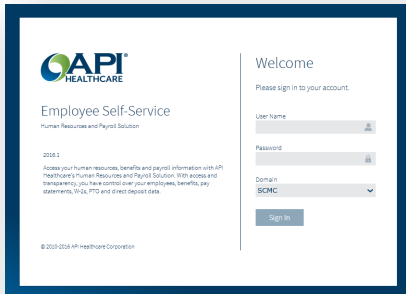


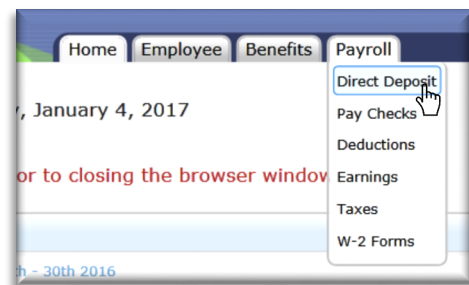
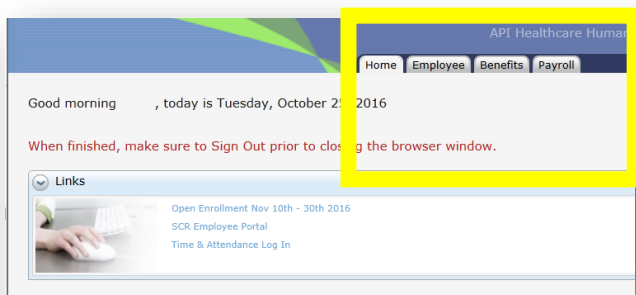
Step 1

Go to scrstaff.org and click on "Employee Self Service" link
(ESS will only work in Internet Explorer )



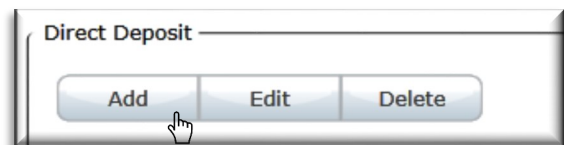
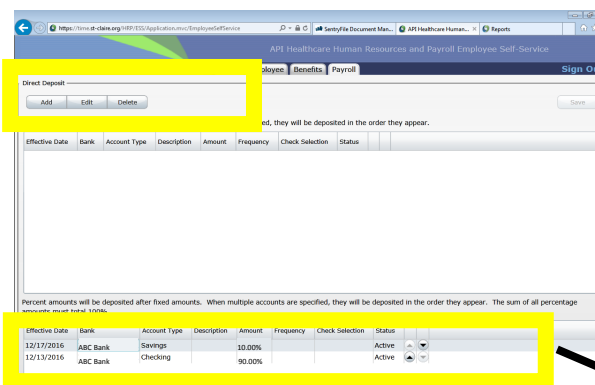
Step 2

Sign in using your User Name (ex: xx12345) And Password
 (Same as the User Name and Password you use for logging into any SCR computer.)



Step 3

Click on the "Payroll" tab and click on "Direct Deposit"



Step 4

Click "Add" if you want to add an additional bank account.

If you want to change information for your current account, click on the account you want to edit and click "Edit" at the top of the page.

Employee Self Service: How to Update Direct Deposit (cont.)

Step 5

Use the drop down arrows to select your bank and account type. Then type your account number in the box that says "Account Number"

Step 6

Type in the "Amount" box what amount of your pay you want to go to this account. You may enter either a dollar amount or percentage of your total pay. Then click the drop down arrow for "Amount Type" and click on either "Dollars" or "Percent."

Example 1: If you want \$100 of your pay check to go to this account, type "100" in the amount box and select "Dollars" in the drop down box.

Example 2: If you want 20% of your pay check to go to this account, type "20" in the amount box and select "Percent" in the drop down box.

Step 7

All flat dollar amounts will be deposited before percentage amounts. If you have multiple accounts, use the up and down arrows to determine which amounts you want to be deposited first. The amounts will be deposited in the order they appear on your screen.

Percent amounts will be deposited after fixed amounts. When multiple accounts are specified, they will be deposited in the order specified. All amounts must total 100%.

Effective Date	Bank	Account Type	Description	Amount	Frequency	Check Selection	Status
12/17/2016	ABC Bank	Savings		10.00%			Active
12/13/2016	ABC Bank	Checking		90.00%			Active

Notes

If your bank does not appear in the drop down, please contact Payroll at (606)783-6529 and they will add it for you.

Please be aware that the last digit of the routing number for each bank does not appear. This is not an error. Please continue to select the bank that matches the first 8 digits of your bank's routing number.