

**Important Information: Direct Deposit Employee Self-Service (ESS) Functionality**

City employees are now able to change their direct deposit accounts and amounts through the ESS portal! **Timing of changes is important to consider** because of the potential impact to your next paycheck.

***NOTE: Payroll processing occurs the same week that you get paid (Friday).***

**Non-pay week direct deposit changes (preferred timing):**

- Changes made during this time are not impacted by payroll processing and will be applied to the next paycheck.

**Pay week direct deposit changes:**

- For changes made **Monday through Wednesday morning** of pay week:
  - Newly added or modified “Balance of Net Pay” (Primary) account changes will result in a paper paycheck being mailed to your home address (for this payday only). Your next paycheck will reflect your direct deposit changes.
  - Newly added or deleted partial direct deposit accounts will be deposited into your Primary direct deposit account (for this payday only). Your next paycheck will reflect your direct deposit changes.
  - Modified amounts for existing partial direct deposits will be applied to your paycheck, as requested.
- For changes made **Wednesday afternoon through Friday** of pay week:
  - Changes will not be reflected on your current paycheck but will be applied to your next paycheck.

***NOTE: If your account is closed at the time of deposit, or you have not entered the correct information, it may take your bank up to 4-5 days to send your paycheck back to the City. At that point your paycheck can be reissued.***

For additional information, please contact Carol Scurlock-Garcia (505-768-2814, [CScurlock-Garcia@cabq.gov](mailto:CScurlock-Garcia@cabq.gov)).