

When to Use This Business Process Procedure

Functional Area(s)

Employee Self-Service

Transaction Code

ESS

Roles

Employees

Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Bank Information** service is located in the 'My Pay' workset in ESS. Employees can use this service to set up (or change) their bank information for direct deposit of their paycheck.

Employees will have the option to have up to two bank accounts for direct deposit. The following bank types will be available:

- **Main Bank** - This is the main account for which an employee's paycheck is deposited. Employees can have one valid 'Main Bank' record.
- **Other Bank** - If an employee wants to split the direct deposit of their paycheck into two accounts (direct deposit), employees have the option to set up an additional bank account. Employees can only have one 'Other Bank' record.

If an employee chooses to set up an additional direct deposit bank account, the employee can set a specific dollar amount or percentage of their paycheck to be deposited into the 'Other Bank.' The remaining portion of the paycheck is deposited into the 'Main Bank.'

NOTES/OTHER:

Employees only have the option to set up direct deposit or maintain existing direct deposit information (changing banks, bank account numbers, etc.). If the employee is already set up as direct deposit, they cannot elect to change the payment method to receive a check. If an employee elects to stop their direct deposit, they should contact their agency's payroll office. Employees (especially New Hires) who are initially set up to receive a check are strongly encouraged to use direct deposit.

When changes are made to direct deposit, the changes might not be in effect for up to two weeks based on the timing of the payroll cycles.

DISCLAIMER:

All employees must read the 'Direct Deposit Authorization' in ESS prior to maintaining their Bank Information. By using the Bank Information service in ESS, it is assumed that the employee is in agreement with the disclaimer.

Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your direct deposit information.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Tips and Tricks

- None.

Helpful Hints

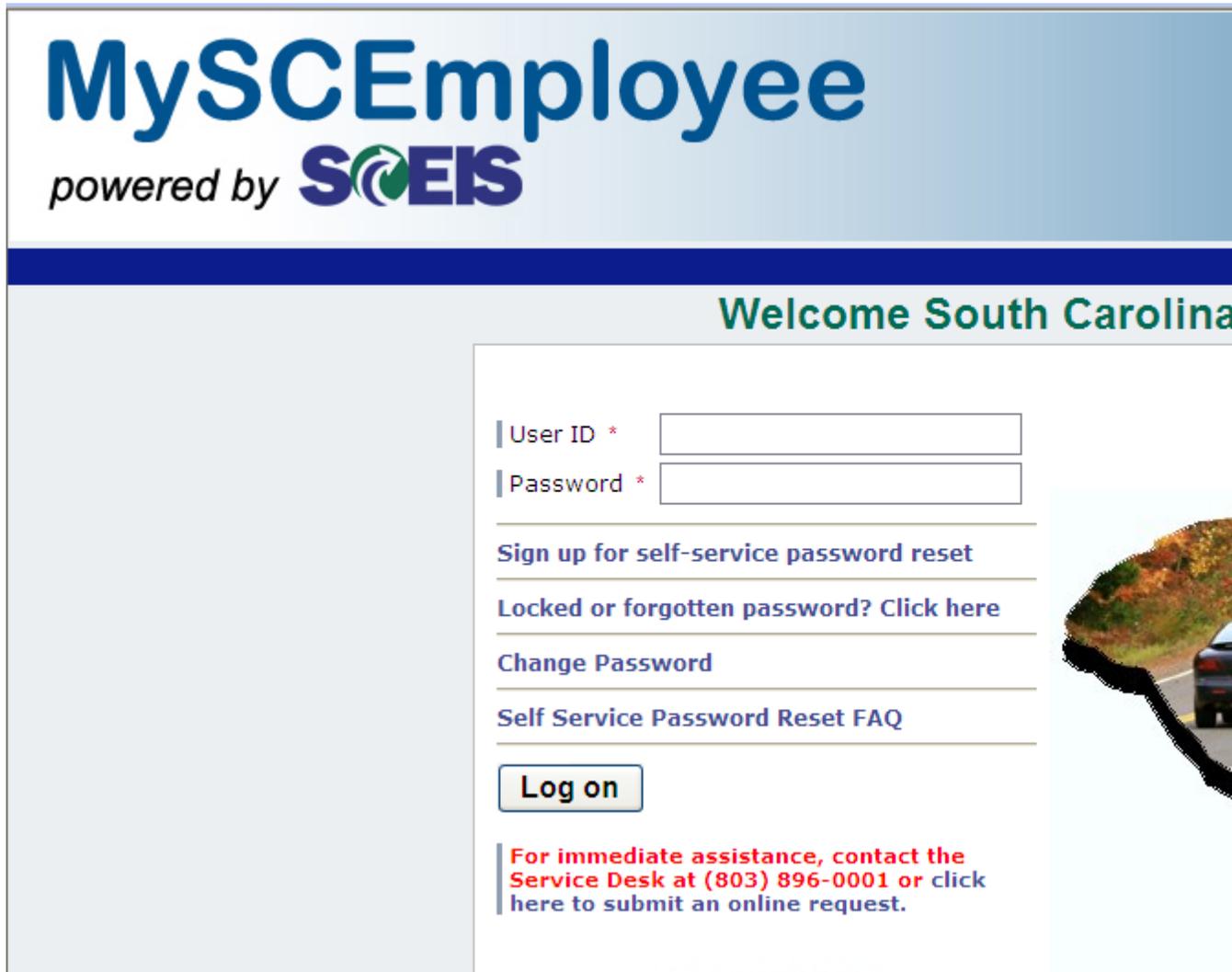
- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

Related Transactions

- None.

Step-by-Step Work Instructions

1. Start all ESS application by logging on to the MySCEmployee Portal:



MySCEmployee
powered by **SCEIS**

Welcome South Carolina

User ID *

Password *

[Sign up for self-service password reset](#)

[Locked or forgotten password? Click here](#)

[Change Password](#)

[Self Service Password Reset FAQ](#)

Log on

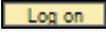
For immediate assistance, contact the Service Desk at (803) 896-0001 or click here to submit an online request.

2. As required, complete/review the following fields:

Field	R/O Description /C
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User ID * R The MySCEmployee Portal
User ID.

Password * R The employee's password.

- 3.** Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

- 4.** After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit02, MySCEmployee powered by SCEIS

Welcome Employee Self-Service User Access

Alerts and Information | Universal Worklist

Portal Favorites

- Leave Request
- Record Working Time

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their profile with the State. Employees can view their pay statements, make leave requests, and contact information from any computer with an internet connection. It is a convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has moved from SAP to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapid roll being made for the January 1 payroll. Employees are encouraged to review the **Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the password has changed. Please follow these **instructions to change your password** out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course** as possible. The overview course, along with other MySCEmployee courses, is available.

Employee Self-Service

5. Click the Employee Self-Services tab



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
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Select the workset **TAB**. The workset tabs are located below the main ESS tab.



Click the **ICON** for the workset.

[My Pay](#)

Click the main **LINK** for the workset.

The screenshot shows the MySCEmployee portal. At the top, there is a green header with 'Welcome essit02,' and the 'MySCEmployee' logo, which is 'powered by SCEIS'. Below the header is a navigation bar with tabs: 'Welcome', 'Employee Self-Service', and 'User Access'. Under 'Employee Self-Service', there are sub-tabs: 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', and 'My Travel and Exp'. The 'My Pay' sub-tab is selected. On the left side, there is a 'Detailed Navigation' menu with 'My Pay' selected, and a 'Portal Favorites' section with 'Leave Request' and 'Record Working Time'. The main content area is titled 'My Pay' and contains an icon of a sailboat. Below the icon, there are several sections: 'Pay Information' with links for 'Pay Statements', 'Employment Verification', 'Direct Deposit and Banking' (including 'Direct Deposit Authorization' with a red warning icon), and 'Bank Information'; 'Deductions and Withholdings' with links for 'W-4 Tax Withholding', 'Voluntary Deductions (Recurring)', and 'Voluntary Deductions (One-Time)'. Each link is accompanied by a brief description and a note.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Bank Information** service, click the link [Bank Information](#).



DISCLAIMER: All employees must read the "Direct Deposit Authorization" in ESS prior to maintaining their Bank Information. By using the Bank Information service in ESS, it is assumed that the employee is in agreement with the disclaimer.

8. The overview screen for **Bank Information** is displayed:

The screenshot displays the MySCEmployee interface. The top navigation bar includes 'Welcome', 'Employee Self-Service', and 'User Access'. Below this, a secondary navigation bar lists various services: 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', and 'My Travel and Expenses'. The 'Bank Information' section is active, showing a progress indicator with four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. The main content area shows the 'Main bank' information for 'Paige Nicole Manuel' at 'SC STATE FEDERAL CREDIT UNION', with an 'Edit' button. At the bottom, there are buttons for 'Previous Step', 'New Other bank', and 'Exit'.



Important Direct Deposit and Banking Information:

- Employees only have the option to set up direct deposit or maintain existing direct deposit information (changing banks, bank account)

numbers, etc.). If the employee is already set up as direct deposit, they cannot elect to change the payment method to receive a check. Employees (especially New Hires) who are initially set up to receive a check are strongly encouraged to use direct deposit.

- The screen shot above shows an example of an existing Main Bank record that is set up to receive a check. A record is set up as a check when the Bank Name is not populated.

- When changes are made to direct deposit, they might not be in effect for up to two weeks based on the timing of the payroll cycles.

- 9.** To change your Main Bank details, click .

Welcome essit02, MySCEmployee
powered by SCEIS

Welcome | **Employee Self-Service** | User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Exp

Bank Information

Detailed Navigation

- My Pay

Related Links

- Submit Help Desk Ticket
- Help - Banks
- Comptroller General's Payroll Schedule
- Tips and Tricks - Banks

Portal Favorites

- Leave Request
- Record Working Time

Bank Information

1 Overview | 2 Edit | 3 Review and Save | 4 Confirmation

Main bank

Name:

Bank Key / Routing Number: SC STATE FEDERAL CRED

Bank Account:

Account Type:

Payment Method:

Example Check

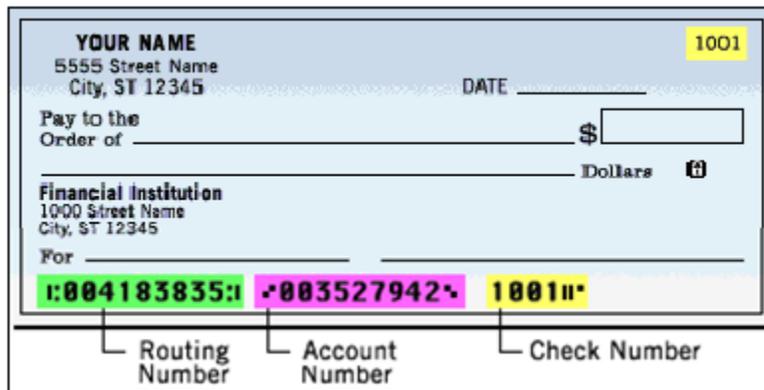
YOUR NAME		1001
5555 Street Name City, ST 12345		DATE _____
Pay to the Order of _____		\$ <input type="text"/>
Financial Institution 1000 Street Name City, ST 12345		Dollars <input type="text"/>
For _____		
⑆004183835⑆	⑆003527942⑆	1001⑆
Routing Number	Account Number	Check Number

Previous Step | Review | Exit

10. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	The employee's legal name for direct deposit. This field is displayed only and is from the employee's HR master record.
Bank Key / Routing Number	R	The bank's unique number used for routing a direct deposit purposes. <ul style="list-style-type: none"> See Step 10.1 and Step 10.2 for tips on how to find your Bank Key / Routing Number.
Bank Account	R	The employee's bank account number.
Account Type	R	The type of account (i.e. Checking or Savings); select one from the drop-down.
Payment Method	R	The payment method type. NOTE: The payment method for 'Direct Deposit' will always default. When setting up a new record, or changing your bank information, employees will only have the option to set up for direct deposit. Employees cannot change to receive a check.

10.1. To find the Bank Key / Routing Number, have one of your checks readily available and locate the 9-digit number on the lower left portion of the check. Use the 'Check Example' diagram to assist you:



10.2. To find the Bank Key / Routing Number, click the field drop-down and use the search tool. Search on the field 'Bank Name' and click .

Advanced Search

Bank Key: Bank name:

City: Bank Branch:

Bank number: Bank Country:

Bank number	SWIFT code	City	Ctry	Name of bank	House number
011100106		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STR
011101024		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STR
011102094		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STR
011103022		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STR
011103284		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STR

Row 1 of 483



When using the search function:

- Always use all upper-case letters. The search tool is case-sensitive.
- Use wildcard searches (*) to ensure you find the bank by it's full legal name.

11. Maintain the **Bank Information** and then perform one of the following:

If	Then
You want to continue and save the Bank Information .	Click <input type="button" value="Review"/>
You do not want to save the information entered/changed and navigate back to the Bank Information overview page.	Click <input type="button" value="Previous Step"/>
You want to cancel all activity in the Bank Information service and navigate back the the 'My Pay' area page.	Click <input type="button" value="Exit"/>

12. For the purpose of this exercise, click .

Welcome essit02, MySCEmployee
powered by SCEIS

Welcome | **Employee Self-Service** | User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Exp

Bank Information

Detailed Navigation

- My Pay

Related Links

- Submit Help Desk Ticket
- Help - Banks
- Comptroller General's Payroll Schedule
- Tips and Tricks - Banks

Portal Favorites

- Leave Request
- Record Working Time

Bank Information

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

Verify the Bank data below

Main bank

Name: Paige Nicole Manuel

Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A.

Account Number: 987654321

Account Type: Checking

Payment Method: Direct Deposit: PAYROLL

Previous Step Save Exit

13. To save the **Bank Information** record, click **Save**.

Welcome essit02, MySCEmployee
powered by SCEIS

Welcome | **Employee Self-Service** | User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses

Bank Information

Detailed Navigation

- My Pay

Related Links

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Portal Favorites

- Leave Request
- Record Working Time

Bank Information

1 Overview → 2 Edit → 3 Review and Save → 4 Confirmation

The changes you made to your Bank data were saved

What do you want to do next?

- [Go to Bank Information Overview](#)
- [Go to My Pay Homepage](#)
- [Go to Employee Self-Services Homepage](#)

Main bank

Name: Paige Nicole Manuel

Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A.

Account Number: 987654321

Account Type: Checking

Payment Method: Direct Deposit: PAYROLL

14. Perform one of the following:

If	Then
You want to navigate back to the Bank Information overview page to display or maintain additional bank data.	Go to Bank Information Overview
You want to navigate back to the 'My Pay' area page.	Go to My Pay Homepage
You want to navigate all the way back to the main ESS 'My Overview' page.	Go to Employee Self-Services Homepage

15. For the purpose of this exercise, click the link [Go to Bank Information Overview](#).

The screenshot shows the MySCEmployee portal interface. At the top, there is a green header with the text "Welcome essit02," and the MySCEmployee logo, which includes "powered by SCEIS". Below the header is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "User Access". A secondary navigation bar contains links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", and "My Travel and Ex".

The main content area is titled "Bank Information". It features a progress indicator with four steps: 1. Overview (highlighted in yellow), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress indicator is a section titled "Main bank" with the following details:

Name:	Paige Nicole Manuel
Bank Name:	WACHOVIA BANK N.A.

Below the table is an "Edit" button. At the bottom of the main content area, there are three buttons: "Previous Step", "New Other bank" (highlighted in yellow), and "Exit".

16. To create an Other Bank bank, click **New Other bank**.

Welcome essit02, MySCEmployee
powered by SCEIS

Welcome | **Employee Self-Service** | User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses

Bank Information

Detailed Navigation

- My Pay

Related Links

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Portal Favorites

- Leave Request
- Record Working Time

Bank Information

1 Overview | 2 **Edit** | 3 Review and Save | 4 Confirmation

Other bank

Name:

Bank Key / Routing Number: WACHOVIA BANK N.A.

Bank Account:

Account Type:

Payment Method:

Standard Percentage:

Or

Dollar Amount:

Example Check

YOUR NAME 5555 Street Name City, ST 12345		1001
Pay to the Order of _____		DATE _____
Financial Institution 1000 Street Name City, ST 12345		Dollars <input type="text"/>
For _____		
⑆004183835⑆	⑆003527942⑆	1001⑆
Routing Number	Account Number	Check Number

Previous Step | Review | Exit

 Set up an Other Bank record by maintaining the same fields as described in Step 10. Additionally, the Other Bank screen has the fields 'Standard Percentage' and 'Dollar

Amount.' One of these must be maintained. If an employee chooses to set up an additional direct deposit, the Other Bank is paid the dollar amount or percentage amount defined. The remaining portion of net pay is deposited into the Main Bank.

Results

You maintained your direct deposit and bank information in ESS.

Comments

None.