

# Set Up or Modify Direct Deposit in EmpowerMe

1

Navigate to your EmpowerMe homepage:

<https://hcm41.sapsf.com/login?company=aleronshar#/login>

2

Click "View My Profile"



## Quick Actions

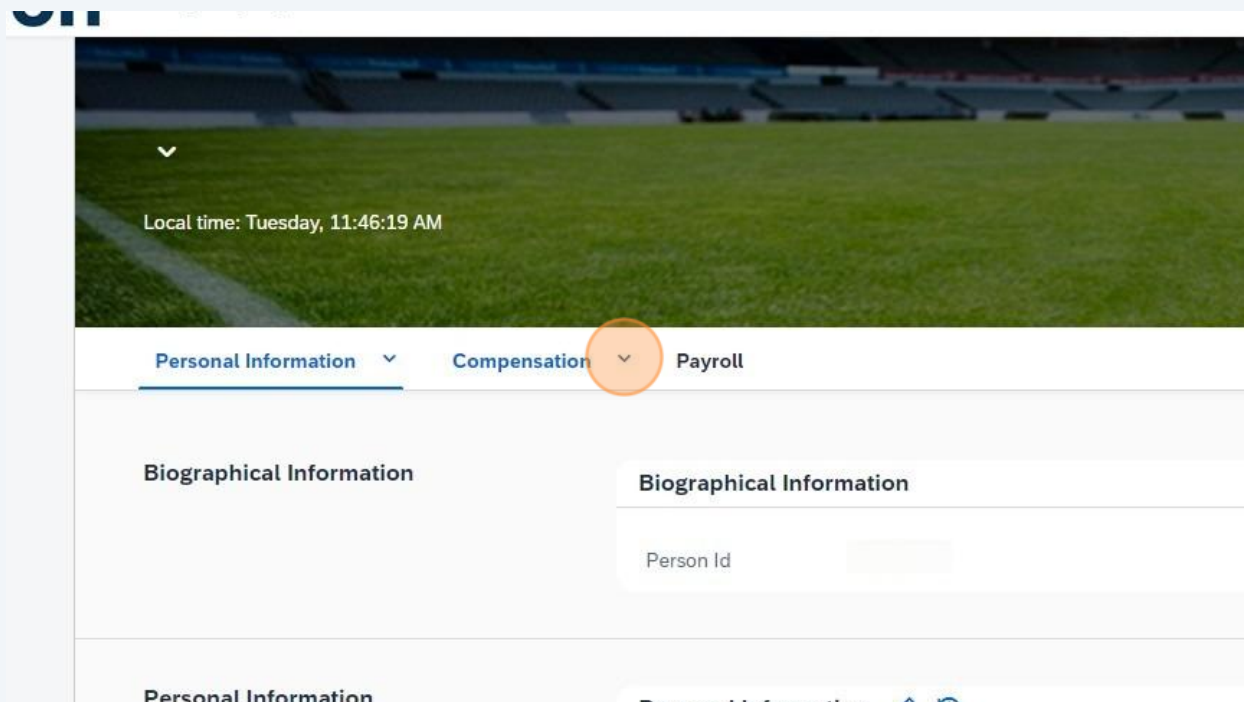


## Organizational Updates

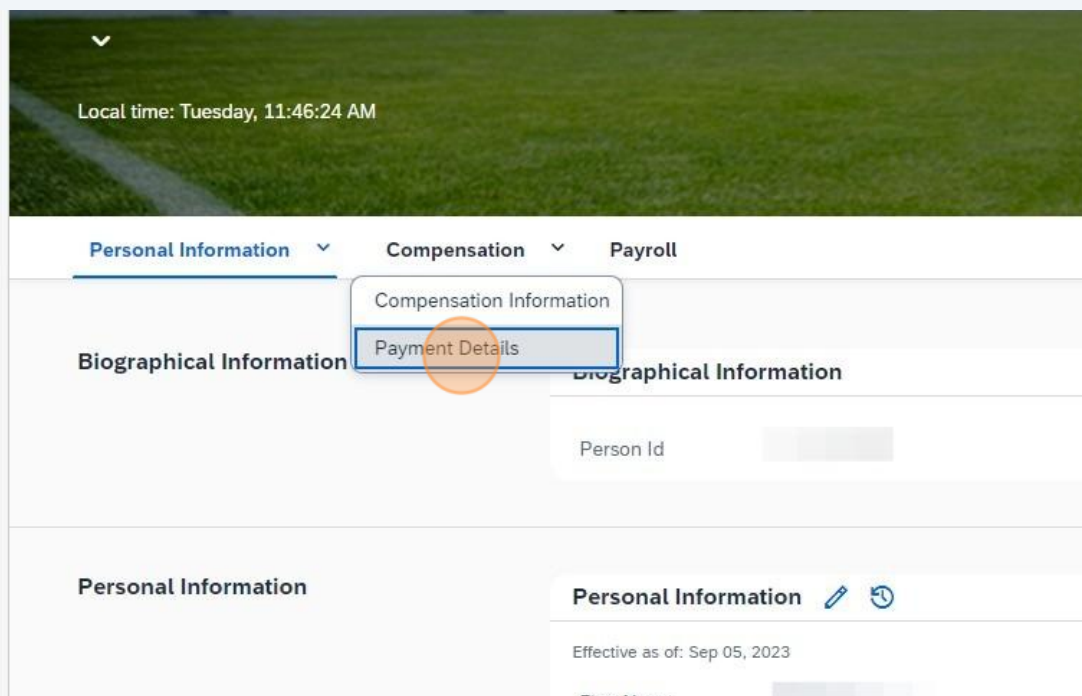
### Useful Links



- 3 Click on the dropdown arrow next to Compensation.



- 4 Click "Payment Details"





- 5 Click on the pencil icon to edit your bank details.

File ▾





ation ▾ Compensation ▾ Payroll


ils

**Payment Information :**  

Effective as of: Feb 01, 2024

**Details**

Pay Type	Main Bank (MAIN) 
Payment Method	ACH Contract Payroll USA (P) 
Bank Country/Region	United States (USA) 
Bank	BANK N.A. 


[Details](#) 

- 6 Select the date you would like these changes to take effect. **Note: The effective date should be selected as the Monday of the prior week to take effect for the current week's payroll.**

Next, open the menu for "Pay Type".



**Payment Information :**

When should these changes take effect? \*


Apr 09, 2024 

**Details**


Pay Type \*

Main Bank (MAIN)  


Payment Method \*

ACH Contract Payroll ... 

Bank Country/Region \*

United States (USA) 

Bank

BANK N.A. 

7

Click "Main Bank (MAIN)".

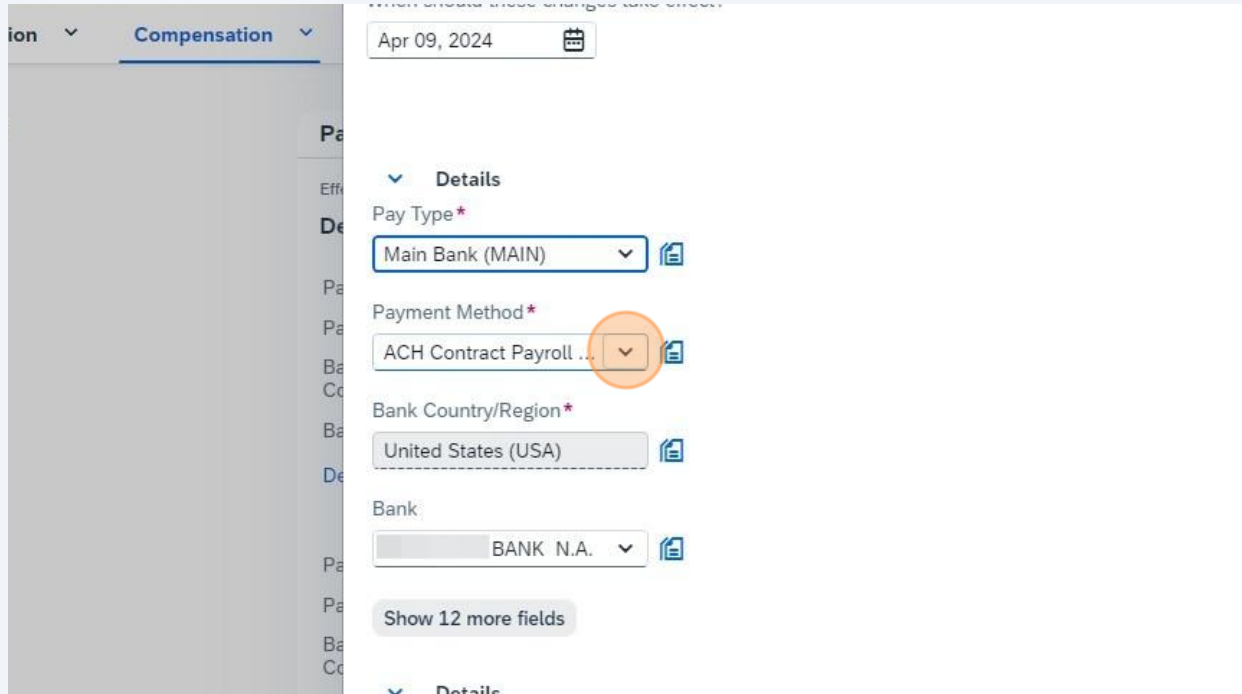
**NOTE: You MUST click Main Bank even if it appears to already be selected in this menu in order for your next field options to generate correctly.**

The screenshot shows a software interface with a sidebar on the left containing the text "ent Details". The main area displays a form with a date field at the top set to "Apr 05, 2024". Below this is a section titled "Details" with a "Pay Type\*" dropdown menu. The dropdown is open, showing four options: "Main Bank (MAIN)", "Bonus Payroll Bank (BONUS)", "Expense Payroll Bank (EXPENSES)", and "Other Bank (PAYROLL)". The "Main Bank (MAIN)" option is highlighted with a blue border and an orange circle. Below the dropdown is a "Bank" field with "BANK N.A." selected. A button labeled "Show 12 more fields" is located below the "Bank" field. At the bottom, there is another "Details" section with a "Pay Type\*" field.

8 Next, you will select your payment method for direct deposit or live check.

**ACH Contract Payroll USA (P) is the selection for direct deposit.**

**Contract Payroll Checks (A) is the selection for a live check.**



The screenshot shows a web form for compensation details. On the left is a sidebar with a 'Compensation' tab selected. The main form area has a date field set to 'Apr 09, 2024'. Below this is a 'Details' section with several dropdown menus: 'Pay Type' is set to 'Main Bank (MAIN)', 'Payment Method' is set to 'ACH Contract Payroll ...' (highlighted with an orange circle), 'Bank Country/Region' is set to 'United States (USA)', and 'Bank' is set to 'BANK N.A.'. A 'Show 12 more fields' button is located below these fields.

- 9 Click "ACH Contract Payroll USA (P)" for direct deposit.

**Note: You must select an option from this dropdown menu before proceeding to the next step.**

The screenshot shows a payroll system interface. On the left, there is a sidebar with a 'Details' section. The main area displays a 'Payment Method' dropdown menu. The dropdown is open, showing three options: 'ACH Contract Payroll USA (P)', 'ACH Contract Payroll USA (U)', and 'Contract Payroll Checks (A)'. The option 'ACH Contract Payroll USA (P)' is highlighted with a blue border and an orange circle. Below the dropdown, there is a 'Bank' dropdown menu with 'BANK N.A.' selected. A button labeled 'Show 12 more fields' is visible below the bank dropdown. The interface also includes a 'Pay Type' dropdown menu with 'Main Bank (MAIN)' selected.

- 10 Click "Show 12 more fields"

The screenshot shows the same payroll system interface as the previous one, but with the 'Show 12 more fields' button highlighted with a blue border and an orange circle. The 'Payment Method' dropdown menu is still open, showing the same three options. The 'Bank' dropdown menu is still set to 'BANK N.A.'. The 'Pay Type' dropdown menu is still set to 'Main Bank (MAIN)'. The 'Show 12 more fields' button is located below the 'Bank' dropdown menu.

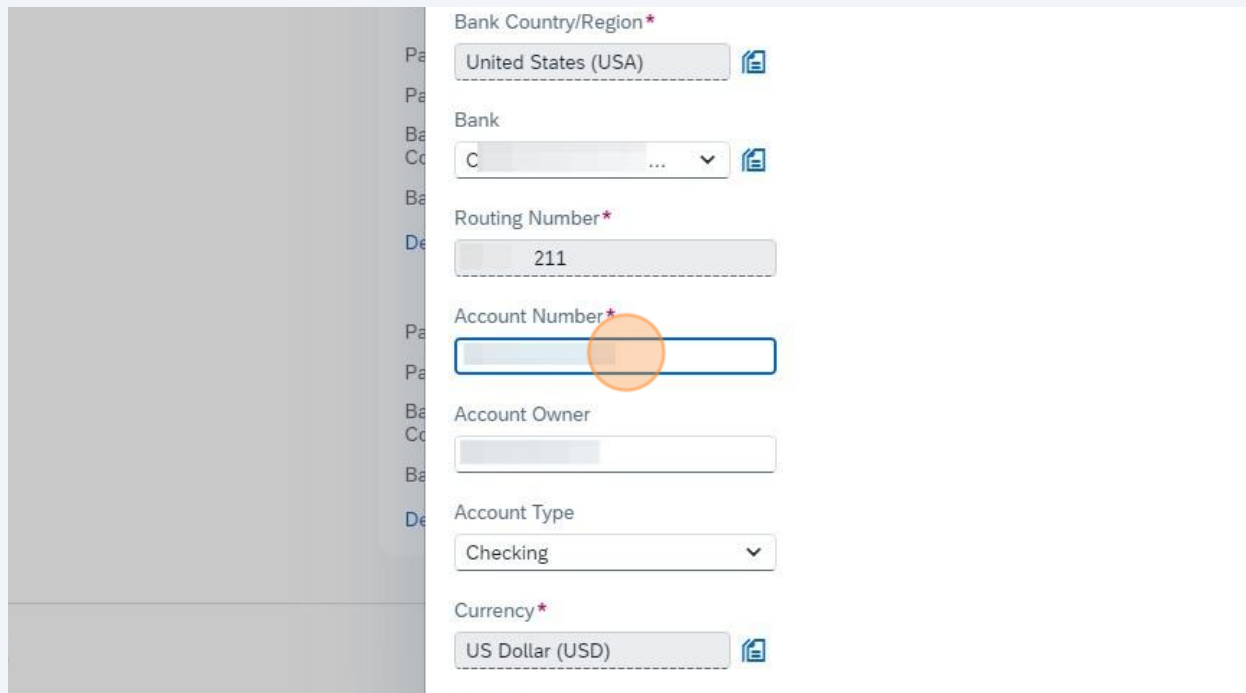
11 Click the Bank field.

The screenshot shows a 'Payment Details' form. The 'Bank' field, which is a dropdown menu, is highlighted with an orange circle. The dropdown menu is open, showing 'BANK N.A.' as the selected option. Other fields visible include 'Pay Type\*' (Main Bank (MAIN)), 'Payment Method\*' (ACH Contract Payroll ...), 'Bank Country/Region\*' (United States (USA)), 'Routing Number\*' (empty), 'Account Number\*' (empty), and 'Account Owner' (empty).

12 Enter the **routing number** on your personal checks or attached to your bank account, RapidPay Card, or Venmo. **Select the bank listing that has this routing number associated with it. If you select the wrong routing number, your direct deposit will not go through to your account.**

The screenshot shows the 'Payment Details' form with the 'Bank' dropdown menu open. The dropdown menu displays two options: 'BANK' and 'BANK'. The first option, 'BANK', has a routing number of 2211 and is highlighted with an orange box. The second option, 'BANK', has a routing number of 370. The 'Routing Number\*' field is empty. Other fields visible include 'Payment Method\*' (ACH Contract Payroll ...), 'Bank Country/Region\*' (United States (USA)), 'Account Owner' (empty), and 'Account Type' (Checking).

- 13 Enter your bank account number into the "Account Number" field.



A screenshot of a web form for setting up a bank account. The form includes fields for Bank Country/Region (United States (USA)), Bank (C), Routing Number (211), Account Number (highlighted with an orange circle), Account Owner, Account Type (Checking), and Currency (US Dollar (USD)).

Bank Country/Region\*  
United States (USA)

Bank  
C

Routing Number\*  
211

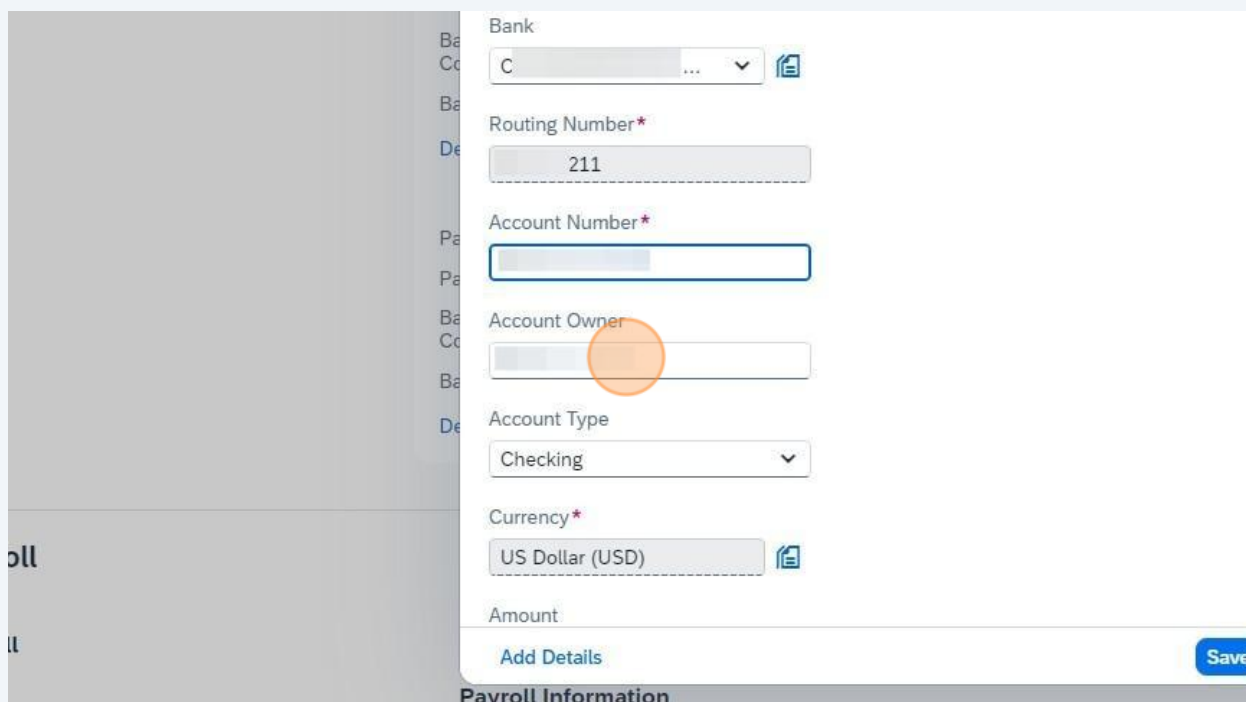
Account Number\*  
[highlighted]

Account Owner

Account Type  
Checking

Currency\*  
US Dollar (USD)

- 14 Enter your name into the "Account Owner" field.



A screenshot of the same web form, but with the Account Owner field highlighted by an orange circle. The form also shows an Amount field and a Save button at the bottom right.

Bank  
C

Routing Number\*  
211

Account Number\*  
[highlighted]

Account Owner  
[highlighted]

Account Type  
Checking

Currency\*  
US Dollar (USD)

Amount

Add Details

Save

Payroll Information



15

Select whether this account is a Checking or a Savings account in the Account Type dropdown menu.

This screenshot shows a form for adding a new bank account. The 'Account Type' dropdown menu is highlighted with an orange circle and is currently set to 'Checking'. Other visible fields include 'Routing Number' (211), 'Account Number' (empty), 'Account Owner' (empty), 'Currency' (US Dollar (USD)), and 'Amount' (empty). At the bottom of the form are buttons for 'Add Details', 'Save', and 'Cancel'. Below the form, the text 'Payroll Information' and 'Pay Statement' are visible.

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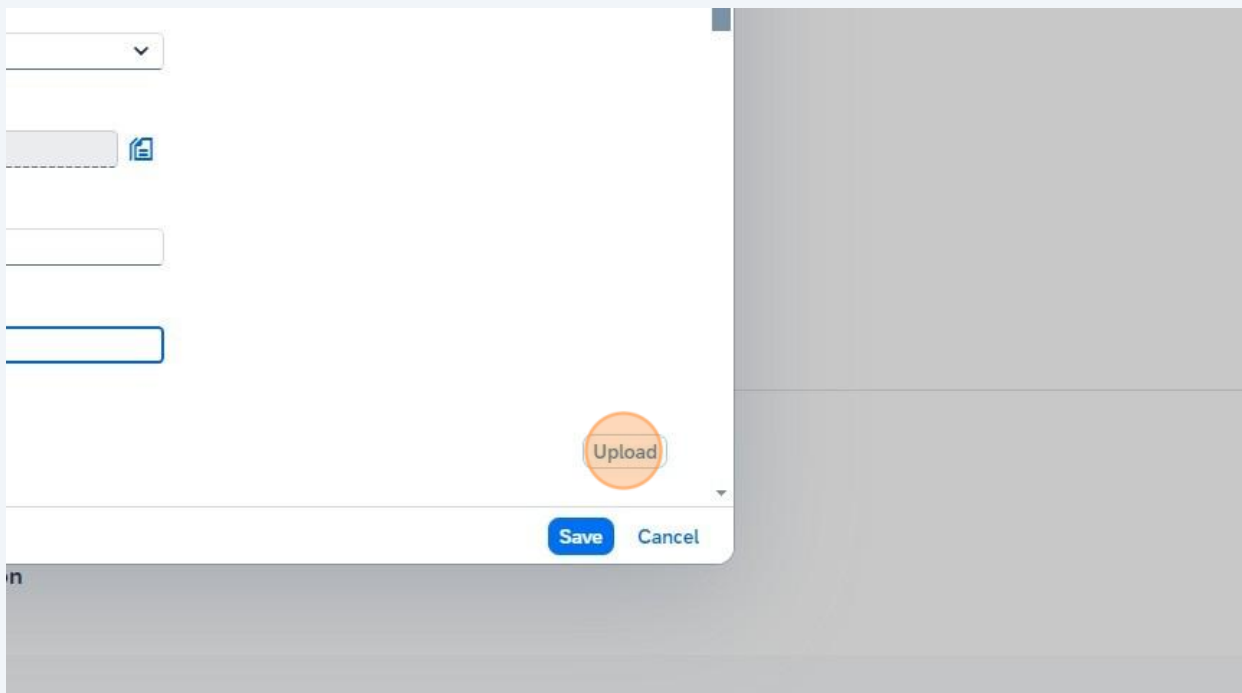
Click the "Amount" OR "Percent" fields to enter the dollar amount OR the percentage of your check that you wish to be deposited into this bank account.

This screenshot shows the same form as in step 15, but with the 'Amount' and 'Percent' input fields highlighted with orange rectangles. The 'Account Type' dropdown is still set to 'Checking'. The 'Amount' field is empty, and the 'Percent' field is also empty. The 'Attachment' field is visible below the 'Percent' field. At the bottom of the form are buttons for 'Add Details', 'Save', and 'Cancel'. Below the form, the text 'Payroll Information' is visible.

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You will need to upload bank backup for your account, such as an image of a voided check, an account details screenshot, or a bank letter that confirm your:

1. **bank name**
2. **routing number**
3. **account number**
4. **account type, and**
5. **that *you* are the account holder**

A screenshot of a web form for adding bank details. The form is white and contains several input fields: a dropdown menu at the top, a text field with a document icon to its right, and two more text fields below. At the bottom right of the form is a large orange circular button labeled 'Upload'. Below the form are two buttons: a blue 'Save' button and a grey 'Cancel' button. The background of the page is a solid grey.

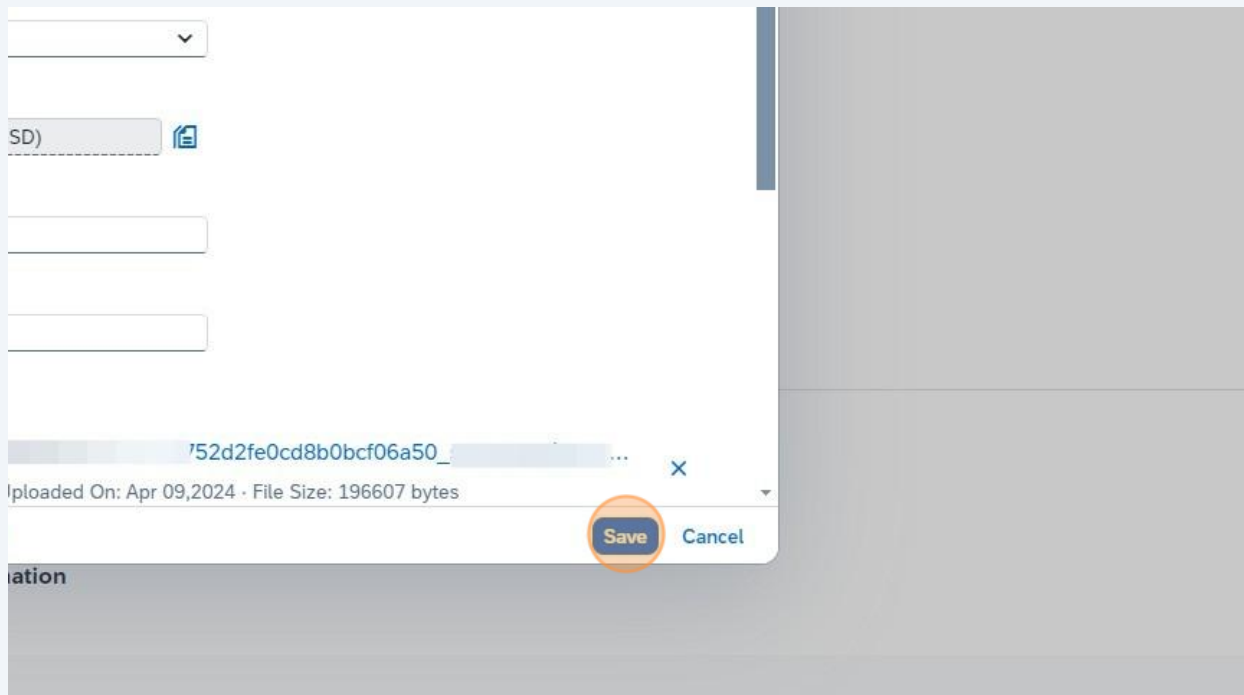
18

**Repeat these steps in the section labeled "Expense Bank Details" to ensure any expenses paid to you will be deposited into the correct account.** If you wish to have your check split between multiple accounts, you may also add additional bank accounts by clicking "Add Details" at the bottom left of the window.

Note: Only ONE expense bank needs to be added, regardless of how many accounts you elect for your paycheck deposit.

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Once you have verified that your account information is accurate and you have uploaded appropriate account backup as verification, click "Save".

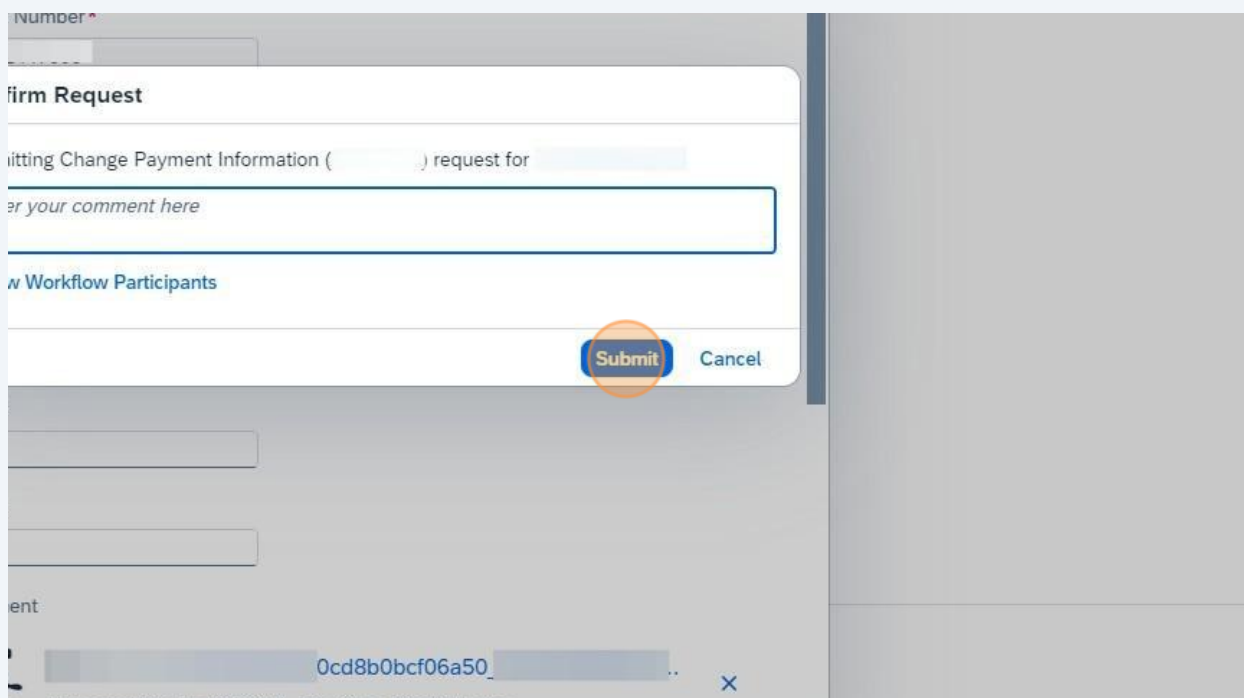


A screenshot of a web form. At the top, there is a dropdown menu. Below it, a text input field contains 'SD)' and has a file upload icon to its right. Further down are two more empty text input fields. A file upload confirmation bar is visible, showing a file name starting with '752d2fe0cd8b0bcf06a50\_' and a file size of 196607 bytes. At the bottom of this bar, the 'Save' button is highlighted with an orange circle, and a 'Cancel' button is next to it. The word 'ation' is partially visible at the bottom left of the form area.

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Click "Submit" to submit this information to our staff to verify and update for payroll.

Please check your EmpowerMe homepage for any notifications from our staff in case they require additional information before updating your account information.



A screenshot of a web form titled 'Firm Request'. It contains a text input field with the placeholder 'Submitting Change Payment Information ( ) request for'. Below this is a larger text area with the placeholder 'Enter your comment here'. A section titled 'Workflow Participants' is visible. At the bottom of the form, the 'Submit' button is highlighted with an orange circle, and a 'Cancel' button is next to it. A file upload confirmation bar is visible at the bottom, showing a file name starting with '0cd8b0bcf06a50\_' and a file size of 196607 bytes.

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If your direct deposit information needs to be corrected, our staff will send it back to you and you will receive the below notification tile on your homepage. Click to open it and view any comments or questions from our team regarding the reason it was sent back for correction.

[View My Profile](#)[View My Pay Statement](#)[Activate Mobile App](#)[View Reminders](#)[View Favorites](#)

## For You Today

[Change Payment Information...](#)**Request sent back by****CHRIS**

Effective on Apr 9, 2024

Coordinator

## Organizational Updates

[Full Links](#)

22

Click "Update" to modify the information that needs to be corrected.

United States (USA)

04/09/2024

12/31/9999

Pay Type	Payment Method	Bank Country/Region	(12) More
MAIN)	ACH Contract Payroll USA (P)	United States (USA)	Details
roll Bank	ACH Contract Payroll USA (P)	United States (USA)	Details

[Resubmit](#)[Update](#)[Withdraw](#)

- 23 Click "Details" to open up all your account information for editing.

United States (USA) ⓘ

04/09/2024

12/31/9999

Pay Type *	Payment Method *	Bank Country/Region *	(12) More	Actions
...	ACH Co...	United State...	Details ⓘ	↓
y...	ACH Co...	United State...	Details ⓘ	↑
n	No Sele...	No Selection	+ Details	

on behalf of on Tuesday,  
April 9, 2024 11:47:52 AM EDT

[Resubmit](#) [Withdraw](#) [Cancel Changes](#)

- 24 Modify or add any information that was incorrect or missing.

Pay Type **Main Payment Method** ▼

Customized Pay Type \* Main Bank (MAIN) ▼ ⓘ

Payment Method \* ACH Contract Payroll ... ▼ ⓘ

Bank Country/Region \* United States (USA) ▼ ⓘ

Account Owner

Account Number ⓘ

Routing Number

Bank CI B... ▼ ⓘ

IBAN Click or focus to edit

Business Identifier Code Click or focus to edit

Currency US Dollar (USD) ▼ ⓘ

Customer (CUSTOMER) (3020)  
No Direct Reports

Sent Back by CHRIS  
April 9, 2024.

Initiated by CHRIS  
behalf of

25

Click "Done" when you have verified that your information is complete and accurate.

Identifier Code

Currency

Amount

Percent

Attachment     
Last Updated: 04/09/2024

BusinessUnit

**Information Detail USA**

Account Type

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Click "Resubmit" to send your direct deposit information back to our staff.

Region

Start date

End date

Customized Pay Type *	Payment Method *	Bank Country/Region *	(12) More	Actions
<input type="text" value="Main Bank (..."/>	<input type="text" value="ACH Co..."/>	<input type="text" value="United State..."/>	<input type="button" value="Details"/>	
<input type="text" value="Expense Pay..."/>	<input type="text" value="ACH Co..."/>	<input type="text" value="United State..."/>	<input type="button" value="Details"/>	
<input type="text" value="No Selection"/>	<input type="text" value="No Sele..."/>	<input type="text" value="No Selection"/>	<input type="button" value="Details"/>	

Submitted by CHRIS on behalf of [redacted] on Tuesday, April 9, 2024 11:47:52 AM EDT

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You may add a comment or question in this dialogue box if you wish. Click "Submit" when you are done.

Confirm Request

Submitting Change Payment Information ( ) request for

[View Workflow Participants](#)

**Submit** Cancel

Payment Method *	Bank Country/Region *	(12) More	Actions
CH Co...	United State...		Details ↓
CH Co...	United State...		Details ↑
No Sele...	No Selection		+ Details