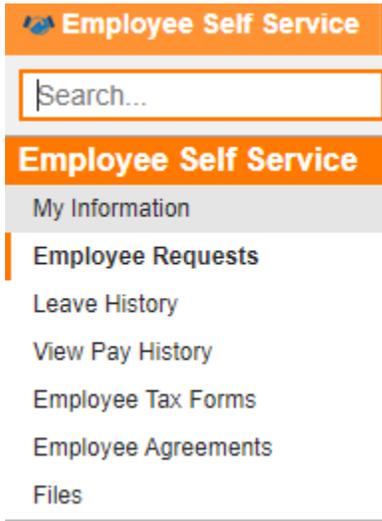


Direct Deposit Change with Employee Self Service (ESS)

Log in to Focus.

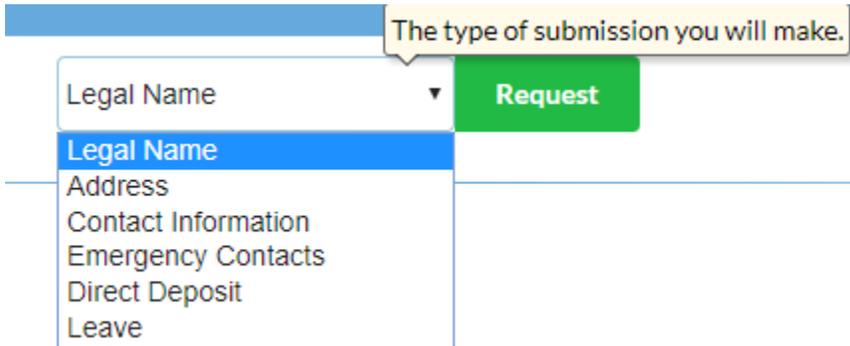
Once you have logged into Focus, there will be a menu item titled “**Employee Self Service**”. After clicking on it, there is a dropdown menu.



Select “**Employee Requests**”.

Click on “**Legal Name**” to view the dropdown menu.

Select “**Direct Deposit**” and click **Request**.



Direct Deposit

Catch all: This option will use the remaining amount from a check.
Example: \$500 check, \$50 for one account, the other account is a Catch All. This means that \$450 will be deposited into the Catch All account (450-50).

Account Type	Bank	Routing Number	Account Number	Amount	Status	Files & Comments	Catch All
Checking <input checked="" type="checkbox"/>	OCULINA BANK	067092556	<input type="text"/>	100.00	Active <input checked="" type="checkbox"/>	Files & Comments	<input type="radio"/>
Checking <input checked="" type="checkbox"/>	SPACE COAST CREDIT UNION	263177903	<input type="text"/>	<input type="text"/>	Active <input checked="" type="checkbox"/>	Files & Comments	<input checked="" type="radio"/>
Checking <input checked="" type="checkbox"/>		<input type="text"/>	Integers Only <input type="text"/>	<input type="text"/>	Active <input checked="" type="checkbox"/>		<input type="radio"/>

Submit Request

Under Account Type, select Checking or Savings. Enter the Routing Number and Account Number.

Instructions for ONE Checking/Savings account:

If you only have one account to enter in Focus, type 0.00 under the Amount field and 999999 in Priority. The field will be grayed out after entering an amount, it's OK. Select Active. Click on the radius for Catch All.

Instructions for TWO or more Checking/Savings accounts:

If you have several accounts you'd like to submit, enter the amount you'd like to have deposited in the first account and 0.00 for the remainder (Net pay) account. Catch All should be selected for the account you want the remaining funds to be deposited to.

Priority

If you have several accounts set up, please enter Priority **1** on the account that you set a particular amount and **99999** to the Catch All Net Pay account. See sample below:

Account Type	Bank	Routing Number	Account Number	Amount	Status	Files & Comments	Catch All	Priority
Checking <input checked="" type="checkbox"/>	IBM SOUTHEAST FEDERAL CR UN	267077627	<input type="text"/>	150.00	Active <input checked="" type="checkbox"/>	Files & Comments	<input type="radio"/>	1
Checking <input checked="" type="checkbox"/>	SPACE COAST CREDIT UNION	263177903	<input type="text"/>	<input type="text"/>	Active <input checked="" type="checkbox"/>	Files & Comments	<input checked="" type="radio"/>	999999
Savings <input checked="" type="checkbox"/>	CAPITAL ONE	031176110	<input type="text"/>	50.00	Active <input checked="" type="checkbox"/>	Files & Comments	<input type="radio"/>	2
Checking <input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	Active <input checked="" type="checkbox"/>		<input type="radio"/>	

Inactivating an account:

Don't delete the old Direct Deposit you need to stop using. Just choose "Inactive" under Status.

Account Type	Bank	Routing Number	Account Number	Status	Files & Comments	Catch All
Checking	OCULINA BANK	067092556	[REDACTED]	Active	Files & Comments	
Checking	SPACE COAST CREDIT UNION	263177903	[REDACTED]	Inactive	Files & Comments	
Checking				Filter		
				Active		
				Inactive		

Submit Request

Status

Active

Active

Active

Filter

Active

Inactive

Verify your information:

Make sure you verify that your routing and account number are entered correctly before submitting request.

Payroll is **not** responsible for incorrect account information entered by employees. It is not necessary to upload Direct Deposit Authorization Forms nor copy of void checks in “Files & Comments”.

IMPORTANT NOTE: You must click on one of the open fields, such as Routing # or Account # and then press enter in order to submit the request. Once the red line is showing before the account type, it means the entry has been done correctly.

Account Type	
Checking	▼
Checking	▼

You may then click “Submit Request”.

Submit Request

Final Review:

Payroll will receive the electronic request. Once approved, an automatic email will be sent to about the status (to your school email address).

Should you have any questions, please contact the Payroll Department.

Kathy Ritch - *Payroll Manager* **772-564-3068**

Janet Frengel – *Payroll Jr. Programmer* **772-564-3181**

Carol DeCosa – *Fiscal Specialist II* **772-564-3194**