

Direct Deposit with Employee Self Service (ESS)



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Accessing PeopleSoft Self Service

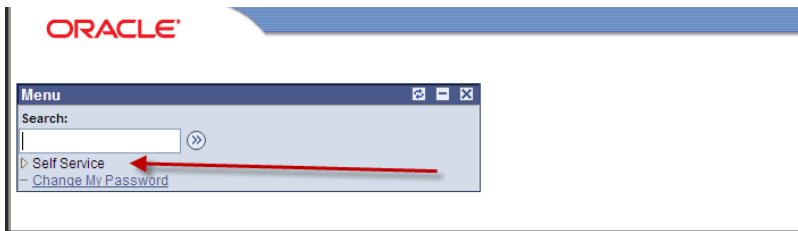
Log into the Self Service module of PeopleSoft. At <https://oasishrms.oasis.lcl/psp/HPD9/?cmd=login&languageCd=ENG&>

UserID = ESS + EmplID
 Password = ESS + EmplID + \$ + last four digits of social security

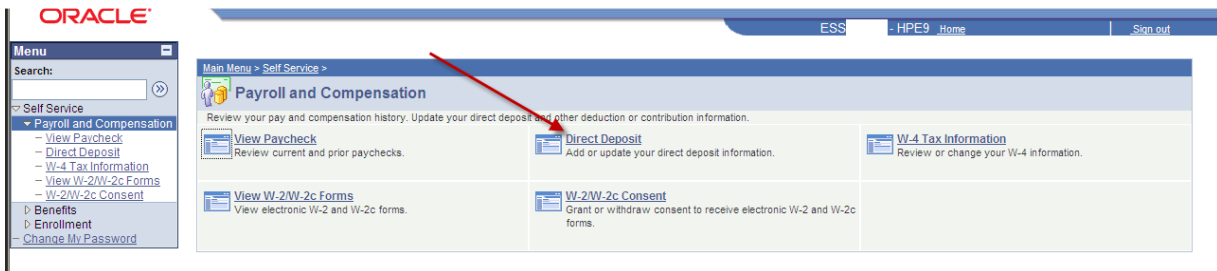


After you log in with your default password, the system will require you to change your password.

Click on the **Self Service** link.



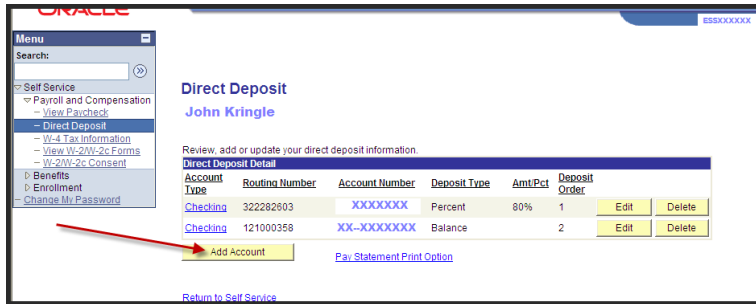
Select **Payroll and Compensation > Direct Deposit**



Note—there is a slight delay while your data is loaded.

Adding a New Account

Click on ADD ACCOUNT to add a new account for your paycheck to be distributed too. Note: You may only have a total of three direct deposit accounts.



Enter the Routing Number and Account Number from your check. Click on View Check Example for sample of how to read your check.

Never use a deposit slip for your direct deposit account information. Deposit slips use different routing numbers.

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

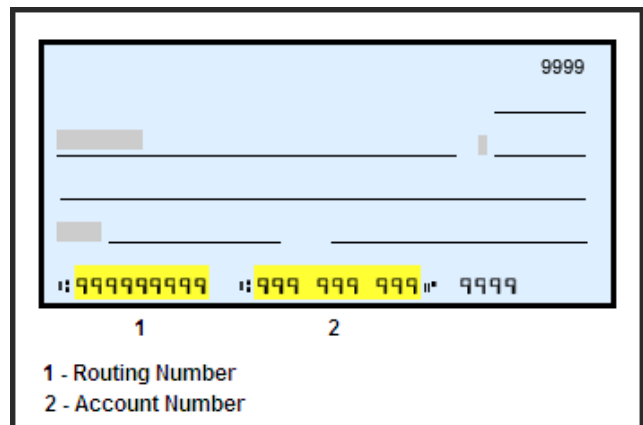
*Deposit Type:

Amount or Percent:

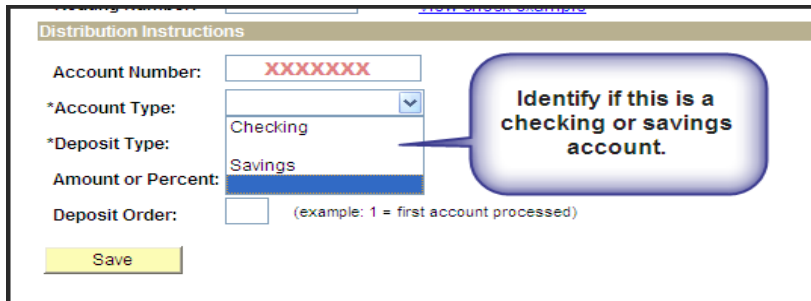
Deposit Order: (example: 1 = first account processed)

[Return to Direct Deposit](#)

* Required Field



Select the account type where you want the funds distributed.

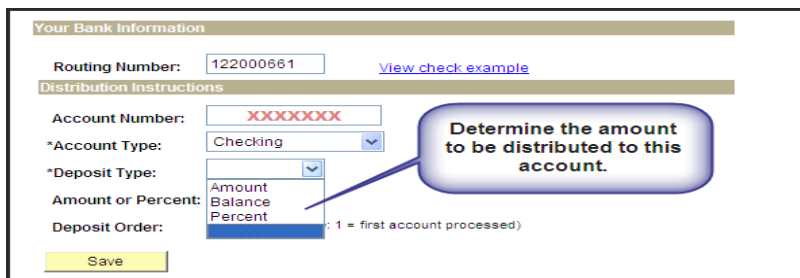


Select the deposit type:

Amount— Specify a dollar amount (i.e. \$300.00)

Percent—Specify a specific percentage to be distributed (i.e. 30%)

Balance—The balance of the net paycheck will be distributed to this account. When deposit type is balance, amount or percent is blank and deposit order is 999.



When selecting an amount or percentage, you need to identify the order in which you want amounts deposited to your various accounts.

The last account where you want the remainder of your paycheck is always your balance account, priority 999.

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Edit	Delete
Checking	122000661	2206573	Amount	\$300	1	Edit	Delete
Checking	322282603	10700758936914	Percent	80%	2	Edit	Delete
Checking	121000358	1540010714	Balance		999	Edit	Delete

[Add Account](#) [Pay Statement Print Option](#)

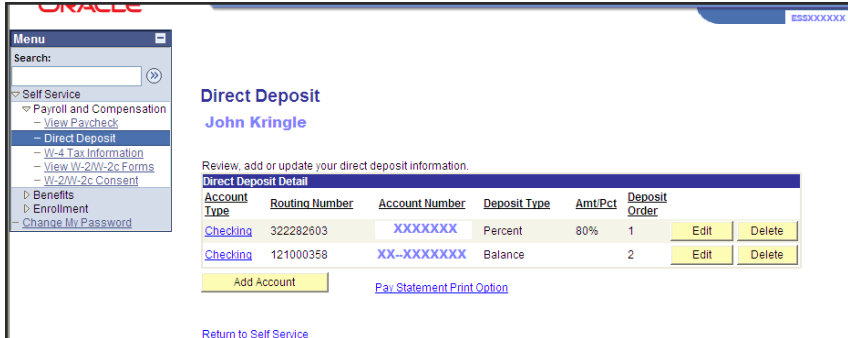
[Return to Self Service](#)

You must always have a balance account with a priority of 999

Making Changes to an Existing Direct Deposit Account

The following page will display with your current direct deposit information.

In this example 80% of this employees net paycheck is going to one account and the balance or remaining 20% is going to another account.



Direct Deposit
John Kringle

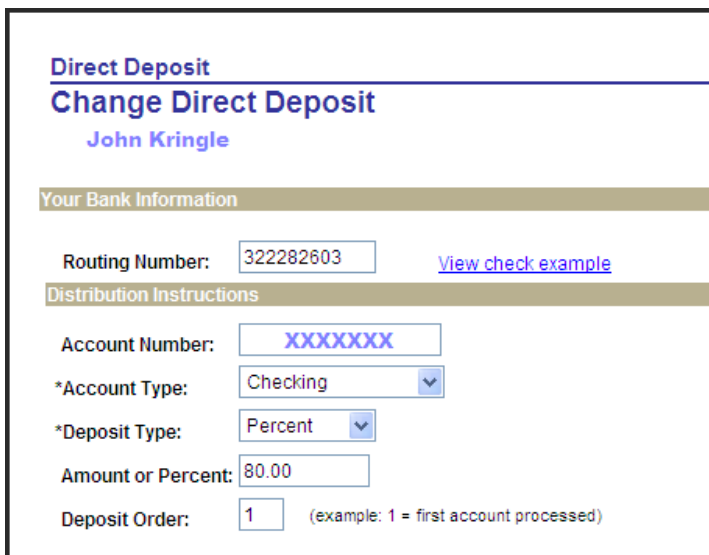
Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	322282603	XXXXXXXX	Percent	80%	1	Edit	Delete
Checking	121000358	XX-XXXXXXXX	Balance		2	Edit	Delete

[Add Account](#) [Pay Statement Print Option](#)

[Return to Self Service](#)

To change the percentage of an account, click EDIT and the Change Direct Deposit page will display.



Direct Deposit
Change Direct Deposit
John Kringle

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

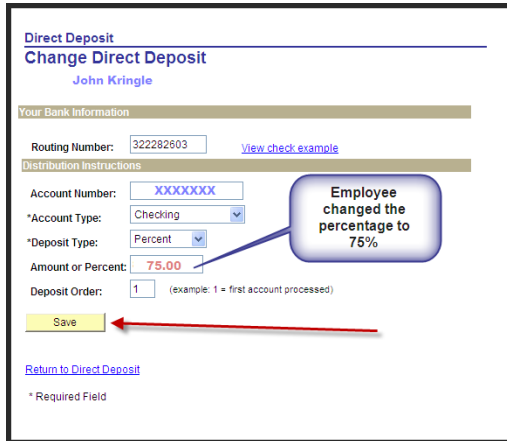
*Account Type:

*Deposit Type:

Amount or Percent:

Deposit Order: (example: 1 = first account processed)

The percent on the first account was changed to 75%. Click SAVE to accept your changes.



Direct Deposit
Change Direct Deposit
John Kringle

Your Bank Information

Routing Number: 322282603 [View check example](#)

Distribution Instructions

Account Number: XXXXXXXX

*Account Type: Checking

*Deposit Type: Percent

Amount or Percent: 75.00

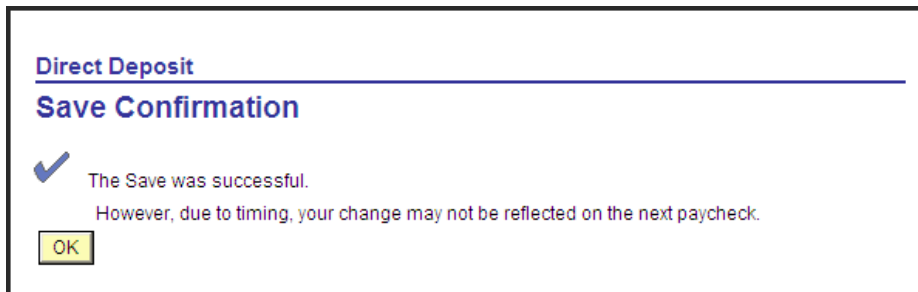
Deposit Order: 1 (example: 1 = first account processed)

Save

[Return to Direct Deposit](#)

* Required Field

The following confirmation message will display. Changes that occur between non-payday Thursday and payday will not take effect until the following paycheck.



Direct Deposit
Save Confirmation

✓ The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

Note: Changes to amounts or percentages are not pre-noted. All other changes will cause the Pre-note process to take effect. Pre-Note can take up to three pay periods (paychecks) before changes are implemented.

A pre-note is a zero dollar transaction that is sent to the bank to validate the routing and account number of the receiving bank or credit union. It allows the employer to credit this information before actual funds are sent.

Canceling Direct Deposit

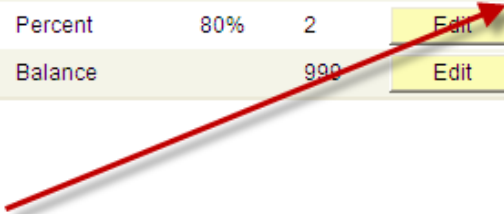
To cancel direct deposit for a specific account, click delete.

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	122000661	XXXXXXXX	Amount	\$300	1	Edit	Delete
Checking	322282603	XXXXXXXXXX	Percent	80%	2	Edit	Delete
Checking	121000358	XXXXXXXXXXXXXXXXXX	Balance		999	Edit	Delete

[Add Account](#)

[Return to Self Service](#)



Once you have deleted an account(s) you no longer want, verify that your account deposit (priority) order is sequential (1, 2, 3,..) and the last account is 999. If you have only one account, the priority should be 999.

Click save when all changes are complete.

Direct Deposit

Save Confirmation

✓ The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

[OK](#)

Important Information

- ❖ You will always have a balance account with priority 999. This account should always be the account where you want the remainder of your pay.
- ❖ Self Service Changes to add or change routing or account numbers will automatically pre-note. Pre-noting can take up to three (3) pay periods to complete. You will receive a paper check in the interim.
- ❖ A pre-note is a zero dollar transaction that is sent to the bank to validate the routing and account number of the receiving bank or credit union. It allows the employer to credit this information before actual funds are sent.

Frequently Asked Questions (FAQ)

Q—I forgot my password, how do I reset it?

A—Email the Oasis help desk at OasisHelpDesk@co.riverside.ca.us or call (951) 358-6100. You can also contact your department Human Resources representative.

Q—What does ESS mean?

A—The letters are an acronym for Employee Self Service.

Q—What is my UserId?

A—Your user id begins with the letters ESS followed by your employee Id number.
For example, ESS123456

Q—Who do I contact if I have questions about my direct deposit?

A—Contact the Auditor-Controller Payroll Division at (951) 955-3810 or via email at aco_payroll@co.riverside.ca.us

Q—I deleted all my accounts in error and PeopleSoft will not allow me to re-enter my information. What do I do?

A—When you delete all accounts you must wait 24 hours before you can make an entry in self-service. If the update needs to occur immediately, contact ACO at (951) 955-3810.

Q—I am a member of Riverside Sheriff Association (RSA) and I want ACO to stop mailing my pay advice to me. Who do I call?

A—Contact the Auditor-Controller Payroll Department at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us and request to have the printing and mailing of your pay advice suppressed.

Q—I am a member of Laborers International Union of North America (LIUNA) and I want ACO to stop mailing my pay advice to me. Who do I call?

A—Contact the Auditor-Controller Payroll Department at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us and request to have the printing and mailing of your pay advice suppressed.

Auditor-Controller Office hours
Monday – Thursday
7:30 AM – 5:30 AM