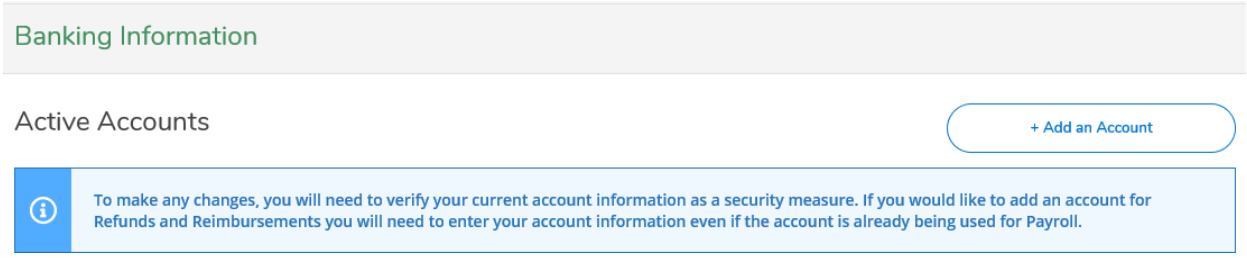
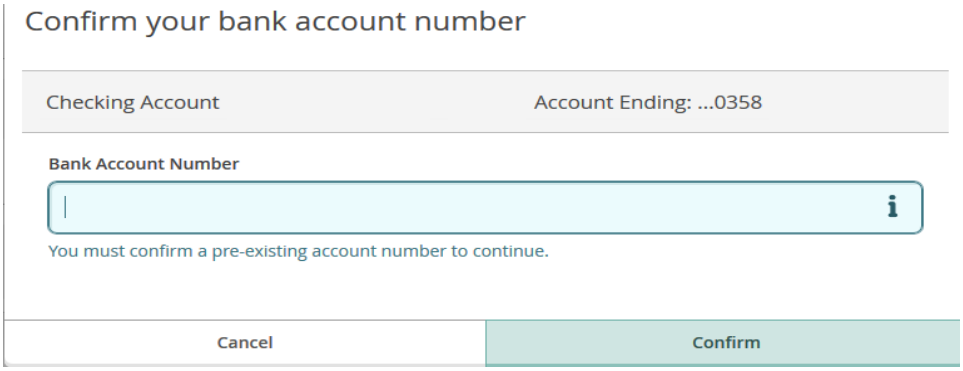
ADDING A NEW ACCOUNT

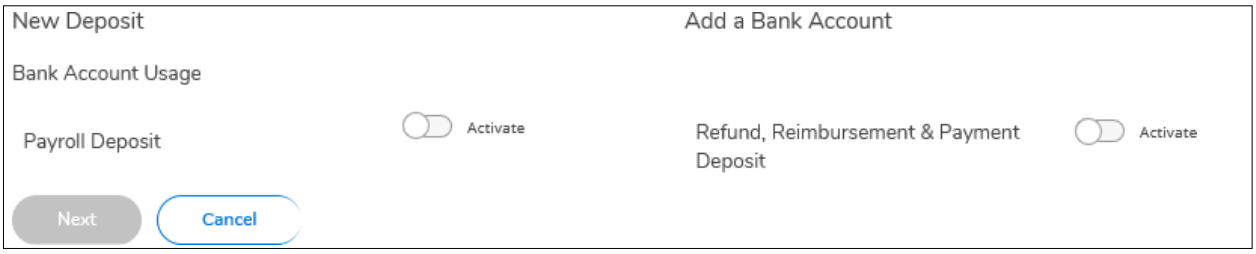
From Inside Loyola, please log into Employee Self Service. From the Employee Overview page, access the Banking Information screen. Here employees have the ability to add a new account for use for Payroll Deposits and/or Refunds, Reimbursements & Payment Deposit.

To add an account, click "Add an Account". **If an account exists in the system already it will need to be confirmed before being allowed to proceed.**

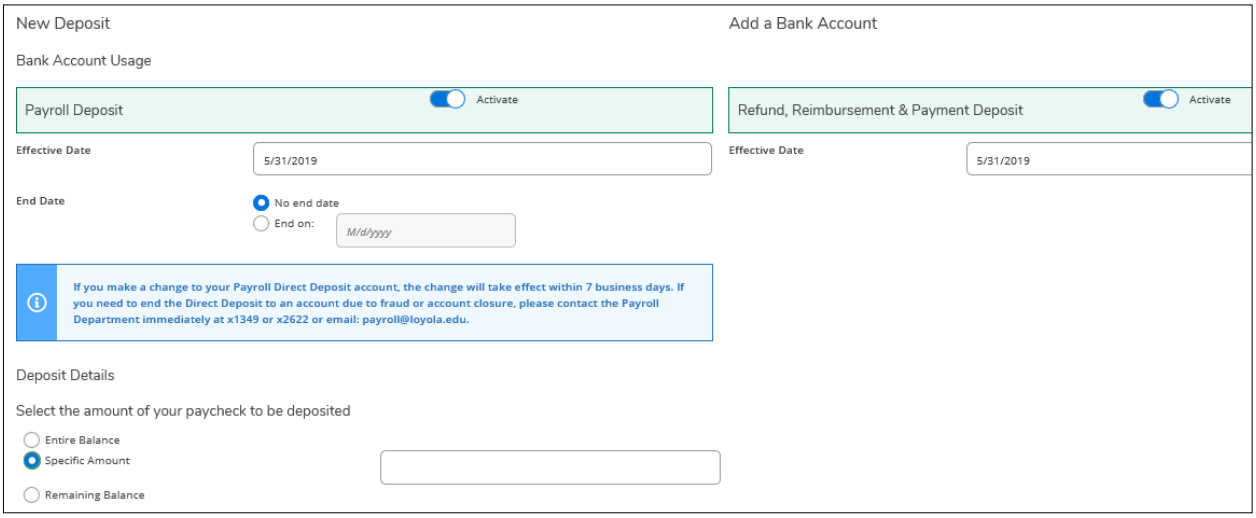




Once the account is confirmed, a screen will display with Bank Account Usage options.



Turn on the 'slider(s)' to activate the Bank Account Usage. The left slider is for Payroll Deposits and the right slider is for Refunds, Reimbursement and Payment Deposits (from Accounts Payable). Select to have the new account be used for Payroll only, Refunds only, or both. Then select "Next" to enter effective date(s).

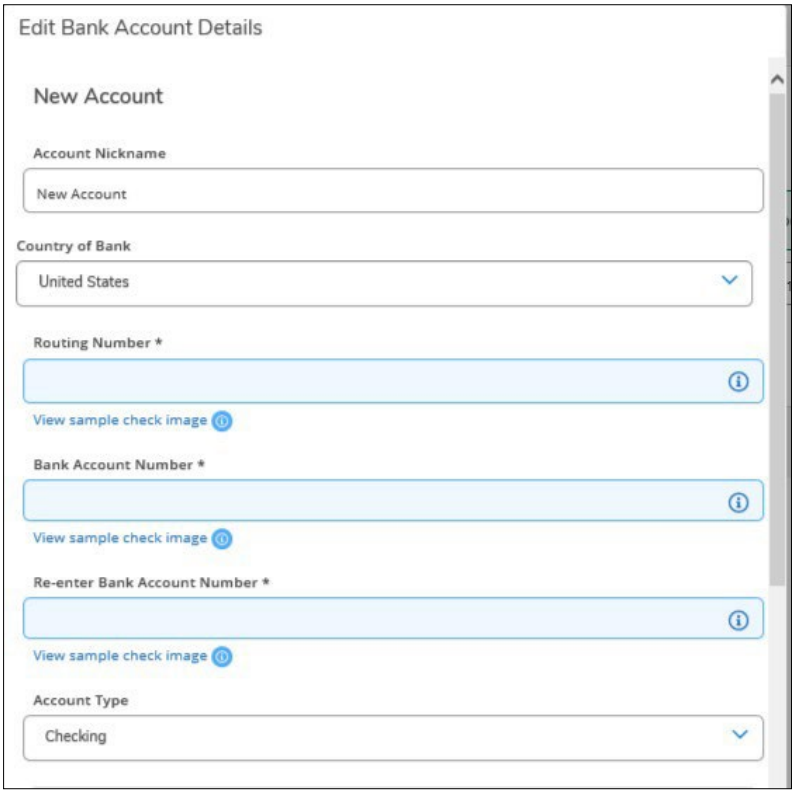


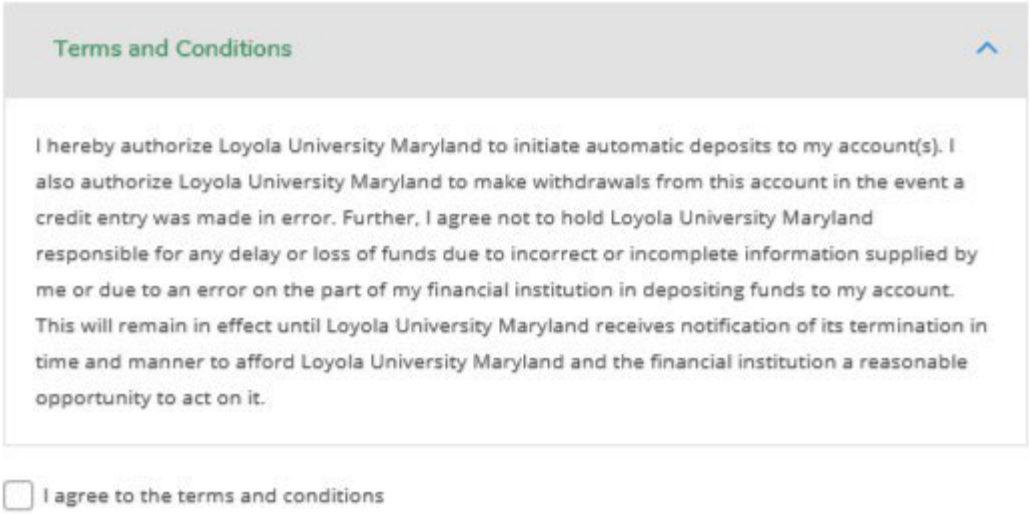
Each deposit type has an effective date field to be entered. The payroll direct deposit side also has a field for an end date or “no end date” for continuous use.

Under Deposit Details you select if the new account will have the entire net pay deposited, a specific amount, or the remaining balance after other deposit amounts are allocated.

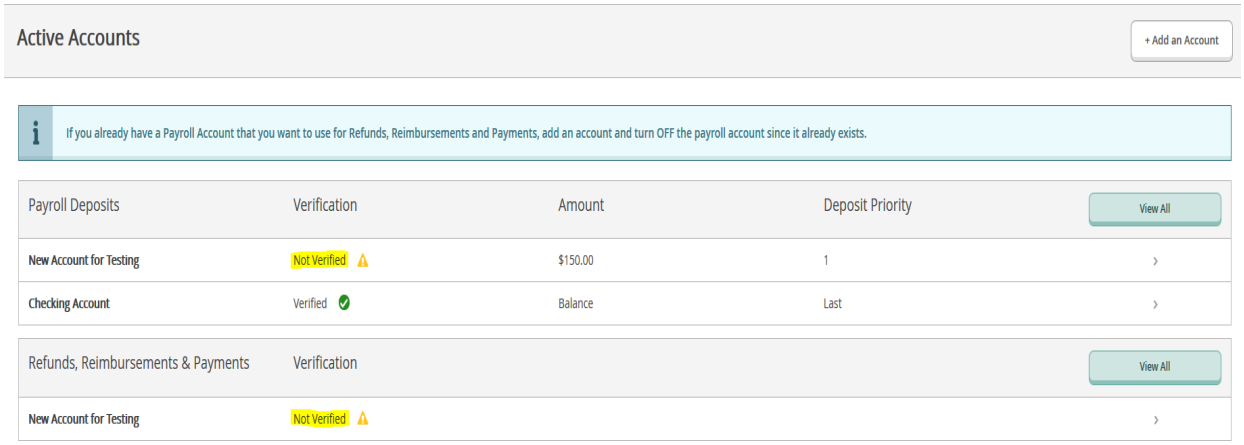
For Refunds, Reimbursements & Payment deposits only one account can be used (no allocation). Any account that is currently active will be replaced when a new account is added.

Once all items on the screen have been completed, click “Next” to proceed with the entry of the account information.





Enter the 9-digit routing number of the bank, the account number (twice), and then select the account type. Once all the information is entered, check the box to agree to terms and conditions. If complete, click on the save button to continue or "Add an Account" to add another account.



The new account will be seen on the screen as 'Not Verified' until payroll sends a $0 test deposit. Once the test deposit is processed, the account will show as "Verified".

Note: If a new account is selected for remaining balance, the prior account previously allocated for remaining balance will be ended. To keep the account previously coded as remaining active, change that account to a dollar amount before adding new account as remaining balance.