

## **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.

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	DOLLARS DOLLARS
MEMO	0100
Routing Number Account Number	

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

1. Navigate to <u>my.jh.edu</u>.



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

JHMI: COVID-19 Intern	al Resource Portal	A
JOHNS HOPKINS UNIVERSITY & MEDICINE	Log In	Forgot Password?
Welcome to my.jh. This is your access point to hundreds of Johns Hopkins web applications and key information about your Johns Hopkins community.		

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

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Feedback	VMS	Outlook	myCloud	ESS	

**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.

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Help			Welcor	ne:
Employee Self Service				
Overview Personal Info	ormation Payroll Information	Time Information	Benefits Information	W2 Information >>>
Employee Self Service	> Payroll Information			
Overview Default Bank	Edit Review and Save	Confirmation		
Assignment: Payee: Bank Name: Account Number:	Johns Hopkins University			
Payment Method:	Payroll Check			
4				•

- 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.

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Disclaimer Checkbox:		
By selecting the above disc current banking information credited to my account and understand that in the even account due to any action I Hopkins. Note: The return transaction of Previous Step	Adimer Checkbox: I understand that it is my responsibility to provide an I understand that it is my responsibility to verify that payments have that Johns Hopkins assumes no liability for overdrafts for any reason t that my financial institution is not able to deposit any electronic tra- take, payroll cannot issue the funds to me until the funds are returned can take up to seven (7) business days to process. Exit	accurate and re been sn. I nsfer into my ed to Johns



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.

SAP		Log off
Help		Welcome:
Employee Self Service		
Overview Personal Info	mation Payroll Information Time Information	Benefits Information W2 Information >>
Employee Self Service	Payroll Information	
Overview Default Bank	Edit Review and Save Confirmation	
Assignment: Payee: Bank Name: Account Number: Payment Method: Edit	Johns Hopkins University	
New Additional Bank	Exit	

- 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.

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By selecting the above disclaimer Checkbox: I understand that it is my responsibility to provide	vide	box: I understand that it is my responsibility to provide	disclaimer Checkbox: I un	y selecting the above



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