



BANK INFORMATION

ESS-16 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure is to explain how to change your direct deposit information in ESS in the Integrated HR-Payroll System.

Business Process Procedure Overview

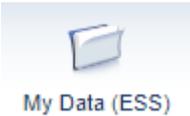
The **Bank Information** service is located within the **My Personal Data** Section of ESS. Employees can use this service to change their direct deposit and banking information.

- **Main Bank** – Employees must have one valid record for direct deposit.
- **Other Bank** – Employees can maintain up to three additional accounts to direct deposit a portion of your paycheck separately from their Main Bank.
- **New Travel Expense (DOT Employees ONLY)** – Department of Transportation employees can create and change their AP reimbursement bank (travel reimbursements).



CRITICAL! Employees CANNOT change their Bank Information until their Agency HR has entered their original bank details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The **Direct Deposit Enrollment & Change Form** can be located on the OSC Customer Service – HR/Payroll website:
<https://www.osc.nc.gov/state-employees/customer-service-hrpayroll/best-forms/payroll/direct-deposit>

Edit Main Bank Details



1. From the Integrated HR-Payroll System Home Page, click into the My Data (ESS) tab.



2. Click **My Personal Data**.

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

 [My Working Time](#)
Record your working times, plan your leave, and display your time data.

Quick Links
[Record Working Time](#)

 [My Pay](#)
Display your pay statement or print/reprint your W-2/W-2c.

 [My Benefits](#)
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.

 [My Personal Data](#)
Manage your addresses, direct deposit, and tax withholding information.

3. The **My Personal Data** screen will be displayed. Click **Bank Information**.

My Personal Information

[Addresses](#)

Maintain your addresses.
NOTE: Both address lines 1 and 2 are limited to 32 characters.
If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

[Tax Withholding Information](#)

Maintain the information on your Federal (W4), NC (NC4), or other state withholding forms. NOTE: If you are making an in/out of state change, please ensure your Address information is also updated.

[IRS Withholding Calculator](#)

It is recommended that you use the IRS Withholding Calculator to help determine your withholding status.

[Work Communication Data](#)

Display your email address and your main work contact telephone number.

[Change Personal Communication](#)

Occasionally it is necessary to communicate important information to state employees, including during non-work hours. This could include emergency or other time-sensitive information. To help ensure that you receive this information in a timely manner, please consider providing your mobile phone number and personal email address. Your personal contact information provided here will be used exclusively for state business and will never be shared with other parties or organizations for any reason. To add or update your home phone number, go to "Addresses."

Direct Deposit

 [Read Before Creating or Changing Direct Deposit Information](#)

[Bank Information](#)

Maintain your direct deposit and banking information.
IMPORTANT NOTICE: The Office of the State Controller (OSC) transmits your payroll payment electronically based on the information you provide. It is important that you enter correct account and bank routing numbers. If the payment transmission fails because you have incorrect or outdated information, OSC can only provide a replacement payment AFTER a refund from the financial institution has been received. Direct Deposits must comply with US law and requirements of the Office of Foreign Assets Control (OFAC). By entering bank data here, you are affirming that the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account. OSC has the right to retract and correct direct deposit payments, as necessary.

- The **Bank Information** screen will be displayed. To edit your Main Bank details, click the Edit button  under the Main Bank section.

My Data (ESS) > My Personal Data

Bank Information






Main Bank

Valid from 06/01/2019
 Payee: Simon Monsen
 Bank Name: FIDELITY BANK
 Account Number: 541639988


Other Bank

Valid from 06/01/2019
 Payee: Simon Monsen
 Bank Name: FIDELITY BANK
 Account Number: 32178945
 







- Enter the updated direct deposit information.

Bank Information






Main Bank

Country: USA
 Payee: Simon Monsen
 City: Raleigh
 ZIP Code: 27609
 Bank Number: 061102400
 Account Number: 12345678 Checking Savings None
 Payment Method: Payroll Direct Depc
 Purpose:
 Currency: USD

Valid as of Future Date: 06/01/2019





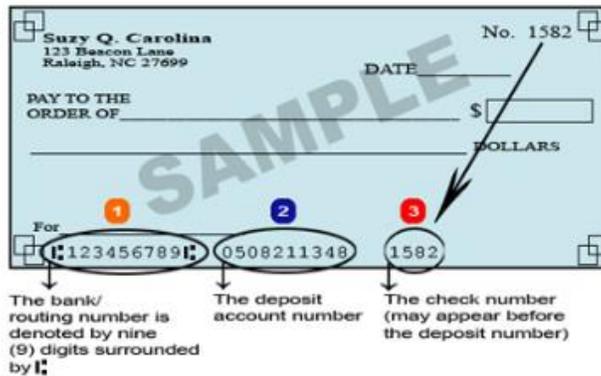
6. Majority of the fields default from your personnel record. The following fields must be completed.

Field Name	Description
Bank Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Number	Number of your Bank account. The length can vary depending on the bank.
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account

NOTE: On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3 Do not enter the **Check Number**, as indicated by number 3 below.



7. The field entitled **Valid as of Future Date** will show when the change will be effective. If necessary, you can change when this will take effect by selecting the first day of the appropriate payroll period.

DATA NUMBER: 001102400 L F

Account Number: 12345678 Checking Savings None

Payment Method: Payroll Direct Depc

Purpose: _____

Currency: USD

Valid as of Future Date: 08/01/2019

Previous Step | Re 04/01/2019 | Exit

05/01/2019

06/01/2019

07/01/2019

08/01/2019



CRITICAL!

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

Payroll Calendar: <https://www.osc.nc.gov/state-agency-resources/customer-service-hr-payroll/best-support-materials>

8. Once all the information has been updated correctly, click the review button. 

Valid as of Future Date:







CRITICAL!

If you are in the process of opening and closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed.

9. The information you have entered will be displayed. If there are any errors, click the previous step button  to return and correct the mistake. Once you have verified the information is correct, click the save button. 

Bank Information






Overview Edit **Review and Save** Confirmation

Verify the Bank data below

Main Bank

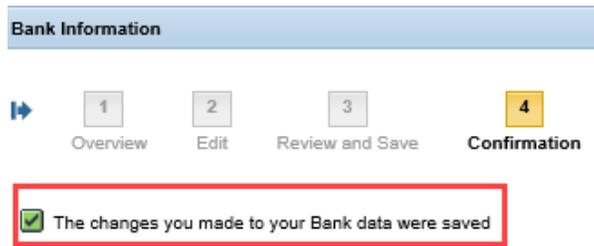
Country:	USA
Payee:	Simon Monsen
City:	Raleigh
ZIP Code:	27809
Bank's American Bankers' Association Number:	061102400
Bank Account Number:	12345678
Account Type:	Checking Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD

Valid from 08/01/2019





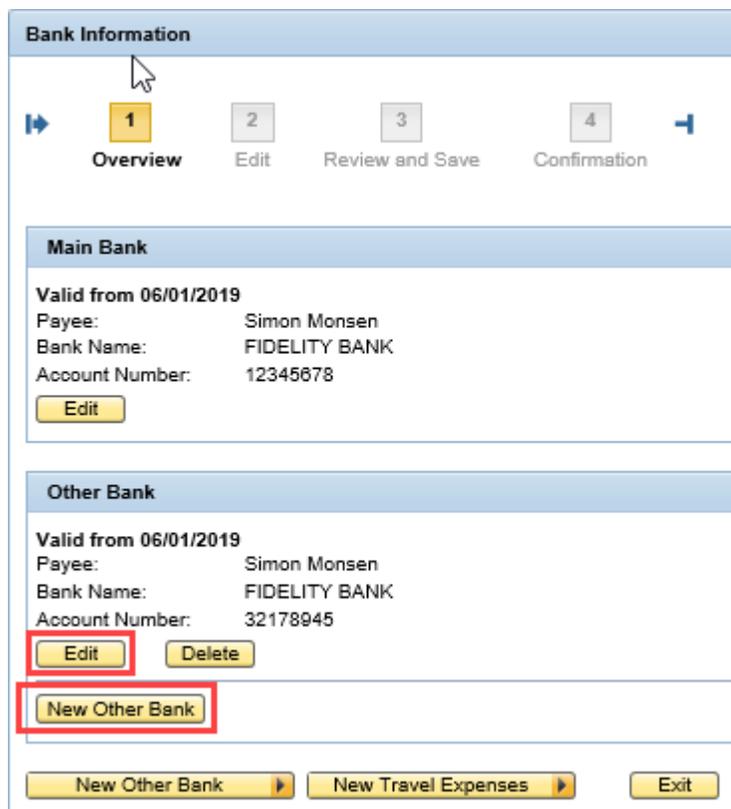
10. The message, “The changes you made to your Bank data were saved” will appear.



NOTE: When a change to bank account information is made, a paper letter confirmation will be mailed to the listed mailing address. If no mailing address is listed, then it will be mailed to the permanent address. An email confirmation also will be sent to the employee’s work email address.

Add/Edit Other Bank Details

1. From the Bank Information screen, click the New Other Bank button  to create a new record, or press the Edit button  to change an existing record.



2. Enter the updated direct deposit information.

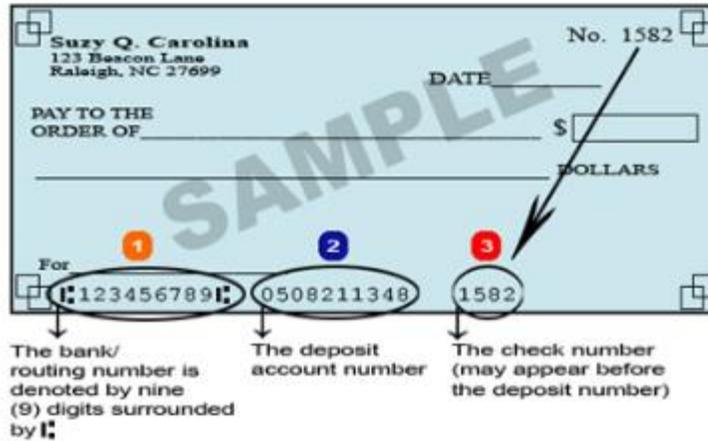
3. Majority of the fields default from the personnel record. The following fields must be completed.

Field Name	Description
Bank Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Number	Number of your Bank account. The length can vary depending on the bank.
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.

NOTE: On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3 Do not enter the **Check Number**, as indicated by number 3 below.



4. You must designate what portion of your paycheck amount will be deposited into the other account. You can choose either a set percentage of your paycheck by using the **Standard Percentage** field or select a set dollar amount by using the **Default Value** field.

Bank Information

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Overview

2
Edit

3
Review and Save

4
Confirmation

Other Bank

Country:

Payee:

City:

ZIP Code:

Bank Number:

Account Number: Checking Savings None

Payment Method:

Purpose:

Currency:

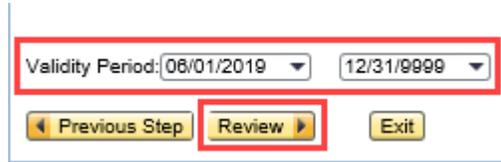
Standard Percentage:

Or

Default Value:

NOTE: When payroll processes, the **Other Bank** records will be applied first, then the remainder of you pay will be deposited into your **Main Bank**.

5. The field entitled **Valid as of Future Date** will show when the change will be effective. If necessary, you can change when this will take effect by selecting the first day of the appropriate payroll period. Once all the information has been updated correctly, click the review button. 



NOTE: An end date of 12/31/9999 indicates the record will remain active until you make a change.



CRITICAL!

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

Full Payroll Calendar:

<https://www.osc.nc.gov/state-agency-resources/customer-service-hr-payroll/best-support-materials>

6. The information you have entered will be displayed. If there are any errors, click the Previous Step button  to return and correct the mistake. If the information is correct, click the Save button. 

Bank Information

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1
Overview

2
Edit

3
Review and Save

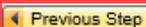
4
Confirmation

Verify the Bank data below

Other Bank

Country:	USA
Payee:	Simon Monsen
City:	Raleigh
ZIP Code:	27809
Bank's American Bankers' Association Number:	061102400
Bank Account Number:	32178945
Account Type:	Savings Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD
Standard Percentage:	0
Default Value:	100.00

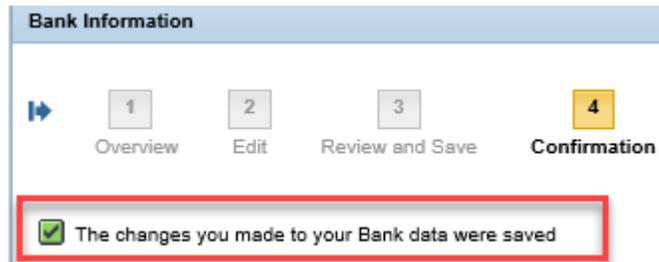
Valid from 06/01/2019







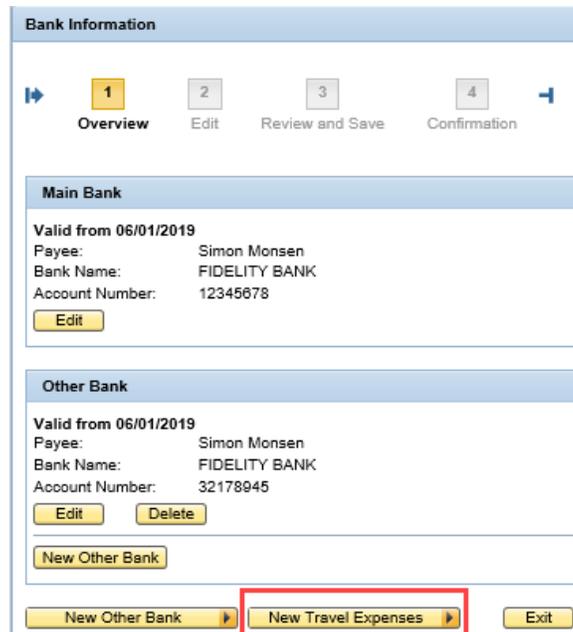
7. The message “The changes you made to your Bank data were saved” will appear.



NOTE: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

Edit Travel Expenses (*DOT EMPLOYEES ONLY*)

1. From the Bank Information screen, click the New Travel Expenses button  to create a new record, or click the Edit button  to change an existing record.



2. Enter the Bank information.

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Travel Expenses

Country: USA
 Payee: Simon Monsen
 City: Raleigh
 ZIP Code: 27609
 Bank Number: 081102400
 Account Number: 12345678 Checking Savings None
 Payment Method: Payroll Direct Depc
 Purpose:
 Currency: USD

Valid as of Future Date: 06/01/2019

Previous Step Review Exit

3. Majority of the fields default from the personnel record. The following fields must be completed.

Field Name	Description
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.
Account Number	Number of your Bank account. The length can vary depending on the bank.
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.

4. The field entitled **Valid as of Future Date** will show when the change will be effective. If necessary, you can change when this will be effective by selecting the first day of the appropriate payroll period. Once all the information has been updated correctly, click the Review button.

Valid as of Future Date: 06/01/2019

Previous Step Review Exit

5. The information you entered will be displayed. If there are any errors, click the Previous Step button  to return and correct the mistake. If the information is correct, click the Save button. 

Bank Information


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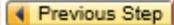

Overview Edit Review and Save Confirmation

Verify the Bank data below

Travel Expenses

Country:	USA
Payee:	Simon Monsen
City:	Raleigh
ZIP Code:	27809
Bank's American Bankers' Association Number:	061102400
Bank Account Number:	12345678
Account Type:	Checking Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD

Valid from 06/01/2019





6. You should receive a confirmation that “The changes you made to your Bank data were saved.”


1
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Overview Edit Review and Save **Confirmation**

The changes you made to your Bank data were saved



CRITICAL!

Reimbursements are handled by DOT Personnel and are not connected to the Integrated HR-Payroll system. If you have questions about reimbursement dates or processes, contact DOT Human Resources.

Change Record

- 2/4/21 – Updated format, assigned reference number, and made accessible – Claire Ennis
- 8/6/21 – Updated for accessibility, Alt Text added – D. Genzlinger