

Setting up Direct Deposit for an Employee

Setup the account(s)

Go to Employee -> Scheduled E/D's.

Go to the Direct Deposit tab.

Click the green plus icon on the right side of the screen just above the **In Prenote** field.

Enter the **ABA Number** (also known as bank routing number), the **Employee's Account** number and **Account Type**. At the **In Prenote** option select yes. This will automatically default to yes.

Click the green check mark and the yellow sun to save the addition.

The screenshot shows the 'Evolution 7.5.78.10 [maxx-app1] - Employee - Scheduled E/Ds' window. The top bar displays employee details: Last: Cross, First: Chris, SSN: 123-45-2329, E/D Code: G90, Type: DQ, Company: Simple Company D, EE#: 10, Desc: Child Support, Number: PMX-D. The main area has tabs for 'Browse', 'Browse Scheduled E/Ds', 'Details 1', 'Details 2', 'Direct Deposits', and 'Child Support Cases'. The 'Direct Deposits' tab is active, showing a table with columns 'EE Bank Account Nu.', 'ABA Number', and 'Bank Account Number'. Below the table, there are input fields for 'ABA Number' (104000016), 'Bank Account Number' (11111111), 'Account Type' (Checking), and 'In Prenote' (Yes). There are also fields for 'Addenda' and 'Branch Identifier', and a checkbox for 'Allow Hyphens'. The bottom status bar shows 'Task Queue: 40 New Finished; 47 Total; 47 Finished', 'UserID: marykay', and performance metrics.

Setup the Scheduled E/D

Click on the **Browse Scheduled E/D's** tab.

Click the green plus icon at the top of the screen.

You should now be on the **Details 1** tab.

At the **E/D Code** field, use the dropdown button to select the appropriate code.



Each employee can only have one code entered at a time. For Direct deposits you will choose from the following Codes C01 Checking, C02 Checking 2; S01 Savings; S02 Savings2. If you need additional codes setup please call Payroll Maxx.

You have the option to send all of the net pay to a single check, a single account, split among multiple accounts, or split between a check and accounts.

For a single account: *The only fields that need to be changed are listed below*

In the **Calculation Method** field select **None** (see sample image below)

The **Effective Start Date** should be within the pay period.

Go to the center column at the **EE Direct Deposit** field select the account from the drop down list.

At Deduct Whole check choose **YES**.

For Multiple accounts: *The only fields that need to be changed are listed below.*

This example assumes that there are 2 accounts, one that the employee deposits \$100 into and a second that the employee deposits the remainder into.



For the second account: In the **Calculation Method** field select **Fixed** or **% of Net** (see sample image below)

Enter the flat amount or percentage in the appropriate field.

The **Effective Start Date** should be within the pay period.

Go to the center column.

In the **EE Direct Deposit** field select the account from the drop down list.

At Deduct Whole check choose **NO**.

For the remainder of the check, setup the deduction code as in the example for a single account.

Evolution 7.5.78.10 [maxx-app1] - Employee - Scheduled E/Ds

Last: Cross SSN: 123-45-2329 E/D Code: S01 Type: D1 Company: Simple Company D
First: Chuis EE#: 10 Desc: Savings Number: PMX-D

10 Cross Chuis < Prior Next >

Browse Browse Scheduled E/Ds Details 1 Details 2 Direct Deposits Child Support Cases

E/D Code
S01 Savings

Calculation Method
Fixed

Amount
100.00 %

Frequency
Every Pay

Month # **Which Payrolls**
None All

E/D Group

Agency

Effective Start Date **Effective End Date**
1/1/2006

Priority **Multiple Scheduled E/D Group**

Child Support Case

Garnishment ID

Benefit Reference

Benefit Amount Type

EE Direct Deposit
11111111

Deduct Whole Check
 Yes No

Take Home Pay

Block Week 1
 Yes No

Block Week 2
 Yes No

Block Week 3
 Yes No

Block Week 4
 Yes No

Block Week 5
 Yes No

Always Pay/Deduct
No

Deductions to zero
 Yes No

Employee

View Task Queue: 40 New Finished; 47 Total; 47 Finished UserID: marykay Recd:29.55M 10.7M/sec Sent:35.47K

