

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.

The screenshot shows the San Diego Community College District website. The top navigation bar includes links for CLASS SCHEDULE, EMPLOYEE EMAIL, DIRECTORIES, and BOARD MEETING. The main menu on the left has 'EMPLOYEES' highlighted, with 'MYSDCCD PORTAL' selected under it. To the right, the 'mySDCCD Login' form is visible, featuring fields for 'User ID' (containing '0000000000') and 'Password' (containing 'Password'), along with a 'Sign In' button and a 'Forgot your Password?' link. A maintenance notice at the bottom of the login form states: 'Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.'

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

The first screenshot shows the 'Welcome to mySDCCD' screen with an 'Employee Dashboard' button highlighted. The second screenshot shows the 'Employee Dashboard' with 'My Pay' highlighted. The third screenshot shows the 'Direct Deposit' tile, which displays '1 Account' and 'Updated 11/11/2021'.

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

The screenshot shows the 'Direct Deposit' page in the payroll system. At the top, there is a back arrow labeled 'Payroll' and a home icon. Below the title 'Direct Deposit', there is a section for 'Accounts' with a '+' button and a dropdown arrow. A table is displayed with the following columns: Order, Nickname, Payment Method, Routing Number, Account Number, Account Type, and Amount/ Percent. The table is currently empty.

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

Check Example

The Routing Number and Account Number can be obtained from your check.

In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.

1 - Routing Number
2 - Account Number

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

Payroll Direct Deposit

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.

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**

***Payment Method**

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

***Account Type**

***Deposit Type**



*****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. ***