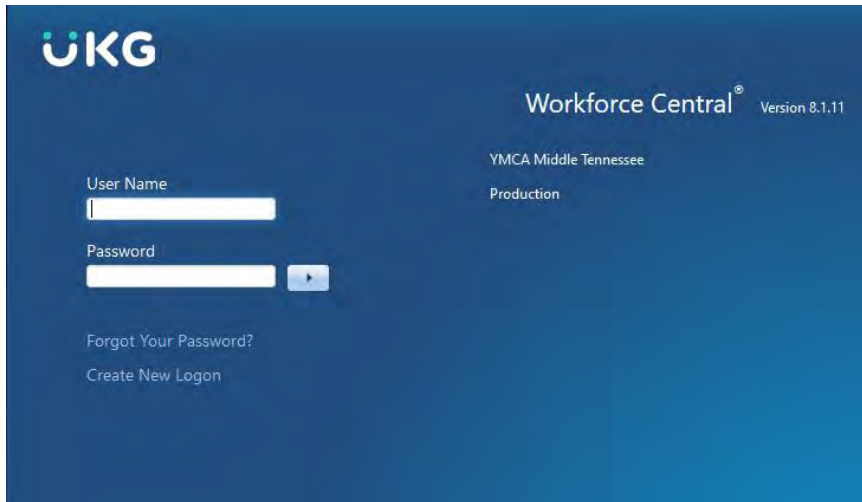


Setting up Direct Deposit through Kronos – Self Service

Notes when setting up your Direct deposit information:

- All direct deposit additions/changes need to be submitted by the last day of the pay period to affect the pay date (*i.e. Saturday is last day of pay period, so on Monday your supervisor will approve your timecard and all direct deposit information is “locked”*).
- Don't use a Deposit Ticket to setup your Direct Deposit information. The routing number listed on your deposit slip will not allow the YMCA to transmit your pay to your bank.

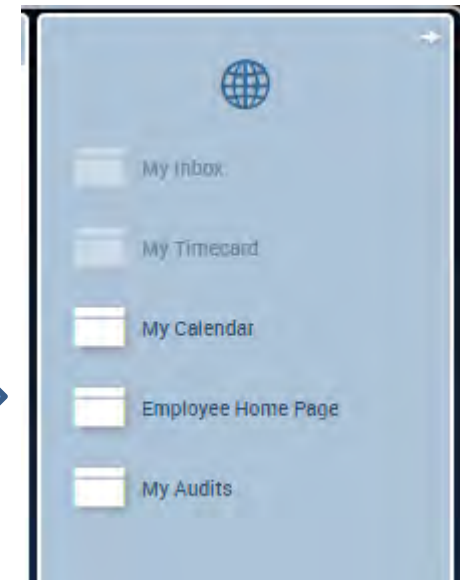


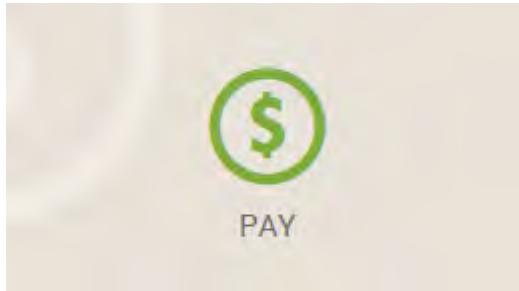
Click Kronos Icon, enter your username and password.

Click “Log In”

On your Self-Service Tab, look at your “Related Items” list on the far right of the screen.

Click on “Employee Home Page”





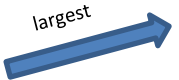
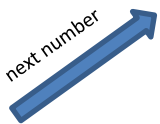
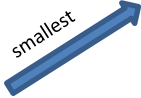
Under “Pay”, click on “Direct Deposit”

Click New or Edit to key your Bank information

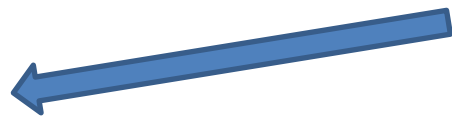
Add the Routing and Account numbers for your financial institution

Choose if you want your Deposit to be a “Fixed Amount” OR “Percent of Net Pay”

Order number: deposit goes to smallest numbered account first until Deposit Amount is filled...then to next number...in order until it hits the largest number



Accounts	
5	Account Type: Checking Routing Number: [REDACTED] Account Number: [REDACTED] Deposit Type: Fixed Amount Deposit Amount: 62 Effective: 10/30/2015
10	Account Type: Checking Routing Number: [REDACTED] Account Number: [REDACTED] Deposit Type: Fixed Amount Deposit Amount: 175 Effective: 1/16/2015
30	Account Type: Checking Routing Number: [REDACTED] Account Number: [REDACTED] Deposit Type: Remaining Amount Effective: 1/16/2015



If more than 1 account:

- “Percent of Net”: sum of Deposit Amounts must = 100%

- “Fixed Amount”: largest Order Number account should select “Remaining Amount” as Deposit Type

To make changes to your Direct Deposit information:

Below Accounts – click on the “Edit” button



1. Edit Account information or Click “Add Account”

Order –
Smallest
number is
filled first,
remaining
deposit
amount goes
to next
account

A screenshot of a form titled 'Accounts' with a green header. The form contains several fields: 'Order:*' with the value '10', 'Account Type:*' with a dropdown menu showing 'Checking', 'Routing Number:*' with a blacked-out field and an information icon, 'Account Number:*' with a blacked-out field and an information icon, 'Deposit Type:*' with a dropdown menu showing 'Fixed Amount', and 'Deposit Amount:*' with the value '176'. Below these fields is a 'Delete Account' link. At the bottom, there is a dashed box containing a 'Deposit Type:*' dropdown menu with 'Remaining Amount' selected and a 'Deposit Amount:*' field which is grayed out. A blue arrow points from the left towards the 'Order' field, and another blue arrow points from the right towards the 'Deposit Type' dropdown in the dashed box.

Deposit Type – either a
“Fixed Amount” with a
Deposit Amount entered
OR “Remaining Amount”
with no Deposit Amount
(it is grayed out)

2. OR Click “Add Account” – to add a brand new account

+ Add Account

Remember to Click Save!

