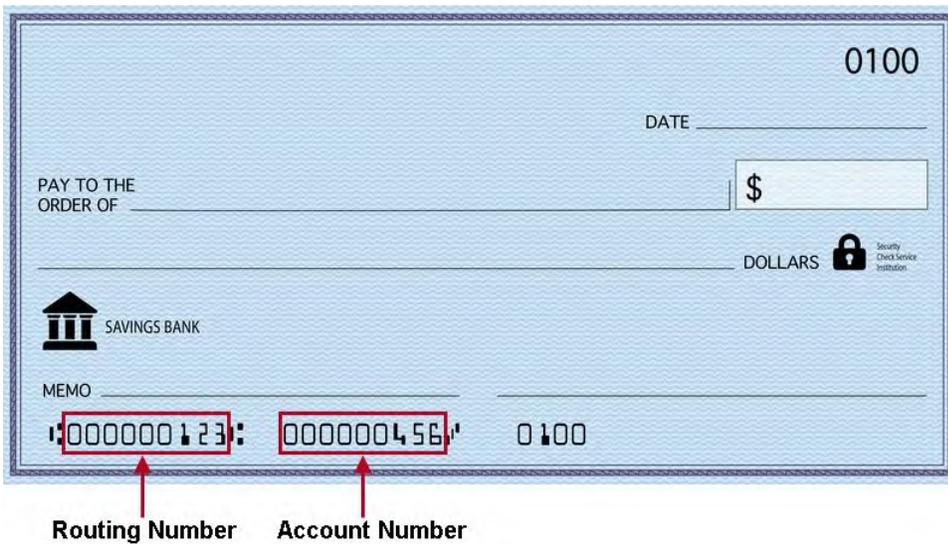


Changing or Updating your Direct Deposit

How to change or update your Direct Deposit?

To change or update your direct deposit, you need to have the new 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.



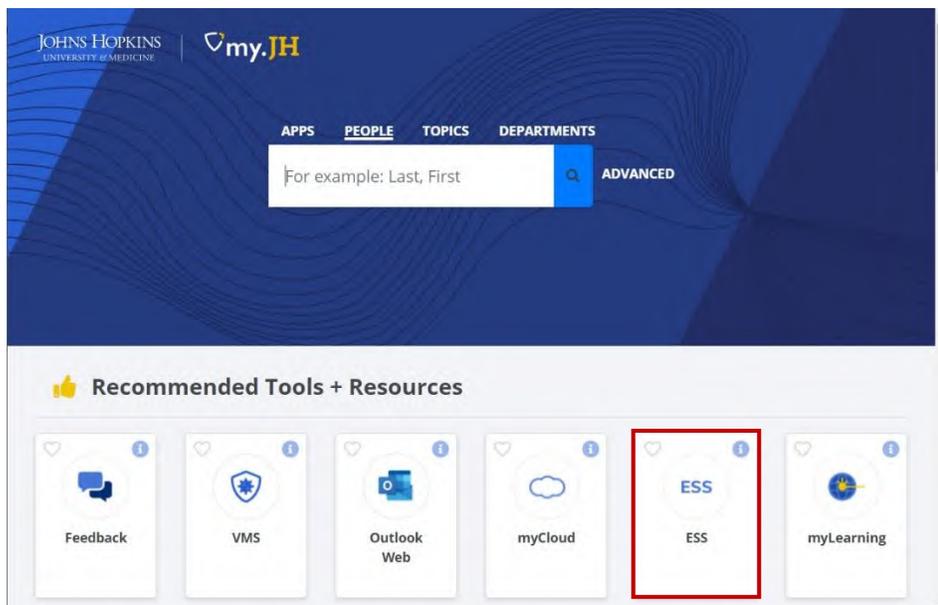
Once you've gathered this information, follow these steps:

1. Navigate to my.jh.edu.

2. Click the **Log In** button to log in to the website.

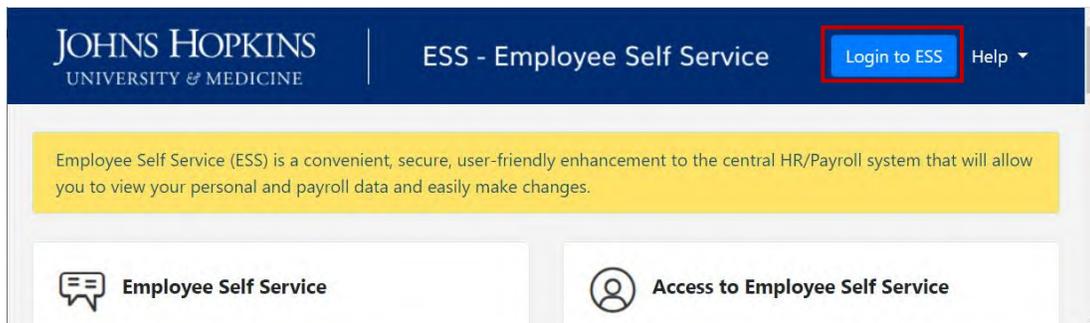


3. Once you're logged in, click the **ESS** icon to navigate to the Employee Self Service website.

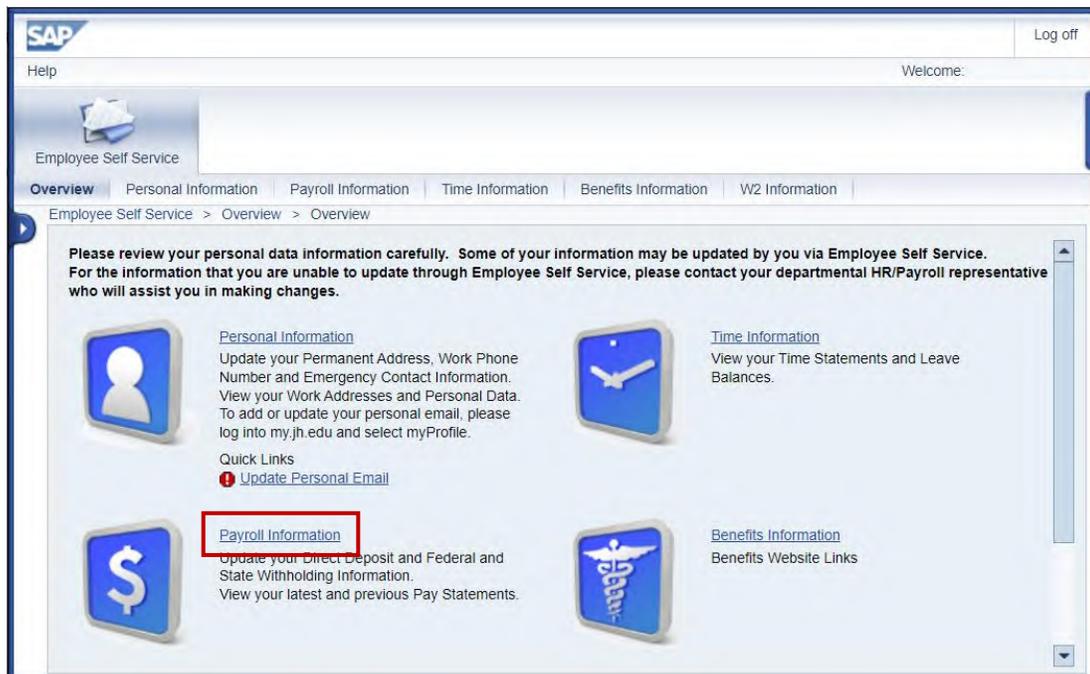


Note: If you don't see the ESS icon near the top of your screen, click the "HR" menu bar, and then click the ESS icon.

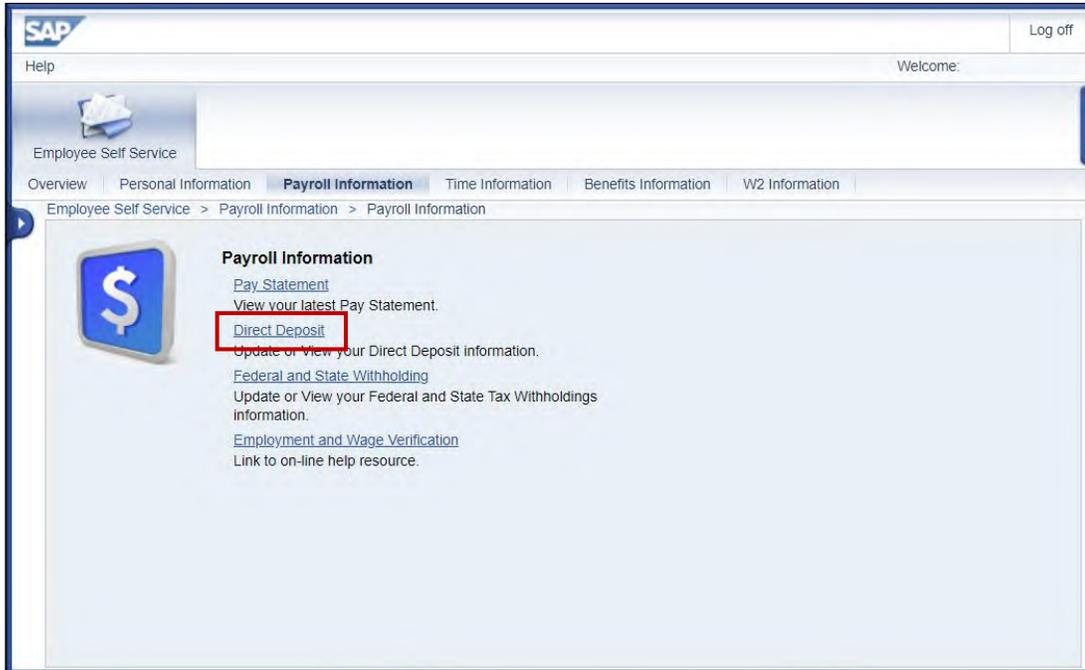
4. Click the **Login to ESS** button to log in to the Employee Self Service website.



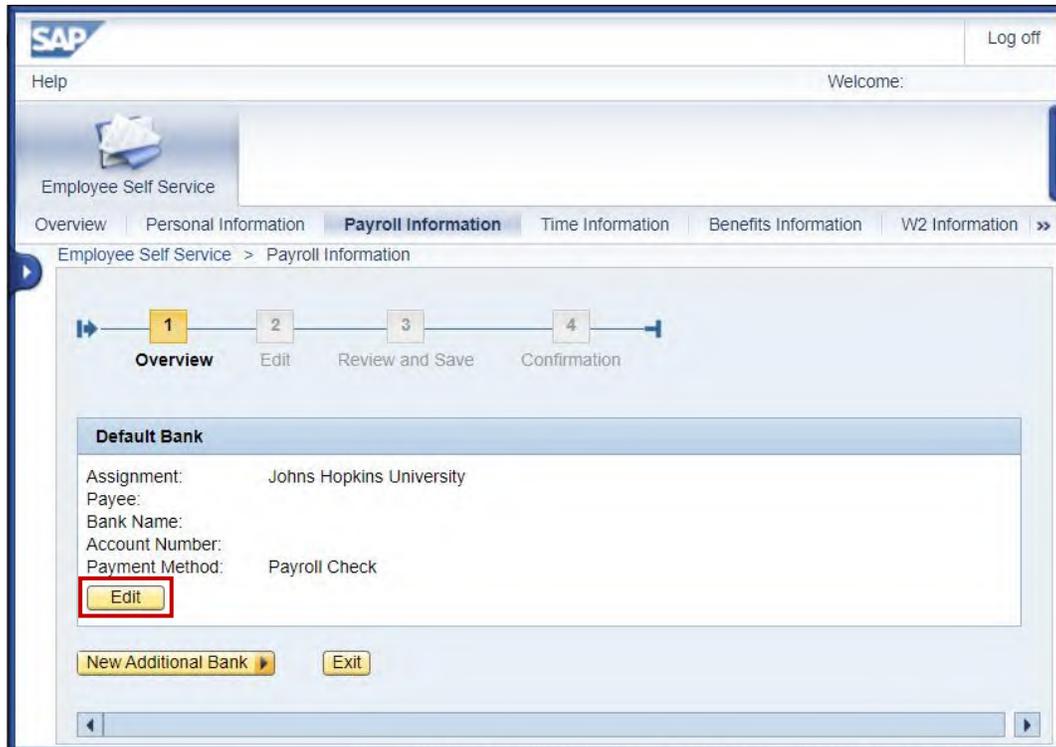
5. Once you're logged in to the Employee Self Service website, click the **Payroll Information** link.



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.

SAP

Log off

Help Welcome:

Employee Self Service

Overview Personal Information **Payroll Information** Time Information Benefits Information W2 Information >>

Employee Self Service > Payroll Information

1 2 3 4
Overview **Edit** Review and Save Confirmation

Bank Details

Payee: Doe, Jane

Routing Number:

Bank Account Number:

New Bank Account Number:

Re-enter Bank Account Number:

Account Type:

Payment Method: Payroll Check

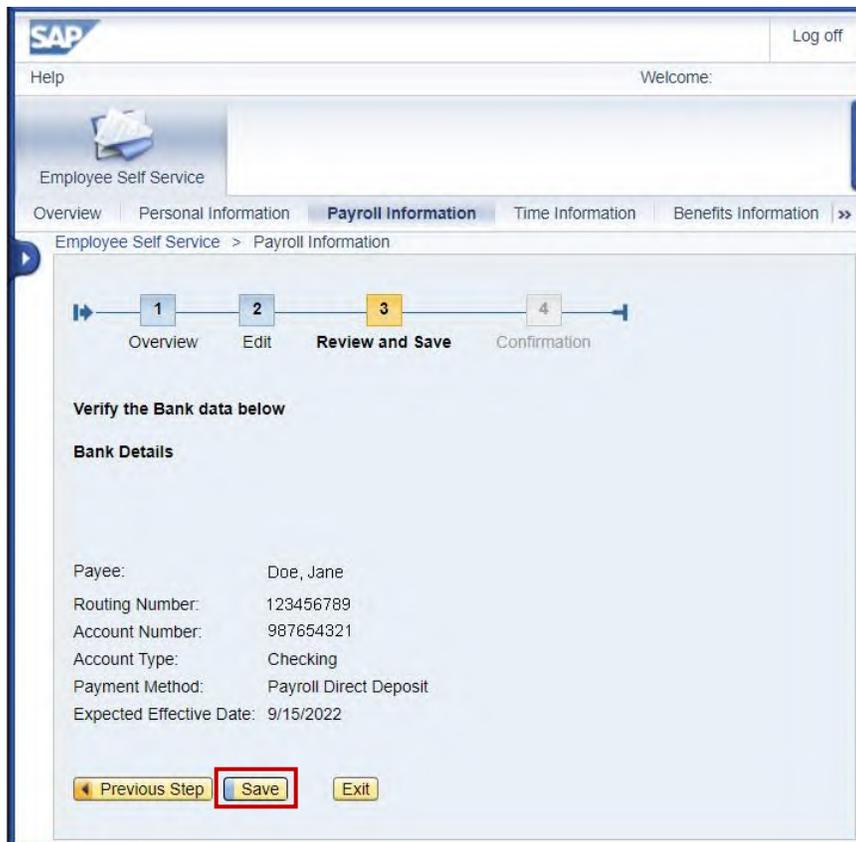
Disclaimer Checkbox:

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.

Note: The return transaction can take up to seven (7) business days to process.

Previous Step **Review** Exit

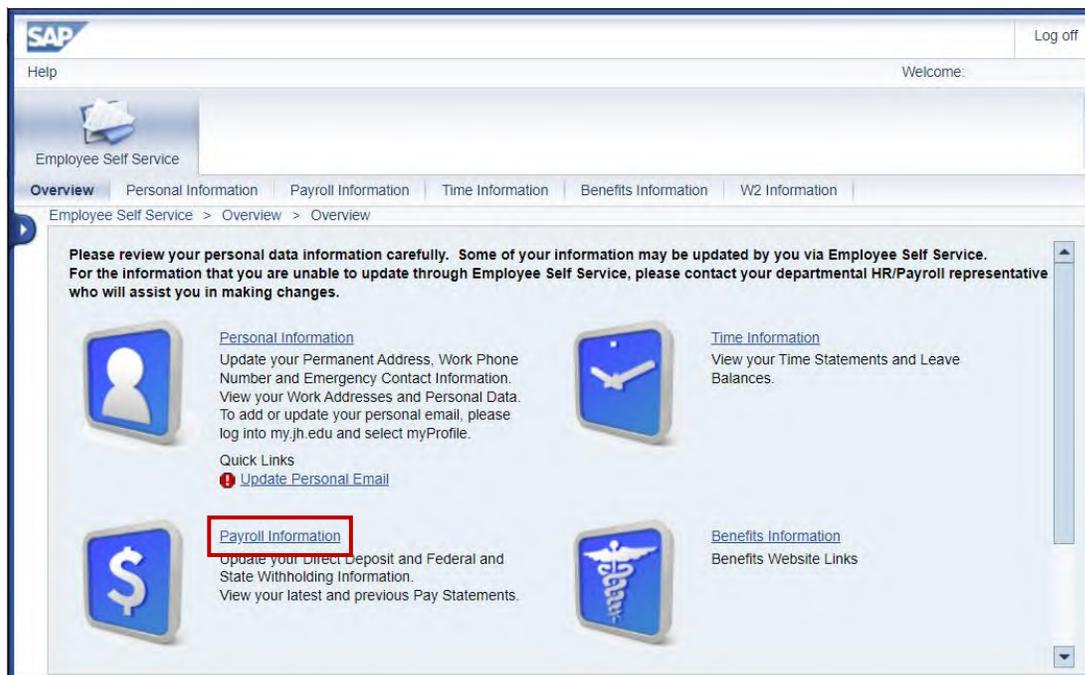
9. Finally, click the **Save** button.



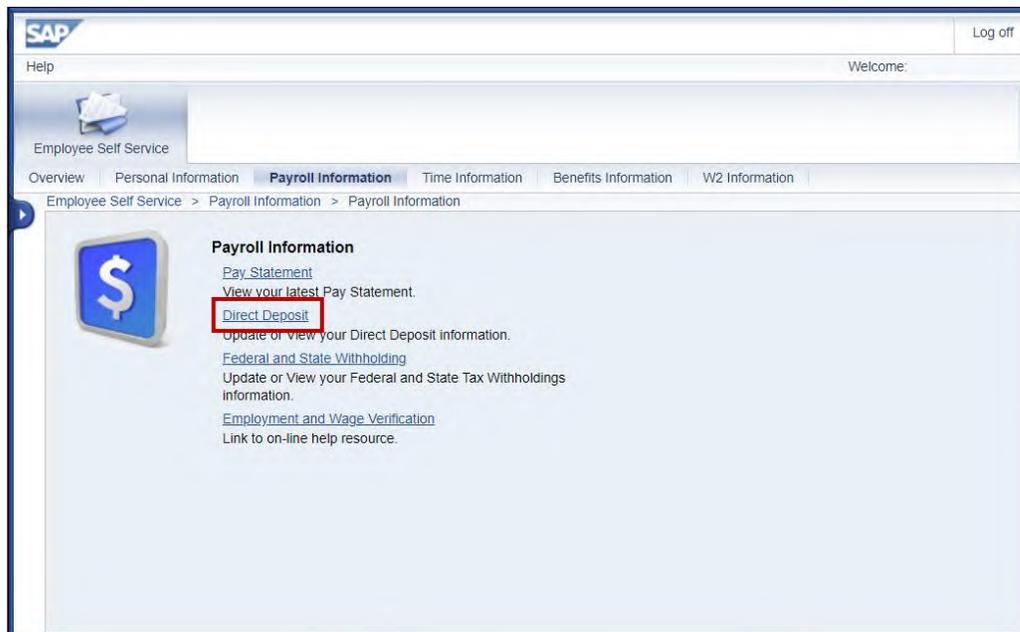
Adding Another Account

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:

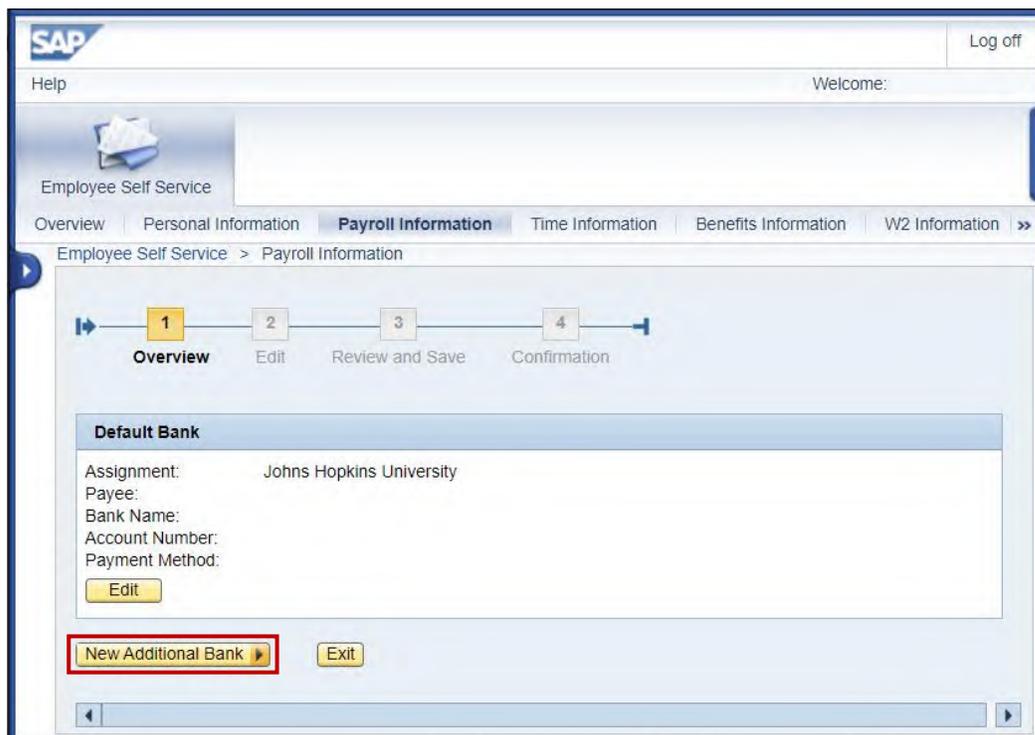
1. Log in to the Employee Self Service website. Then click the **Payroll Information** link.



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**.

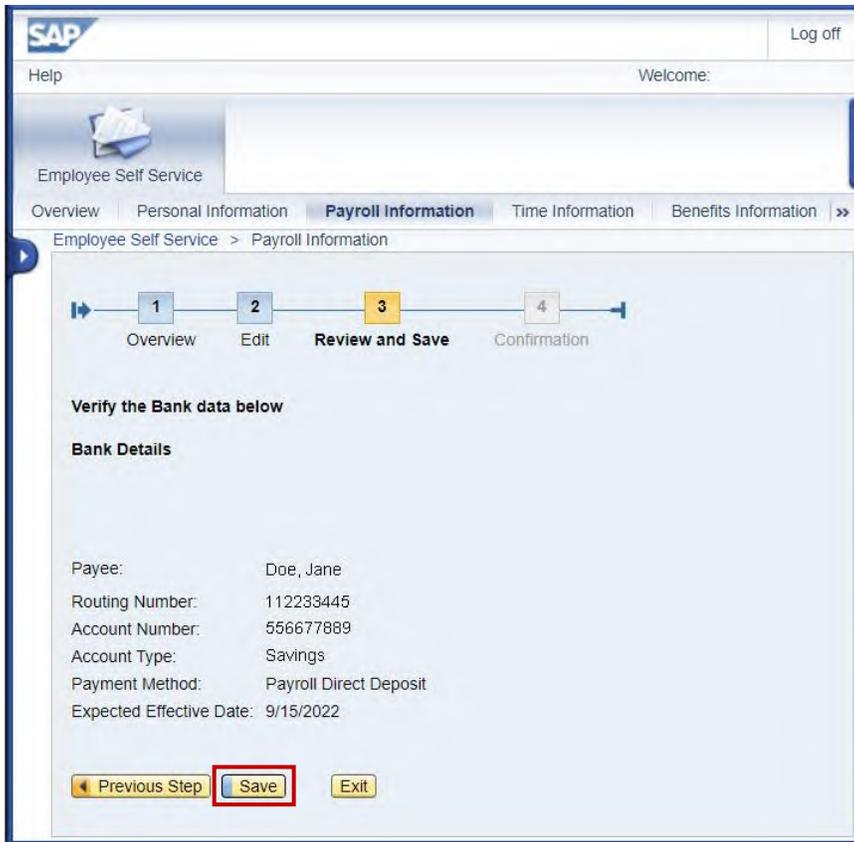
And then click the **Review** button.

The screenshot shows the SAP Employee Self Service interface for setting up direct deposit. The 'Payroll Information' tab is active, and the 'Edit' step is highlighted in the progress bar. 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 Direct De...
- Percentage: 0
- Or
- Dollar Amount: 0.00
- Disclaimer Checkbox:

At the bottom of the form, there is a disclaimer paragraph and a 'Review' button highlighted with a red box.

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



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