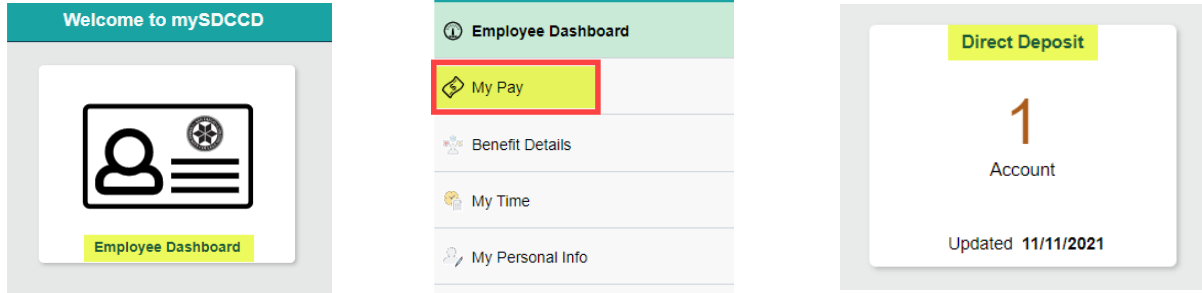


How to Enroll and/or Update your Direct Deposit

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



Click on **Employee Dashboard** to access Self Service tiles. Select **My Pay** from the Employee Dashboard, then click on the **Direct Deposit** tile.



To add an account click on the "+" signal in the top left corner of the new window.

< Payroll
Direct Deposit
Home
Menu

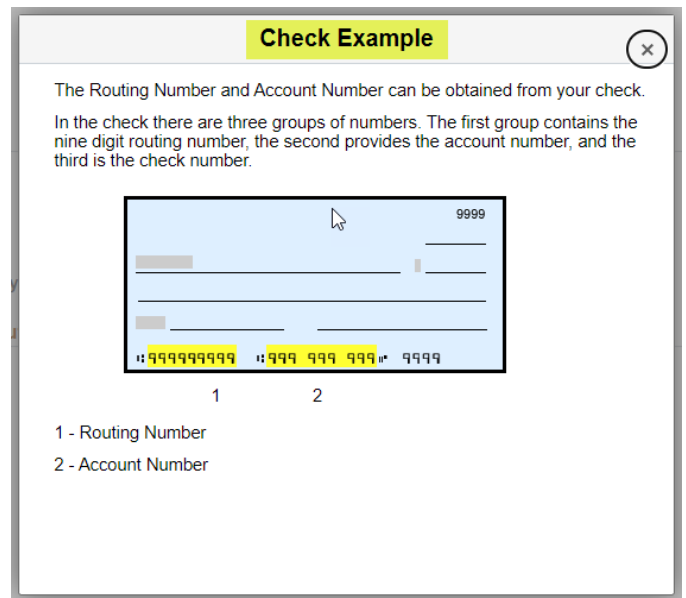
Direct Deposit

Accounts

+
Filter

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent

Complete all fields and SAVE when done. See the **CHECK EXAMPLE** box below for routing and account information.
NOTE: Payment Method is always Direct Deposit. For the Pay distribution section see **Entire Check Deposited** and/or **Partial Check/Multiple Accounts** below.



Entire Check Deposited:

If you would like your entire check deposited into your account:

- In the **Deposit Type** field select **Remaining Balance**

You have the option of adding multiple accounts and having portions of your paycheck deposited. Add the additional accounts first using the instructions above.

Partial Check/Multiple Accounts:

If you would like a certain percentage or a specific amount to go into a particular bank account:

- In the **Deposit Type** field select **Amount** or **Percent** and add whichever quantity you prefer.
 - Example 30% into checking or \$100 into savings
- This request will now be Deposit Order "1" in the Direct Deposit window, see picture below

For the remainder of your paycheck:

- Click on the second account
- In the Deposit Type field select Remaining Balance, this will deposit the remainder of your paycheck.
- This request will now be Deposit Order "Last" in the Direct Deposit Window, see picture below

Direct Deposit						
Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings999	Direct Deposit	121000358	2247839968	Savings	\$100.00
Last	Checking999	Direct Deposit	121000358	2394458597	Checking	Remaining Balance

To edit the **Deposit Type** or **Nickname** of existing account, click on the account number. In the edit window, update the fields and click save. **NOTE:** if updating an account number, click **REMOVE** to delete existing account information and add a new account. However, when deleting an account the system will need 24hrs to process before a new account can be added. You will see a message appear stating this. See below for more details on the fields. **NOTE:** Payment Method is always Direct Deposit.

< Payroll Direct Deposit

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	121000358	2394458597	Checking	Remaining Balance

Cancel

Edit Account

Save

*Nickname

Checking 7279

*Payment Method

Direct Deposit

Bank

Routing Number

121000358

Account Number

002467267279

Retype Account Number

Pay Distribution

*Account Type

Checking

*Deposit Type

Remaining Balance

Remove



*****Please note that your next check after enrolling in Direct Deposit WILL BE A PHYSICAL CHECK.**
This is because your bank needs to preauthorize your account, and that will take one pay cycle.
if everything is approved from your bank, the check after that will be deposited into the account. ***