How to Enroll and/or Update your Direct Deposit

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.

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.

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

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.

***Please note that your next check after enrolling in Direct Deposit <u>WILL BE A PHYSICAL CHECK.</u>**

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. *