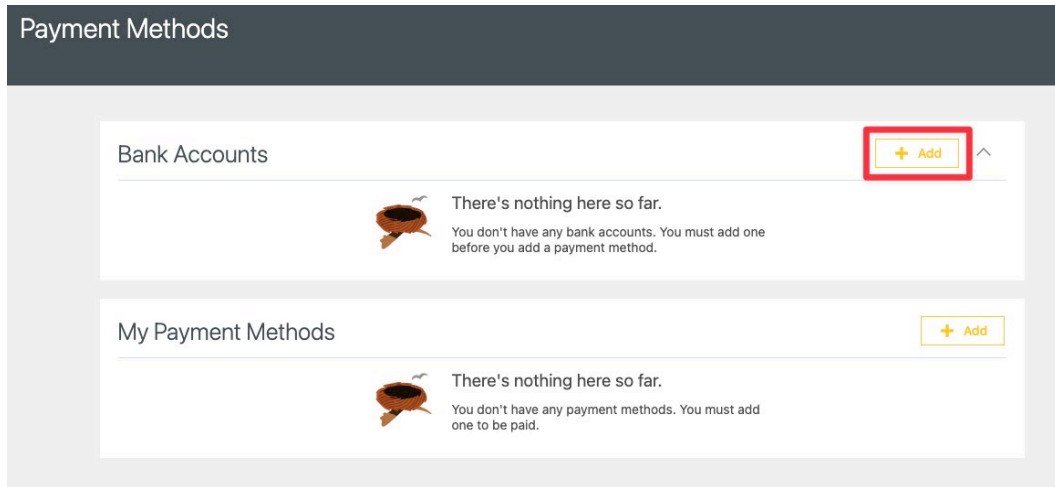
## 2. Select **Payment Methods**.



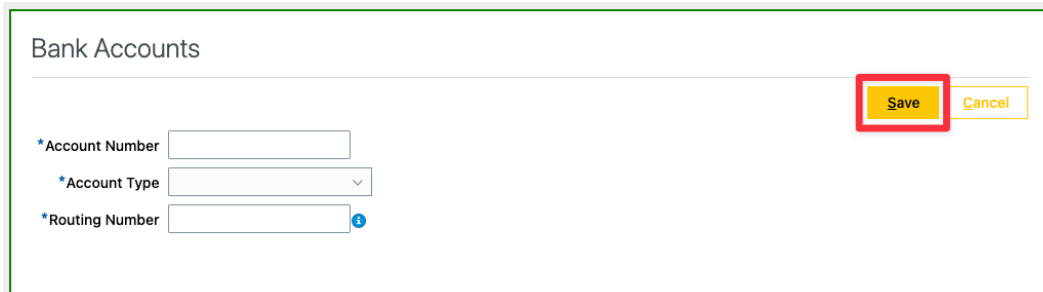
# PAYROLL: Personal Payment Information

## II. Creating Personal Payment Methods

1. Upon entering the **Payment Methods** tile, in the Bank Accounts section, click **+Add**.



2. When entering a bank account, 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 bank account.

A screenshot of the 'Bank Accounts' form. The form has a title 'Bank Accounts' at the top. Below the title, there are three input fields: '\*Account Number' (text input), '\*Account Type' (dropdown menu), and '\*Routing Number' (text input with a blue information icon). In the top right corner, there are two buttons: 'Save' and 'Cancel', both highlighted with red boxes.

- a. **\*Account Number** – An account number, which can range from nine to twelve digits, specifies your unique bank account, *although some account numbers may be longer.*
- b. **\*Account Type** – It can be **Checking**, **Savings**, or **Money Market**.
- c. **\*Routing Number** – Typically nine digits long, this identifies your U.S. bank.
- d. If there are questions about Account/Routing Number, hover over the blue circle with an **i** in the middle to see where to find each of these values.

# PAYROLL: Personal Payment Information

3. After entering one account, you have the option to add another account to split payment or add a certain amount to each account provided. Click **+Add** to add another account.
  - a. After all accounts are entered, in the My Payment Methods section, click **+Add**.

Bank Accounts + Add ^

Active

My Payment Methods + Add

**!** You must also add a payment method to be paid into your bank account. (PAY-1636634)

- b. Enter all necessary information for the Payment Method.

My Payment Methods Save Cancel

\*What do you want to call this payment method?

\*Payment Amount Percentage  %

\*Payment Type Direct Deposit

\*Bank Account [Blurred Account Name]

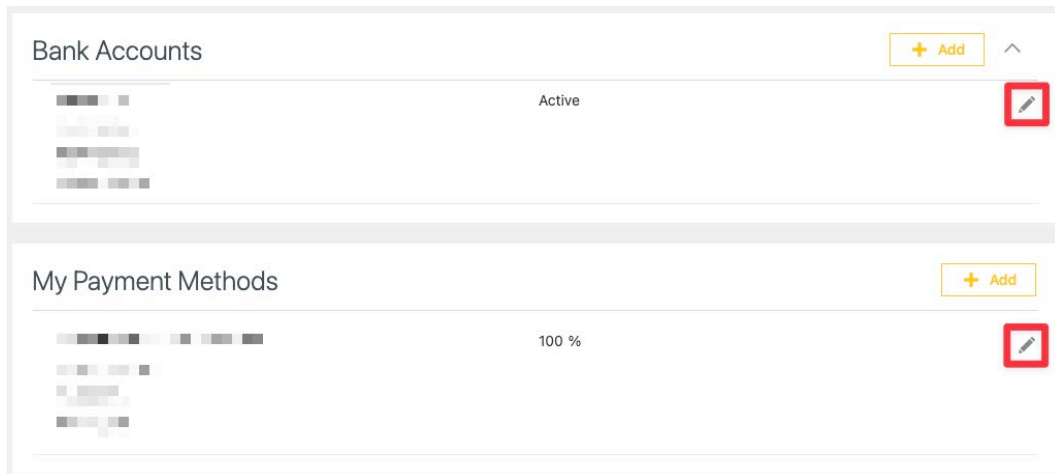
Remaining Pay

- i. **\*What do you want to call this payment method?** – This field is open-ended, and you can name the payment method whatever you desire.
    - ii. **\*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.
    - iii. **\*Payment Type** – Select **Direct Deposit**.
    - iv. **\*Bank Account** – It will be **New Account**, or the same bank account previously entered. The previous ones will display in the drop-down.
  - c. The remaining amount or percentage that you do not declare for this account will default to your first bank account.

# PAYROLL: Personal Payment Information

## III. Updating Personal Payment Methods

1. If you need to update an account for any reason, click the **pencil** icon on the right-hand side of either Bank Account or My Payment Method section.



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.