

Direct Deposit Specification Sheet

General Information

Users can add new, update existing, and end Net Pay direct deposits using this file.

Adding New Direct Deposit Accounts

Submit information in at least these fields:

- **Company ID**
- **Employee ID**
- **Bank Routing Number**
- **Bank Account Number**
- **Bank Account Type**
- **Direct Deposit Calculation Name**
- **Direct Deposit Calculation Amount**

Updating Bank Accounts

There are two methods for updating direct deposit banks.

Standard Method:

Submit information in at least these fields:

- **Company ID**
- **Employee ID**
- **Bank Routing Number**
- **Bank Account Number**
- **Bank Account Type**
- **Update Bank Routing Number**
- **Update Bank Account Number**
- **Update Bank Account Type**
- **Direct Deposit Calculation Name**
- **Direct Deposit Calculation Amount**

When updating an existing direct deposit for an employee, the required account information fields must match the existing direct deposit **exactly**.

You must use this method when the employee has more than one Net Pay direct deposit. The import needs to know which bank to update.

If the employee only has one Net Pay bank, you may use this method to update or see *Single Bank Update*.

Single Bank Update:

The import can identify if the employee has only one bank account, so existing bank information is not needed. This method is useful if you or your source system are unable to provide existing bank data for changes.

Bank account information is provided in at least these columns:

- **Company ID**
- **Employee ID**
- **At least one of:**
 - **Update Bank Routing Number**
 - **Update Bank Account Number**
 - **Update Bank Account Type**
 - **Direct Deposit Calculation Name**
 - **Direct Deposit Calculation Value**
 - **Priority**
 - **Print Check Stub**

If the import finds more than one net pay bank on the employee, the update won't be applied and an error is included on the import report. Add the existing bank data to the file or complete the change manually.

If the employee has no Net Pay accounts, the update will be processed as a new account if all the required data is provided. Only one account can be added with this method.

To add more banks to an employee, continue to use the Bank Routing Number, Bank Account Number, and Bank Account Type fields.

For either the Standard or Single Bank methods, the Direct Deposit Calculation Name, Direct Deposit Calculation Value, Priority, and Print Check Stub can be updated at the same time that the account information is updated.

Ending Direct Deposit

Provide information in these fields:

- **Company**
- **Employee ID**
- **Bank Routing Number**
- **Bank Account Number**
- **Bank Account Type**

- Put an asterisk in **Direct Deposit Calculation Value.**

If you know the employees only have one bank, you only need:

- **Company ID**
- **Employee ID**
- Put an asterisk in **Direct Deposit Calculation Value.**

Today's date will show as the End Date in the system.

Column Name	Max Length	Field Format	Description
Company ID	8	Alphanumeric	Branch/Client Number This is a required field
Employee ID	9	Alphanumeric	The employee must already exist on the client. This is a required field
Bank Routing Number	9	Numeric Must be 8 or 9 digits.	The Bank Routing Number is the bank's routing and transit number the employee uses. This field is used when adding new bank information for the first time. It is also used to identify existing bank information for Standard Method update. Not used for Single Bank Update.
Bank Account Number	17	Alphanumeric (at least one number) and space, dash, or period.	The Bank Account Number is the account number for the employees account at the bank. This field is used when adding new bank information for the first time for deposit. It is also used to identify existing bank information for Standard Method update. Not used for Single Bank Update.

Bank Account Type	1	<p>Values:</p> <p>C - Checking</p> <p>S - Savings</p>	<p>The Bank Account Type identifies if the account will be utilized for either checking or savings.</p> <p>This field is used when adding new bank information for the first time for deposit.</p> <p>It is also used to identify existing bank information for Standard Method update.</p> <p>Not used for Single Bank Update.</p>
Direct Deposit Calculation Name	1	<p>Values:</p> <p>A - Amount</p> <p>P - Percentage</p> <p>R - Remainder</p>	<p>The name of the calculation type.</p> <p>Calculations can be for:</p> <ul style="list-style-type: none"> • Amount - a fixed amount or a calculated amount, e.g., Amount x hours worked. • Percentage - a percent of earnings. • Remainder - the amount remaining after all deductions, withholding and other direct deposits are taken. <p>Required when adding a Bank Account for the first time.</p> <p>Required for Standard Method Update (value for new bank)</p> <p>Optional for Single Bank Update (import will keep current value)</p>
Direct Deposit Calculation Value	15	<p>Values:</p> <p>Amount from .01 to 999999999.99</p> <p>Percentage from 1 to 100</p> <p>Asterisk (*)</p>	<p>The amount or percent to use in the calculation of the direct deposit.</p> <p>Required when the Direct Deposit Calculation Name value is "Amount" or "Percentage".</p> <p>Required for Standard Method Update (value for new bank)</p> <p>Optional for Single Bank Update (import will keep current value)</p>

Priority	2	Numeric from 1 to 99	<p>Determines the order in which direct deposits are taken from Net Pay. Priority 1 is taken first, 2 is taken second, etc., until there are no more funds in Net Pay.</p> <p>Required when the Direct Deposit Calculation Name is "Amount" or "Percentage".</p> <p>Required for Standard Method Update (value for new bank)</p> <p>Optional for Single Bank Update (import will keep current value)</p>
Update Bank Routing Number	9	<p>Numeric</p> <p>Must be either 8 or 9 digits.</p>	<p>Used when an existing bank routing and transit number is being updated for a deposit.</p> <p>Required for Standard Method update</p> <p>Optional for Single Bank Update (import will keep current value)</p>
Update Bank Account Number	17	<p>Alphanumeric (at least one number)and space, dash, or period.</p>	<p>Used when an existing bank account number is being updated for a deposit.</p> <p>Required for Standard Method update</p> <p>Optional for Single Bank Update (import will keep current value)</p>
Update Bank Account Type	1	<p>Values:</p> <p>C - Checking</p> <p>S - Savings</p>	<p>Used when an existing bank account type is being updated for deposit.</p> <p>Required for Standard Method update</p> <p>Optional for Single Bank Update (import will keep current value)</p>
Print Check Stub	1	<p>Values:</p> <p>Y - Print check stub</p> <p>N - Do no print check stub</p>	<p>Optional field available for companies that have On-Line Reports.</p> <p>Allows the user to override the company setting for an employee to print or not to print direct deposit</p>

		Blank - Maintains company settings	<p>check stubs as part of the payroll package. This setting is at an employee level not an individual bank account level.</p> <p>Required for Standard Method Update (value for new bank)</p> <p>Optional for Single Bank Update (import will keep current value)</p>
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