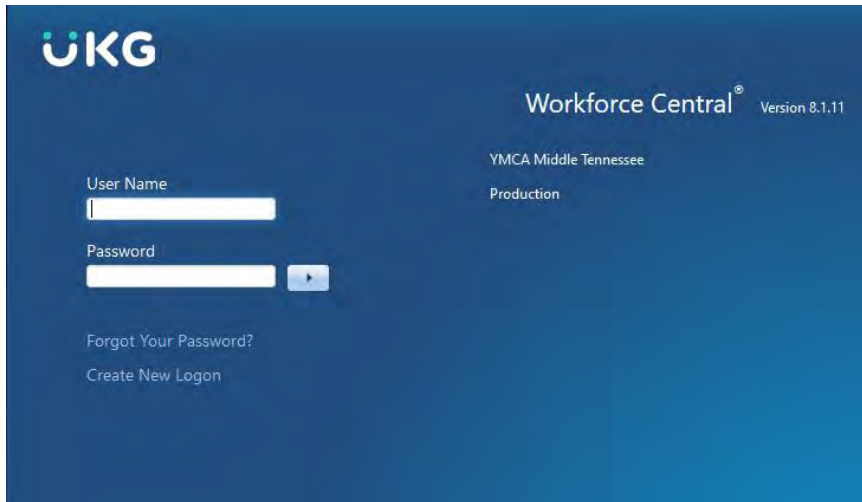# Setting up Direct Deposit through Kronos – Self Service

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.
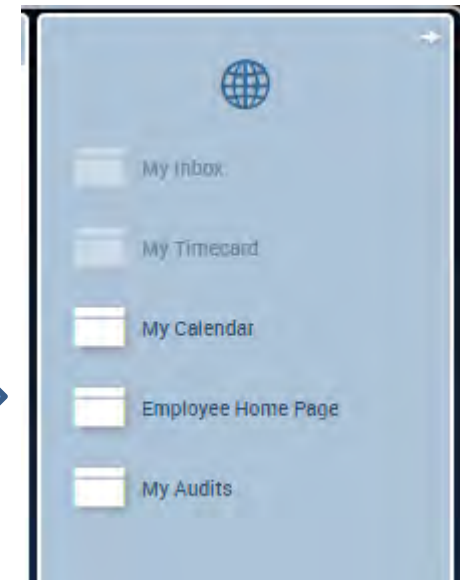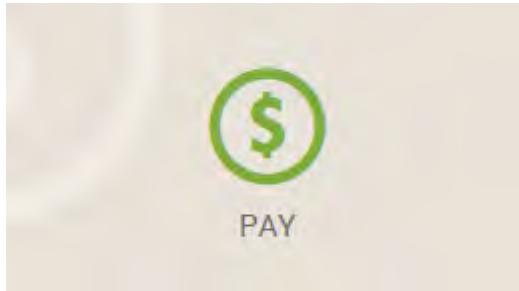

Click Kronos Icon, enter your username and password.

Click "Log In"

On your Self-Service Tab, look at your "Related Items" list on the far right of the screen.
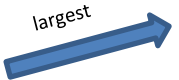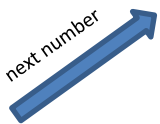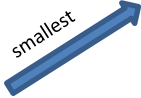
Click on "Employee Home Page"

PAY

Under "Pay", click on "Direct Deposit"
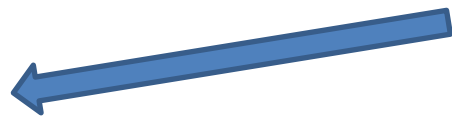
Click New or Edit to key your Bank information

Add the Routing and Account numbers for your financial institution

Accounts

5 **Account Type:** Checking
Routing Number:
Account Number:
Deposit Type: Fixed Amount
Deposit Amount: 62
Effective: 10/30/2015

smallest

10 **Account Type:** Checking
Routing Number:
Account Number:
Deposit Type: Fixed Amount
Deposit Amount: 175
Effective: 1/16/2015

next number

30 **Account Type:** Checking
Routing Number:
Account Number:
Deposit Type: Remaining Amount
Effective: 1/16/2015

largest

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

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

If more that 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

Edit

1. Edit Account information or Click "Add Account"

Accounts

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

Order:*	10
Account Type:*	Checking
Routing Number:*	███████
Account Number:*	███████
Deposit Type:*	Fixed Amount
Deposit Amount:*	176

Delete Account

Deposit Type:*	Remaining Amount
Deposit Amount:*	

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!

Save