PayNortheast

Direct Deposit Dashboard in Advanced HR 2.0

This article discusses the following Direct Deposit topics:

- Direct Deposit Process Overview
- How Admins Approve Employee Direct Deposit Requests
- Direct Deposit Notifications

Direct Deposit Process Overview

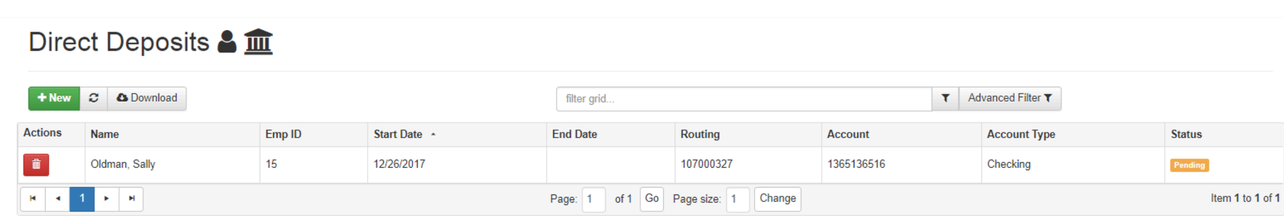
Base Users have the ability to add their Direct Deposits, whether for one bank account or multiple accounts. Employees can submit their direct deposit requests during their new hire onboarding or at any point after they have been hired. When an employee submits their Direct Deposit allocations for approval, their supervisor gets an email notification of the submission, including a link to follow so that they can approve or reject the Direct Deposit.

In addition, **Base Managers** and **Base Admins** have the ability to enter Direct Deposit information on behalf of employees.

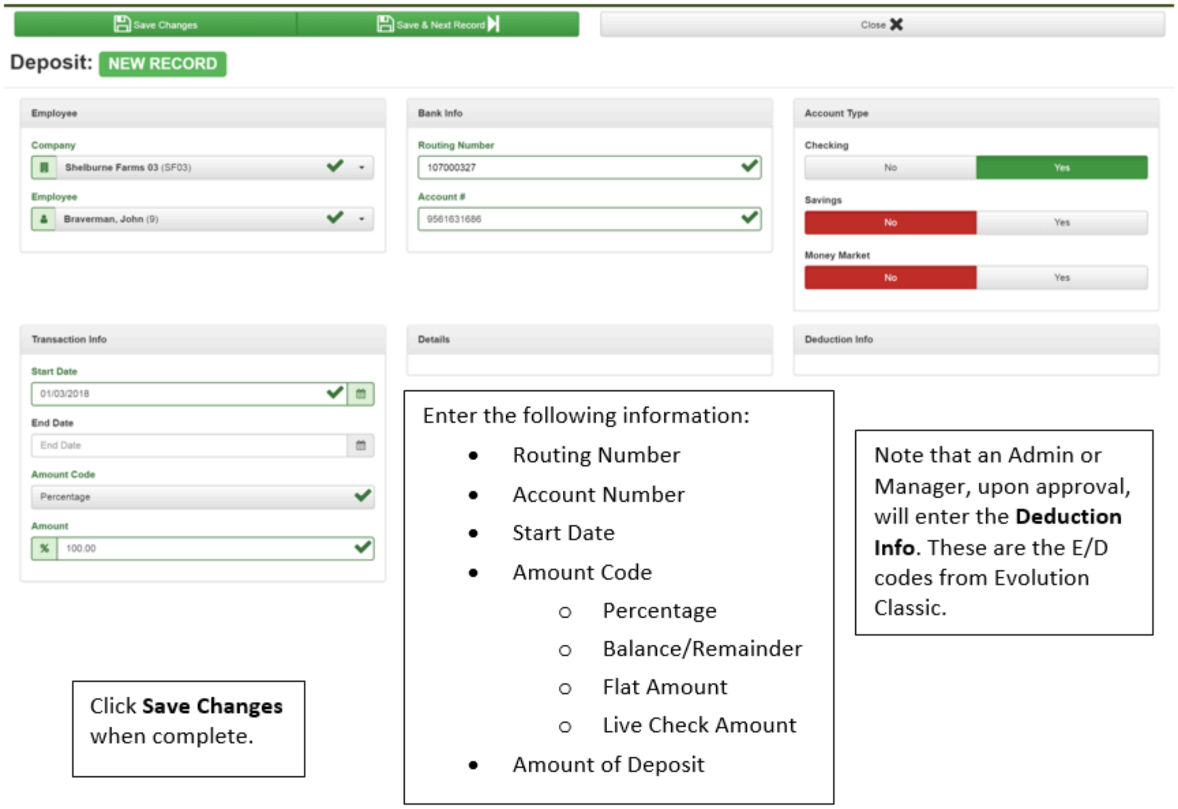
Note: **Base Admins** can enter, view, and approve Direct Deposits for any employee in the company. **Base Managers** can only enter, view, and approve Direct Deposit information for the employees that they supervise.

Go to **HR Admin – Employee Maintenance – Direct Deposit**. Lock in on a **Company** and an **Employee**.

You'll be taken to the **Direct Deposit** dashboard. Any Direct Deposits that were previously created, or part of the Payroll Data Cutover, will be displayed in the dashboard. Any direct deposits that display Pending in the Status column indicate that the direct deposit request has not yet been approved.



Click on the **+ New** button to add a new direct deposit record.

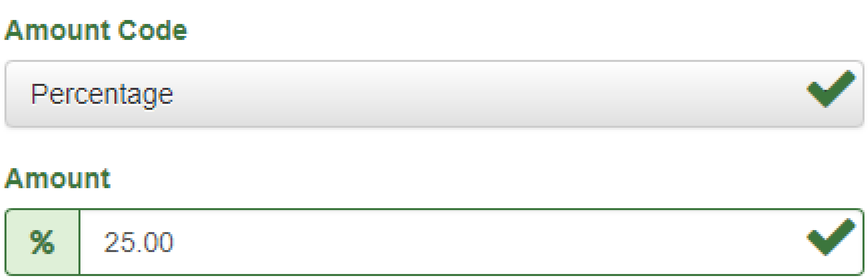


Note: Currently, the only **Account Types** that are set up for Direct Deposits are **Checking**, **Savings**, and **Money Market**. The system will allow for multiple entries in each category. Remember, if there are multiple checking accounts, for example, you'll need the corresponding E/D codes for each account.

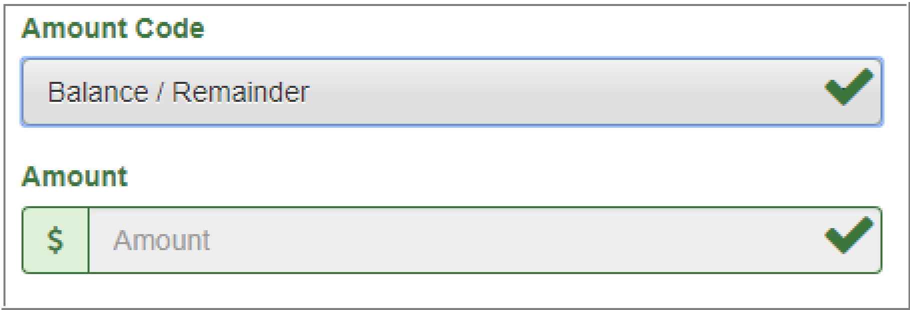
Amount Code and Amount Field Options

Here is how the **Amount Code** and the **Amount** field options on the **Direct Deposit** screen work and how they map to the Payroll options:

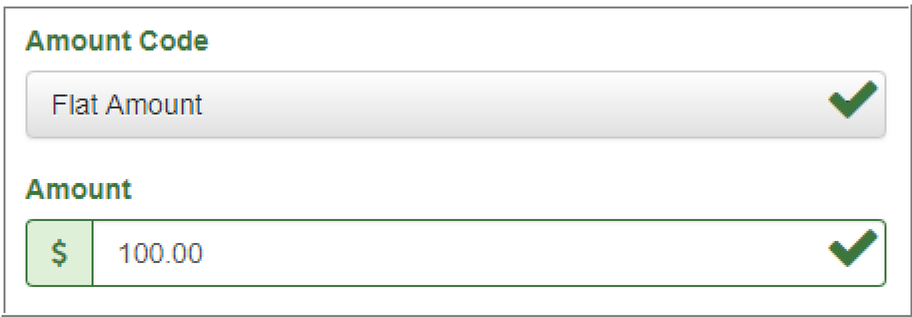
- **Percentage** – maps to "**% of Net**" in Payroll. Select the **Percentage** option in the **Amount Code** field and enter the percentage in the **Amount** field. The following example causes 25% to be in this direct deposit account.



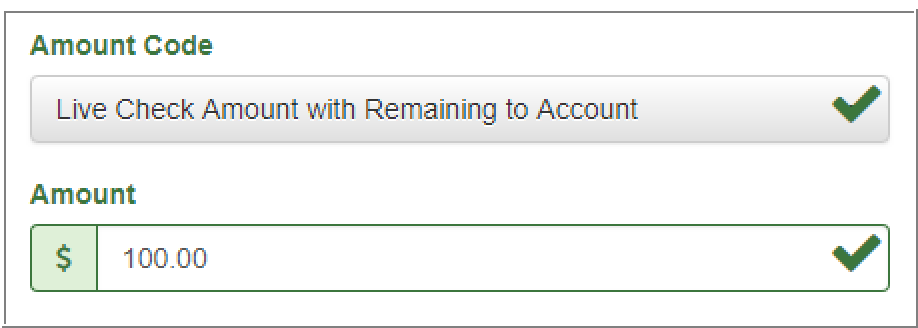
- **Balance / Remainder** – maps to "**None**" in Payroll and grays out the **Amount** field. Select the **Balance / Remainder** option in the **Amount Code** field and note that the **Amount** field is then unavailable.



- **Flat Amount** – maps to "**Fixed**" in Payroll. Select **Flat Amount** in the **Amount Code** field and enter the dollar amount in the **Amount** field. The following example causes $100.00 to be in this direct deposit account.

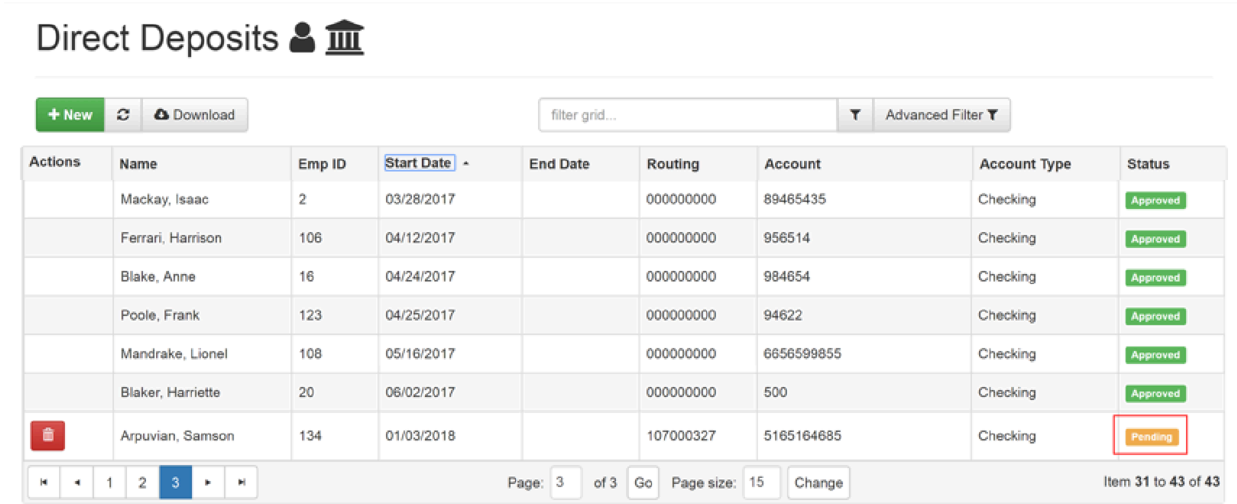


- **Live Check Amount** – Use this option for example, to have X amount to a Live Check and then have the remainder go to the direct deposit account specified in this record. Select the **Live Check Amount with Remaining to Account** option in the **Amount Code** field and enter the amount in the **Amount** field.



Approving an Employee's Direct Deposit Request

After receiving a notification that an employee has submitted a Direct Deposit request, the Base Admin user goes to the **HR Admin - Employee Maintenance - Direct Deposit**, to approve it.



Direct Deposits

+ New | Download | filter grid... | Advanced Filter

Actions	Name	Emp ID	Start Date	End Date	Routing	Account	Account Type	Status
	Mackay, Isaac	2	03/28/2017		000000000	89465435	Checking	Approved
	Ferrari, Harrison	106	04/12/2017		000000000	956514	Checking	Approved
	Blake, Anne	16	04/24/2017		000000000	984654	Checking	Approved
	Poole, Frank	123	04/25/2017		000000000	94622	Checking	Approved
	Mandrake, Lionel	108	05/16/2017		000000000	6656599855	Checking	Approved
	Blaker, Harriette	20	06/02/2017		000000000	500	Checking	Approved
	Arpuvian, Samson	134	01/03/2018		107000327	5165164685	Checking	Pending

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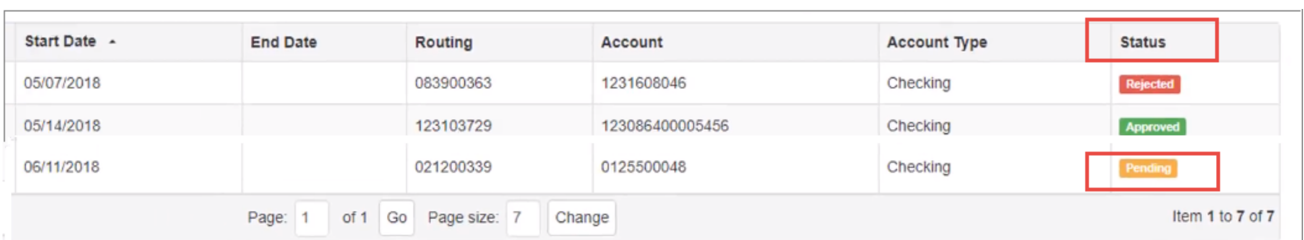
You'll be taken to the **Direct Deposit** dashboard. Remember, that since you are logged in as a Base Admin, you can see all the Direct Deposits for the entire company. Any direct deposits that display **Pending** in the **Status** column indicate that the direct deposit has not yet been approved. The deposit will not be applied to the employee's payroll until it has been approved.



Start Date	End Date	Routing	Account	Account Type	Status
05/07/2018		083900363	1231608046	Checking	Rejected
05/14/2018		123103729	123086400005456	Checking	Approved
06/11/2018		021200339	0125500048	Checking	Pending

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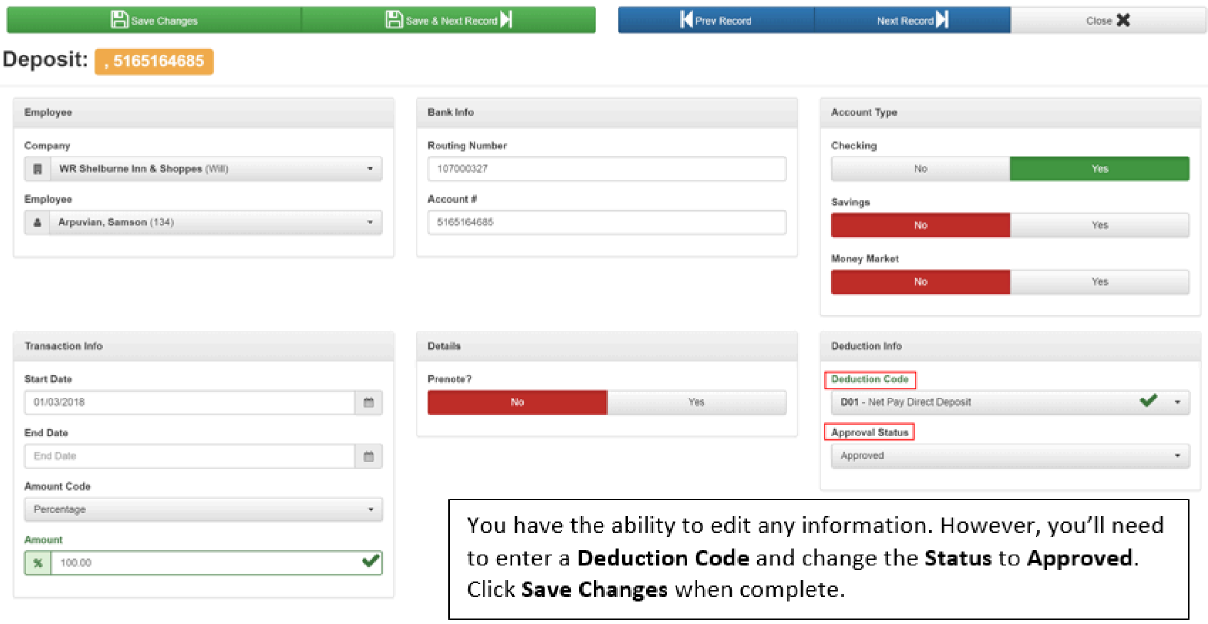
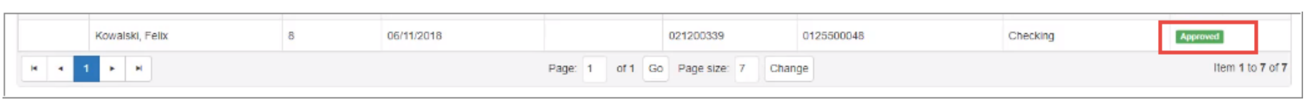
Click on the Direct Deposit row that has a **Status** of **Pending**. The system displays the **Direct Deposit** details screen for that employee.



Most of the information has already been entered by the employee when they submitted their direct deposit request. As the Admin, the only information you should need to complete is the Deduction Code.

In the **Deduction Info** section, select the **Deduction Code** from the dropdown. Only Direct Deposit Deduction Codes will display. Once you have entered the Deduction Code you can change the **Approval Status** to **Approved**. Click **Save Changes**.

Once approved, the Direct Deposit will be active and will show **Approved** Status on the Direct Deposit dashboard.

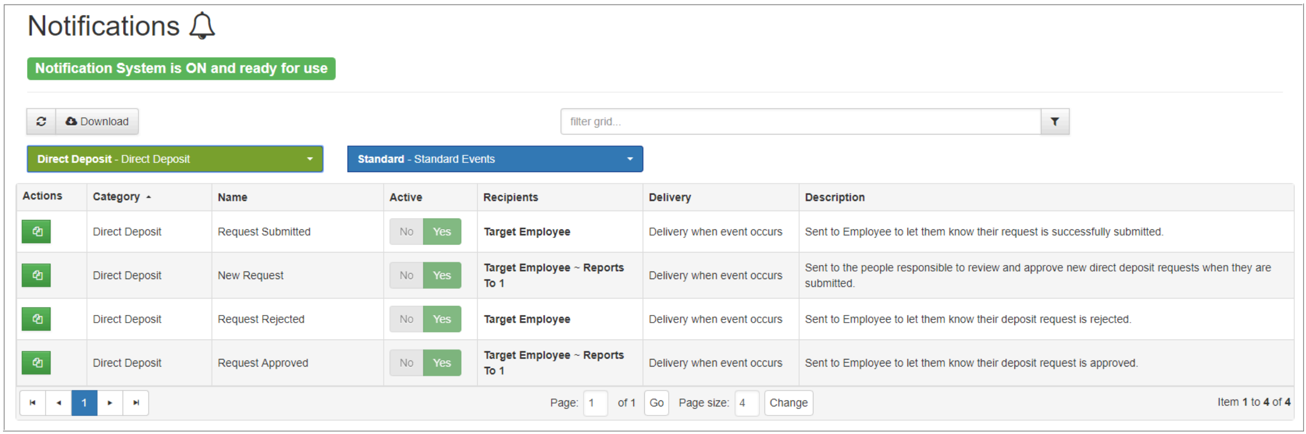


Direct Deposit Notifications

The following table lists the **Notifications** that employees and Admins/Managers may receive related to Direct Deposits, if these have been activated.

Notification Name	**Description**
Request Submitted	Sent to the Employee to let them know their direct deposit request is successfully submitted.
New Request	Sent to the people responsible to review and approve new direct deposit requests when they are submitted.

Request Rejected	Sent to the Employee to let them know their direct deposit request is rejected.
Request Approved	Sent to the Employee to let them know their direct deposit request is approved.


Notifications

Notification System is ON and ready for use

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Direct Deposit - Direct Deposit

Standard - Standard Events

Actions	Category	Name	Active	Recipients	Delivery	Description
	Direct Deposit	Request Submitted	No Yes	**Target Employee**	Delivery when event occurs	Sent to Employee to let them know their request is successfully submitted.
	Direct Deposit	New Request	No Yes	**Target Employee ~ Reports To 1**	Delivery when event occurs	Sent to the people responsible to review and approve new direct deposit requests when they are submitted.
	Direct Deposit	Request Rejected	No Yes	**Target Employee**	Delivery when event occurs	Sent to Employee to let them know their deposit request is rejected.
	Direct Deposit	Request Approved	No Yes	**Target Employee ~ Reports To 1**	Delivery when event occurs	Sent to Employee to let them know their deposit request is approved.

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