



Add or Change a Direct Deposit Account

1.1 Add or Change a Direct Deposit Account

Step	Action
1.	Navigate to Peoplesoft Self Service at http://employee.cabq.gov
2.	Sign in to Peoplesoft: Enter your User ID into the User ID field.
3.	Press [Tab] to go to the Password field.
4.	Enter your password into the Password field.
5.	Click on the Sign In button.
6.	On the Home Page under the Employee Self Service menu, click on the Direct Deposit .
7.	Click on the Edit button next to an existing account to change the transit routing and/or account number of an existing account. Note: You can edit the account for your Net pay, but you cannot delete it. Direct Deposit is now a condition of employment.
8.	Change the transit routing and/or account number, as needed. You can also change the account type and the amount for partial direct deposits.
9.	Once you have made all the necessary changes, click Submit .
10.	You will be prompted to enter your Peoplesoft Password . This electronic signature is required to submit this change. This protects employees from unauthorized changes.
11.	Once you have entered your password, click Continue .
12.	You will receive a message that confirms that your changes were submitted.
13.	Click OK .
14.	You will be returned to your Direct Deposit page, where you can make additional account changes, or add a new account.
15.	If you need to add a new partial direct deposit, click on the Add Account button .
16.	Enter the Transit Routing number . You may view an example of a check that displays the transit routing number and the account number along the bottom of the check.
17.	Enter the Account Number .
18.	Choose Account Type (Checking or Savings).
19.	Enter the Amount
20.	Enter the Deposit Order .
21.	Click Submit .
22.	You will be prompted to enter your Peoplesoft Password . This electronic signature is required to submit this change. This protects employees from unauthorized changes.
23.	Once you have entered your password, click Continue .
24.	You will receive a message that confirms that your changes were submitted.
25.	Click OK .
26.	You will be returned to your Direct Deposit page, where you can make additional account changes, or add a new account.
27.	If you have completed all your changes click on HOME at the top right of your page
28.	End of Procedure.