

Setting Up Direct Deposit

What Is Direct Deposit?

Direct deposit is a safe and effective way for Johns Hopkins to electronically transfer your paychecks into your bank account.

If you have direct deposit, this means that your paycheck will be deposited directly into your checking and/or savings account. You won't receive a paper check in the mail.

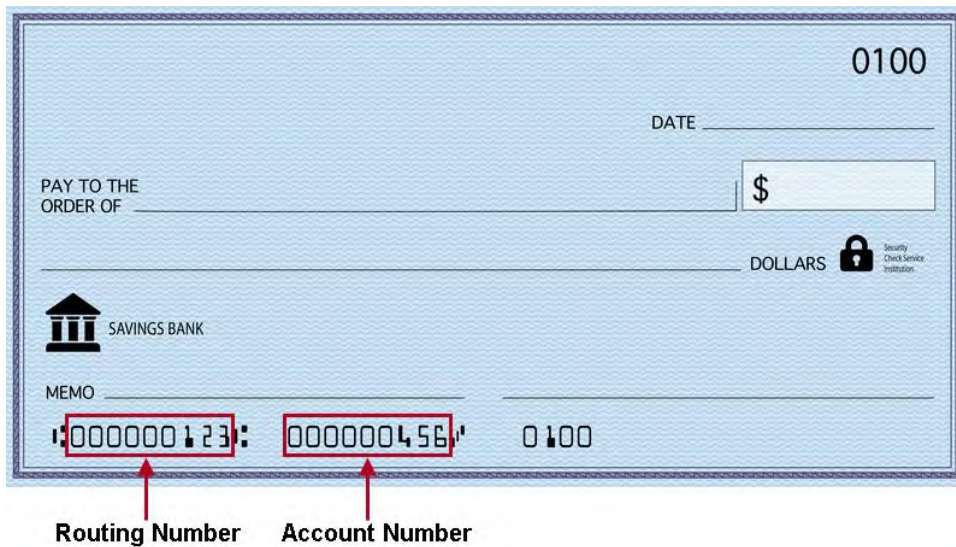


What Are the Benefits of Direct Deposit?

- **Quicker Access** – You can access your money more quickly when you use direct deposit. With direct deposit, your paycheck will be electronically deposited on your pay date. If you don't have direct deposit, you have to wait for your check to arrive in the mail, and this can sometimes be delayed.
- **More Convenient** – With direct deposit, there's no need to take a trip to the bank to deposit your check or spend time uploading your check using a bank app. And if you have a bank account and direct deposit, you won't have to pay check cashing fees.
- **More Secure** – With direct deposit, you don't have to worry about your check being lost in the mail or possibly stolen.
- **More Environmentally Friendly** – If you use direct deposit rather than getting a paper check in the mail, you'll be helping to preserve our forests, use less water, and conserve energy. It's a very environmentally friendly approach to getting paid!

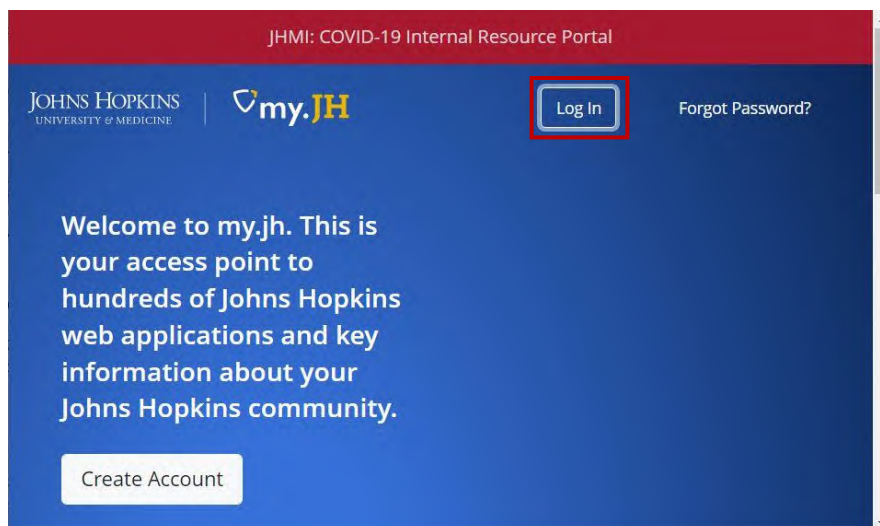
How Do I Set Up Direct Deposit?

To set up direct deposit, you need to have the routing number and account number for the bank account that you want to deposit your paychecks into. You can find these numbers on your personal checks.

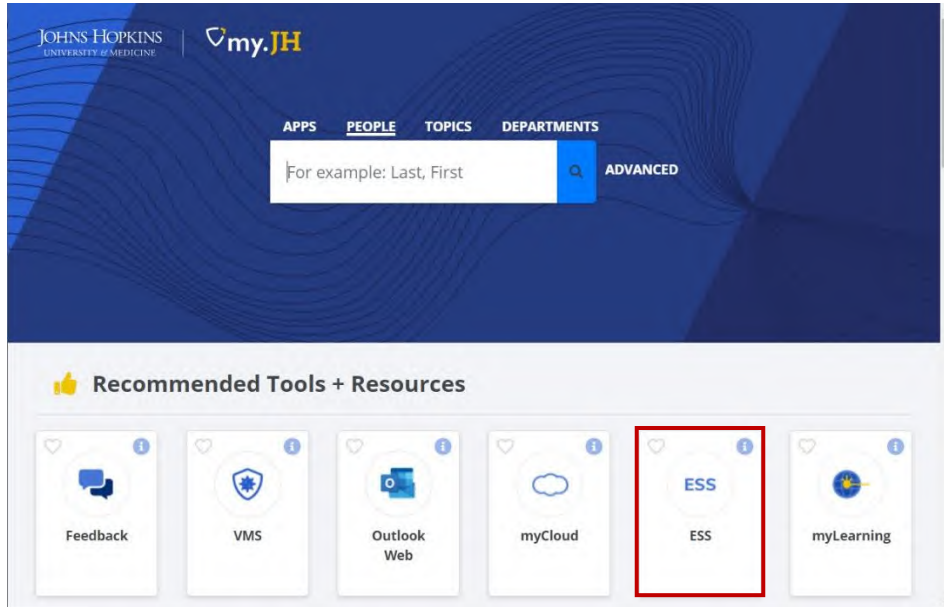


Once you've gathered this information, follow these steps:

1. Navigate to my.jh.edu.
2. Click the **Log In** button to log in to the website.

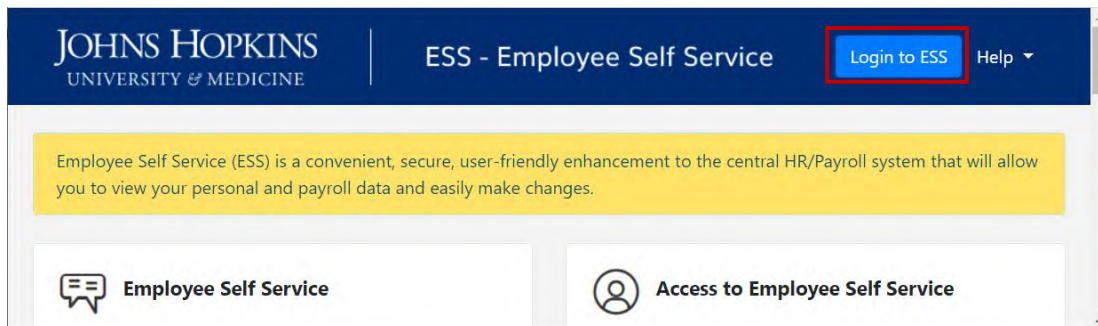


3. Once you're logged in, click the **ESS** icon to navigate to the Employee Self Service website.

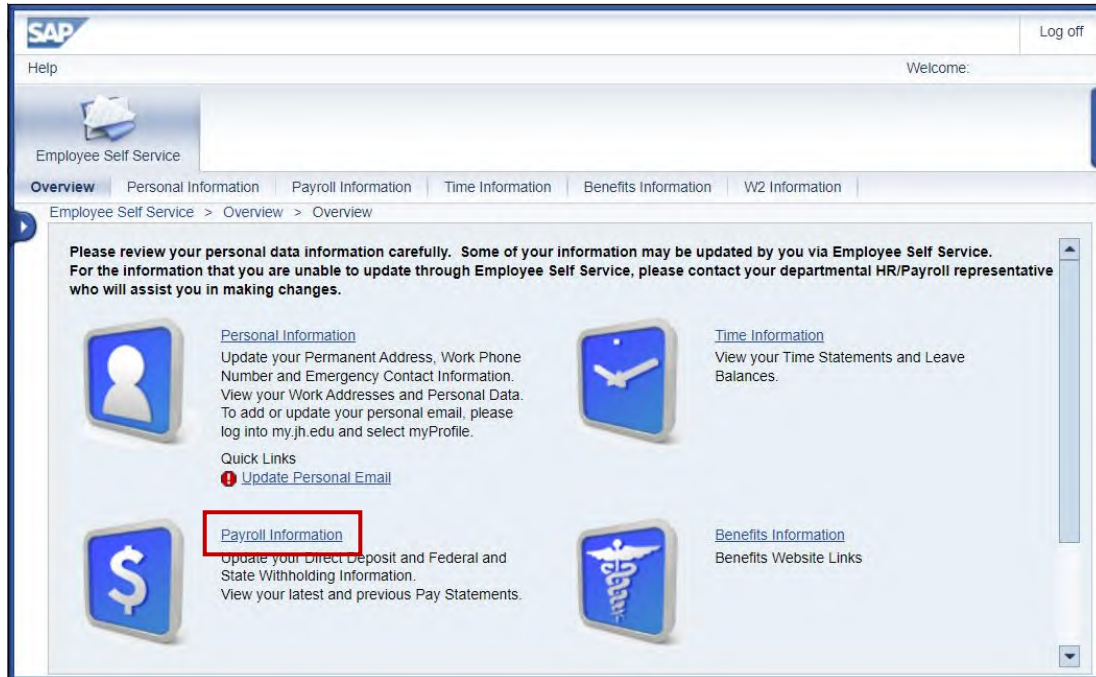


Note: If you don't see the ESS icon near the top of your screen, click the "HR" menu bar, and then click the ESS icon.

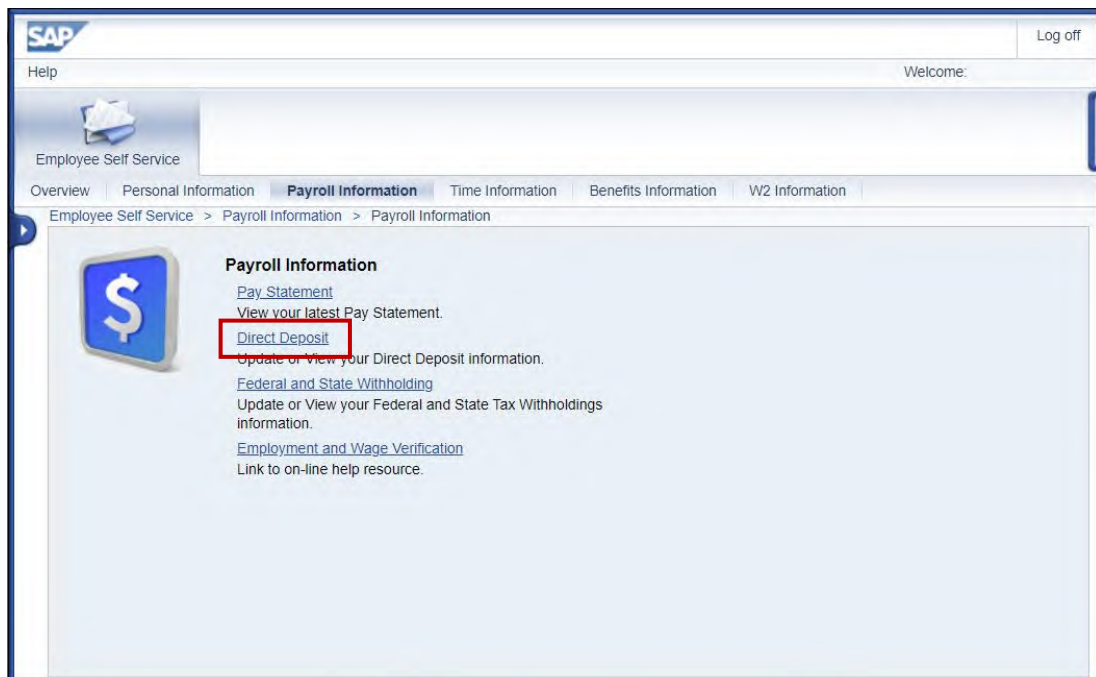
4. Click the **Login to ESS** button to log in to the Employee Self Service website.



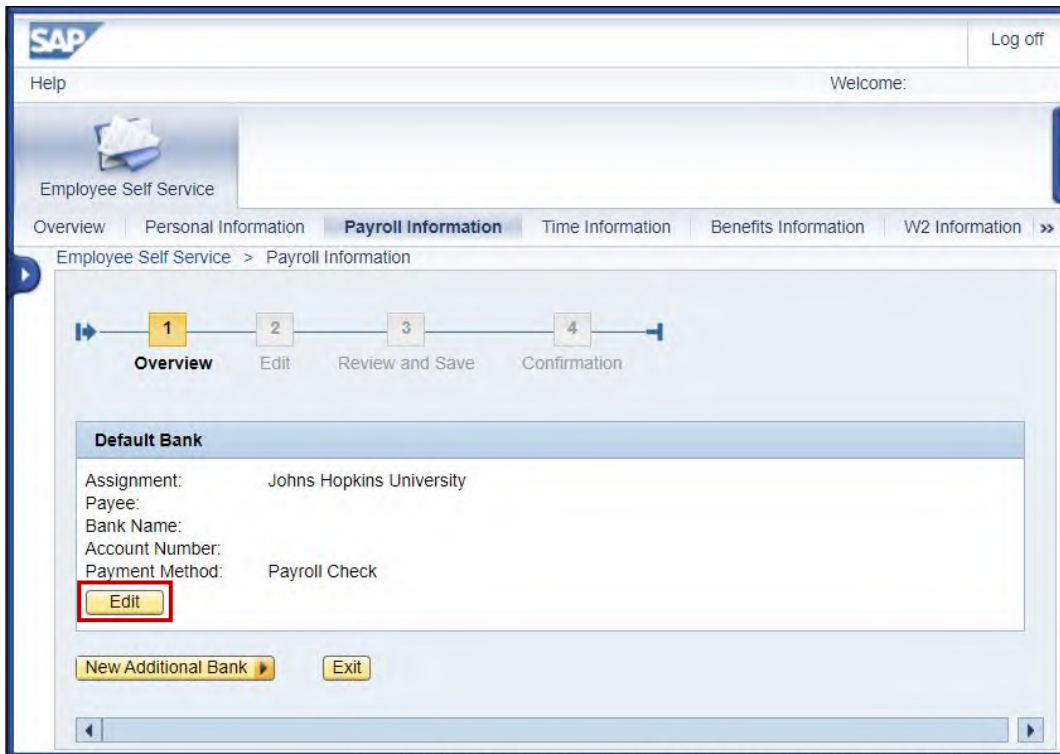
5. Once you're logged in to the Employee Self Service website, click the **Payroll Information** link.



6. Then click the **Direct Deposit** link.

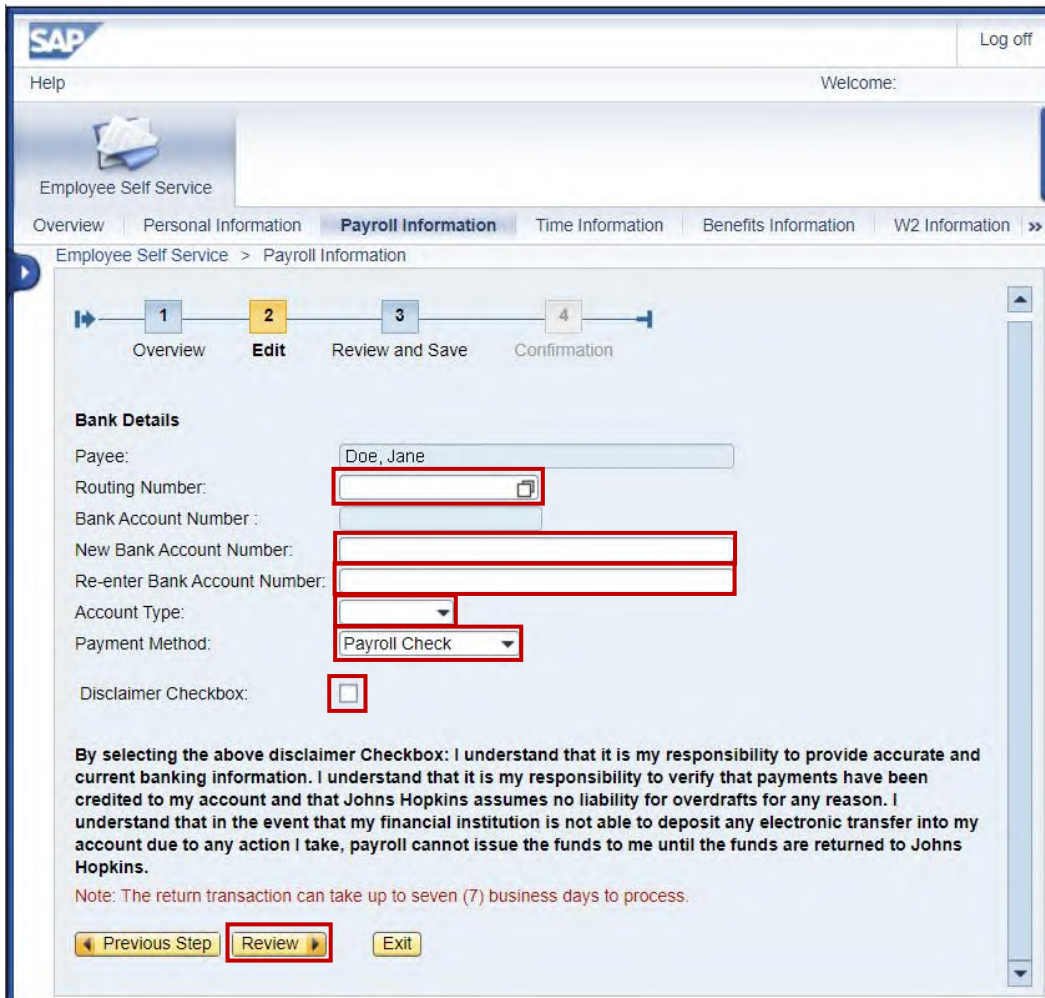


7. Click the **Edit** button.



8. Enter the required information:
- Enter your **routing number** in the Routing Number field.
 - Enter your **account number** in the New Bank Account Number field.
 - Re-enter your **account number** in the Re-enter Bank Account Number field.
 - Select your **account type** from the Account Type drop-down menu. (Select either “checking” or “savings.”)
 - Select “**Payroll Direct Deposit**” from the Payment Method drop-down menu.
 - Read the paragraph at the bottom of the screen. If these conditions are acceptable to you, check the **Disclaimer Checkbox**.

And then click the **Review** button.

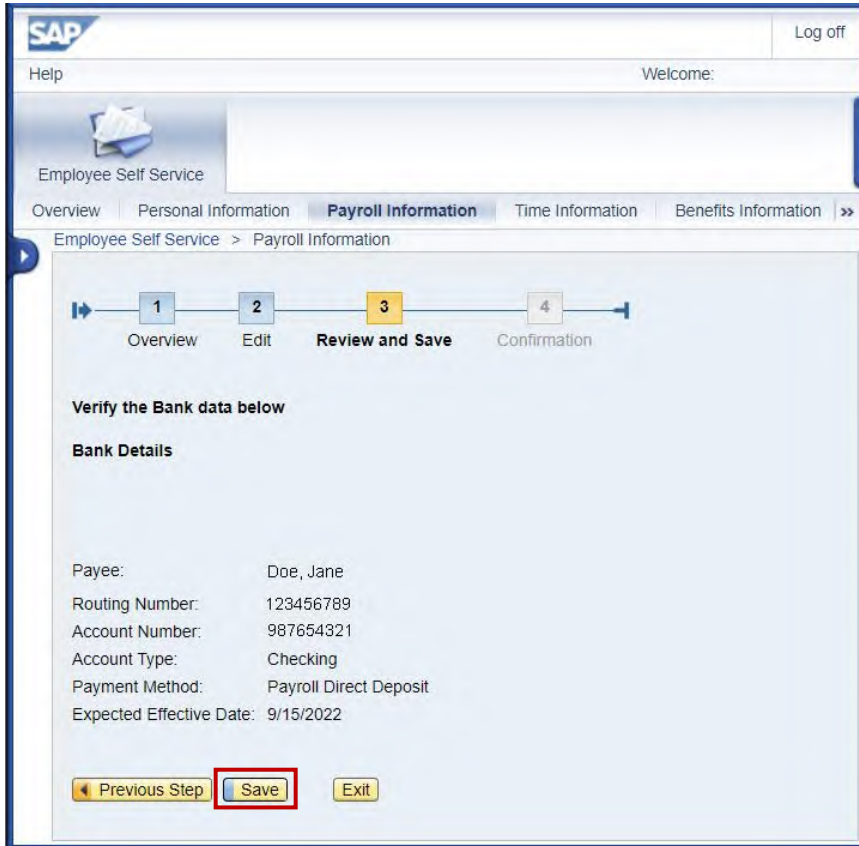


The screenshot shows the SAP Employee Self Service interface for setting up direct deposit. The page title is "Employee Self Service" and the current section is "Payroll Information". A progress bar at the top indicates four steps: 1. Overview, 2. Edit (highlighted in yellow), 3. Review and Save, and 4. Confirmation. The "Bank Details" section contains the following fields:

- Payee: Doe, Jane
- Routing Number: [Redacted]
- Bank Account Number: [Redacted]
- New Bank Account Number: [Redacted]
- Re-enter Bank Account Number: [Redacted]
- Account Type: [Redacted]
- Payment Method: Payroll Check
- Disclaimer Checkbox:

Below the fields is a disclaimer paragraph: "By selecting the above disclaimer Checkbox: I understand that it is my responsibility to provide accurate and current banking information. I understand that it is my responsibility to verify that payments have been credited to my account and that Johns Hopkins assumes no liability for overdrafts for any reason. I understand that in the event that my financial institution is not able to deposit any electronic transfer into my account due to any action I take, payroll cannot issue the funds to me until the funds are returned to Johns Hopkins." A note below states: "Note: The return transaction can take up to seven (7) business days to process." At the bottom, there are three buttons: "Previous Step", "Review" (highlighted in red), and "Exit".

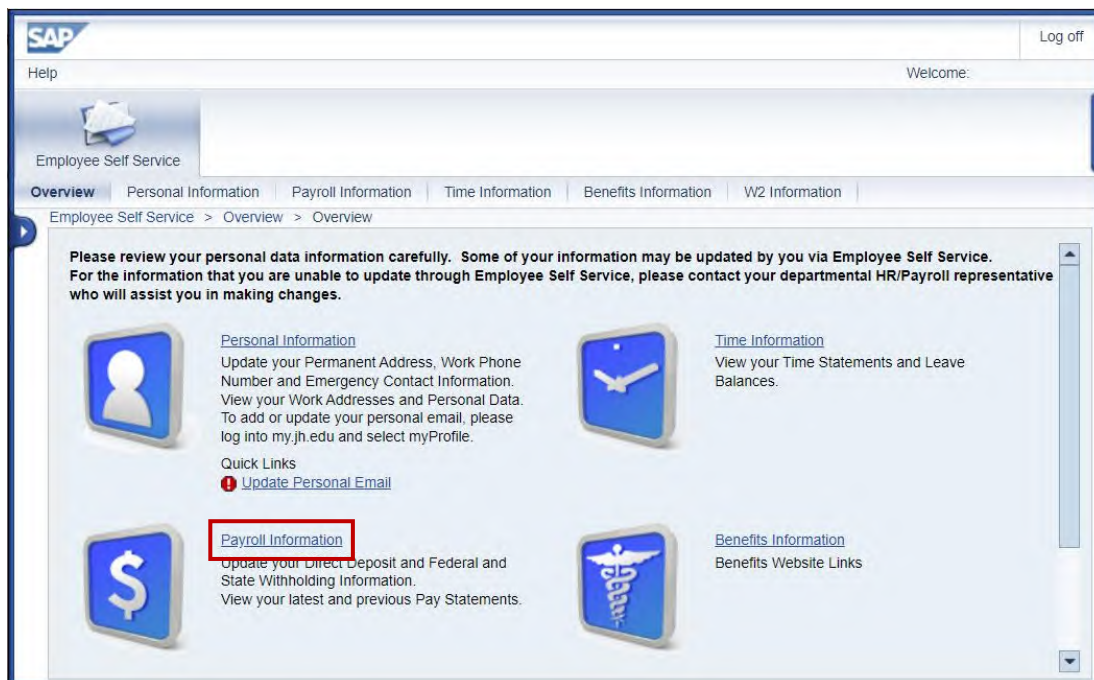
9. Finally, click the **Save** button.



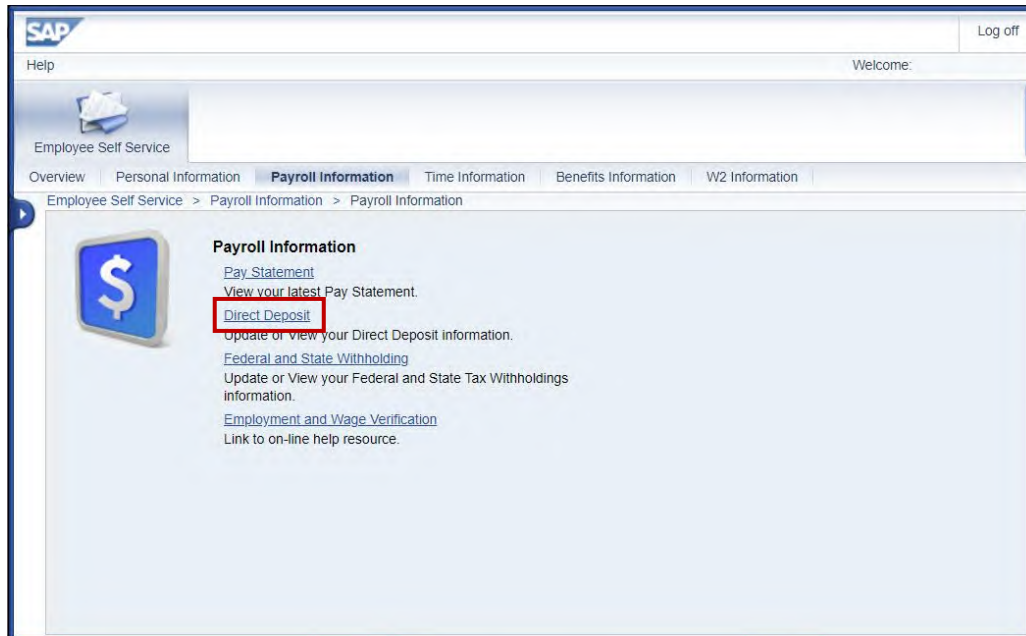
Adding Another Account

Would you like part of your paycheck to be direct deposited into one bank account, and part of it to be direct deposited into a second bank account? No problem! You just need to add information about the second bank account. Follow these steps:

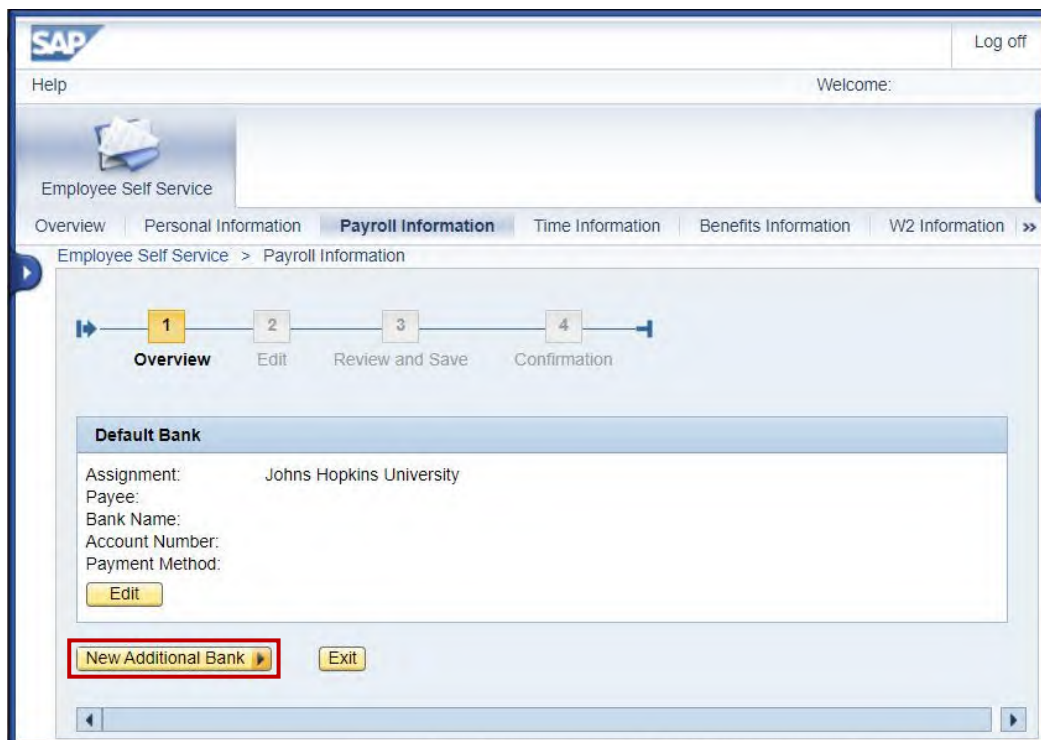
1. Log in to the Employee Self Service website. Then click the **Payroll Information** link.



2. Click the **Direct Deposit** link.



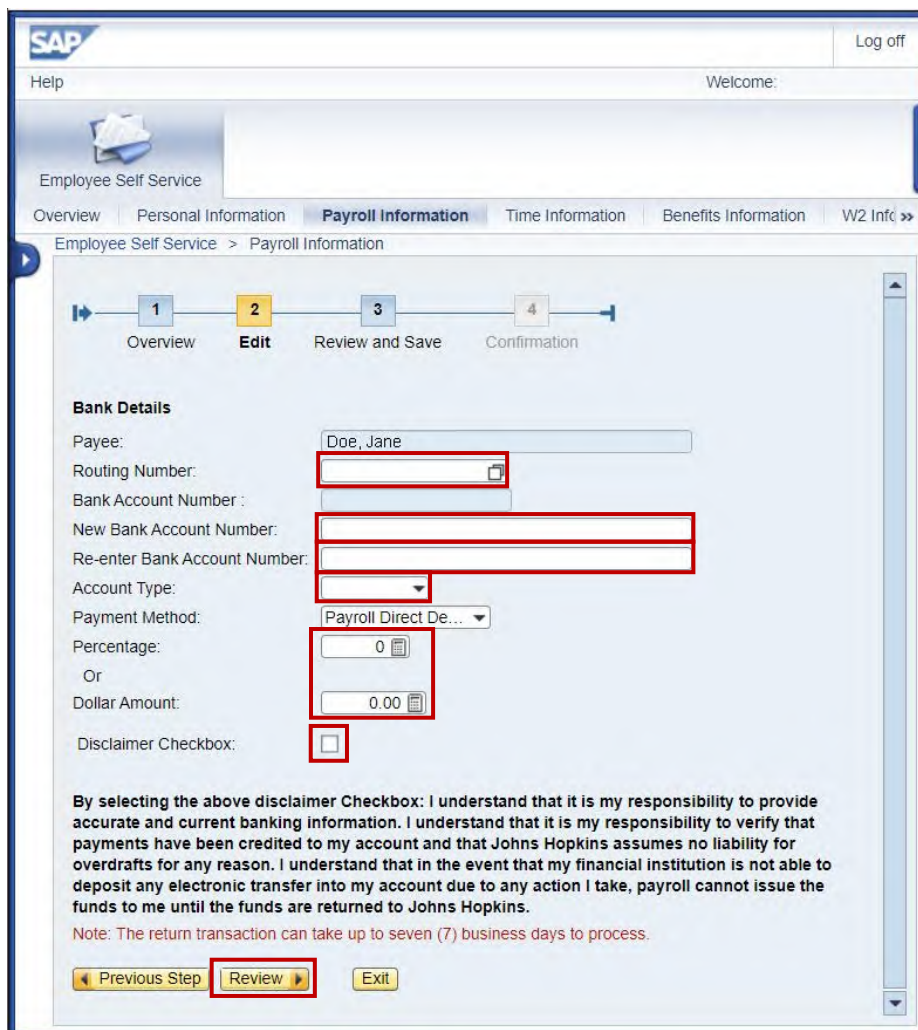
3. Click the **New Additional Bank** button.



10. Enter the required information:

- Enter the **routing number** for the second account in the Routing Number field.
- Enter the **account number** for the second account in the New Bank Account Number field.
- Re-enter the **account number** for the second account in the Re-enter Bank Account Number field.
- Select your **account type** from the Account Type drop-down menu. (Select either “checking” or “savings.”)
- Indicate the amount that you’d like to be deposited in this second account. You can do this by entering a **percentage** of your paycheck or a certain **dollar amount**.
- Read the paragraph at the bottom of the screen. If these conditions are acceptable to you, check the **Disclaimer Checkbox**.

And then click the **Review** button.

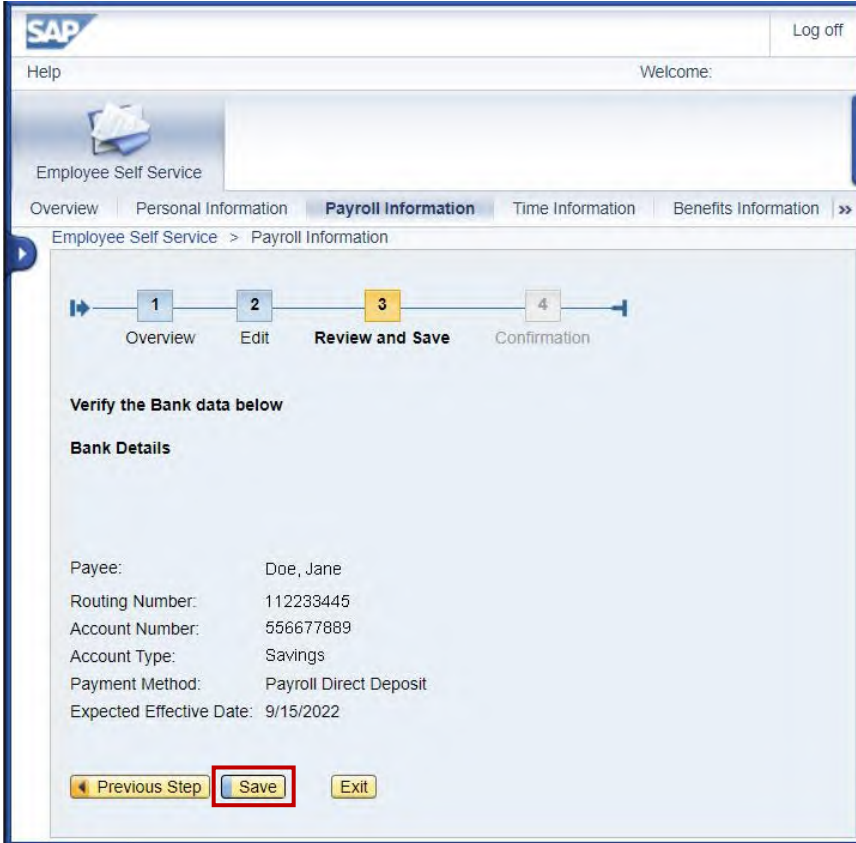


The screenshot shows the SAP Employee Self Service interface for setting up direct deposit. The breadcrumb trail is "Employee Self Service > Payroll Information". A progress bar at the top indicates four steps: 1. Overview, 2. Edit (current step), 3. Review and Save, and 4. Confirmation. The "Bank Details" section includes the following fields:

- Payee: Doe, Jane
- Routing Number: [Redacted]
- Bank Account Number: [Redacted]
- New Bank Account Number: [Redacted]
- Re-enter Bank Account Number: [Redacted]
- Account Type: [Redacted]
- Payment Method: Payroll Direct De...
- Percentage: 0
- Or
- Dollar Amount: 0.00
- Disclaimer Checkbox:

Below the form, there is a disclaimer paragraph and a note: "Note: The return transaction can take up to seven (7) business days to process." At the bottom, there are three buttons: "Previous Step", "Review" (highlighted with a red box), and "Exit".

11. Finally, click the **Save** button.



The screenshot shows the SAP Employee Self Service interface. At the top, there is a 'Log off' button and a 'Welcome:' message. Below this is a navigation bar with tabs for 'Overview', 'Personal Information', 'Payroll Information' (which is selected), 'Time Information', and 'Benefits Information'. The main content area is titled 'Employee Self Service > Payroll Information'. It features a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in yellow), and 4. Confirmation. Below the progress bar, the text reads 'Verify the Bank data below' and 'Bank Details'. The bank details are listed as follows:

Payee:	Doe, Jane
Routing Number:	112233445
Account Number:	556677889
Account Type:	Savings
Payment Method:	Payroll Direct Deposit
Expected Effective Date:	9/15/2022

At the bottom of the form, there are three buttons: 'Previous Step', 'Save' (highlighted with a red box), and 'Exit'.

Please note that you can add up to three bank accounts.

Questions?

If you have any questions, please feel free to contact HR/Payroll Shared Services.

- Phone: 443-997-5828
- Email: payroll@jhu.edu