Direct Deposit Changes
HR Professionals

Change Details – Stopping Direct Deposit

- The "Stop" record will now be sent to DFS nightly.
- The "Stop" record will be stored in the system until the employee creates a new record.
- The following message will display on the "Stopped" record. *"Employee has stopped their direct deposit record."*

Message Changes

- Authorization Status Message Changes:
  - Various changes have been made to the messages to provide additional information and understanding of what is happening.
  - Status messages will only display once the record has been saved.
- Screen Message Changes:
  - Various changes have been made to the messages to provide additional information and understanding of what is happening.
  - The following new message will display when the STOP DIRECT DEPOSIT button is available.
    "To stop your direct deposit record select the STOP Direct Deposit button."
- Personal Information Message Change – The "Personal Information" message has been changed to: *"Some Personal Info may be View only."*
- Financial Institution terminology will replace all "Bank" references.

Change Details –Direct Deposit Screen Changes

- The STOP button now says STOP DIRECT DEPOSIT.
- The Account Number field now will allow both letters and numbers to be entered using the following rules.
  - A-Z (letters)
  - 0-9 (numbers)
  - No spaces, including extra spaces at the end
  - Must use other numbers or letters, not just enter all zeros.
  - May use a hyphen in between letters and/or numbers, but the account number cannot start or end with a hyphen.
- The Authorization Status field now says Direct Deposit Status to provide clearer understanding of the purpose of this field.
- The CHECK BANK button now says CHECK FINANCIAL INSTITUTION.
- The following *PROCESS* changes have been made associated with the CHECK FINANCIAL INSTITUTION button:
  - Password is no longer required.
  - Changes will no longer automatically save upon clicking the Check Financial Institution button. The employee will need to click the SAVE button to actually save the changes made.
  - The fields will no longer be erased upon receiving an error message.
  - The Financial Institution Routing number will be the only required field when clicking the CHECK FINANCIAL INSTITUTION button.
- The CHECK FINANCIAL INSTITUTION button will be available anytime the employee is in edit mode.
- The financial institution routing number will automatically be checked upon clicking the SAVE button.