

Employee Service Center – Direct Deposit

Log in to the Employee Service Center

- Go to the District homepage at www.tylerisd.org
- Under the **Employees** header, select **Employee Service Center**
- Login > Username: last name + first initial of first name (ex.SmithR) and Password: 8 digit DOB (ex. 01231982)
- Go to **'My Payroll Information'** and **'My Direct Deposit'**

Single Account Direct Deposit

Fill out the screen as below, choosing information that matches your own account.

Direct Deposit

Direct Deposit

Employee Accepts Direct Deposit: * Yes No Set All Accounts: Active Inactive

Account Status: * Active Inactive

Primary Account: * Yes No

Account Type: * Saving Checking Savings Bonds

Routing Number: * [.....] Verify: * [.....] BANK OF AMERICA, N.A. HENRICO, VA

Account Number: * [.....] Verify: * [.....]

Beginning Check Date: [06-01-2016] [06-16-2016] ▾

Ending Check Date: [12-12-9999] [OPEN] ▾

Add **Clear**

Direct Deposit

Sort | Clear Sorted by: (default)

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net
[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾	[.....] ▾

record count: 0 of 0

Edit **Delete**

Choose Add, and you should see your DD information at the bottom of the screen like this:

Direct Deposit

Sort | Clear Sorted by: (default)

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net
06-16-2016	[OPEN]	Checking	BANK OF AMERICA, N.A.	111000025	XXXXX6789	Y	0.00	

record count: 1 of 1

Edit **Delete**

If your desire is to record a single account for receive all your payroll check, you are done.

If you want to have additional accounts, please continue to read the next section.

Multiple Account Direct Deposit

After inputting the “Primary Account” using the instructions above, you can input additional accounts as desired to receive a portion of your paycheck through direct deposit.

Fill out the screen as below, choosing information that matches your own account.

The screenshot shows the 'Direct Deposit' form with the following fields and values:

- Employee Accepts Direct Deposit: * Yes No
- Account Status: * Active Inactive
- Primary Account: * Yes No
- Account Type: * Saving Checking Savings Bonds ⓘ
- Routing Number: * [.....] Verify: * [.....] COOPERATIVE TEACHERS CU TYLER, TX
- Account Number: * [.....] Verify: * [.....]
- Beginning Check Date: * [06-01-2015] [06-16-2015] ▼
- Ending Check Date: * [12-12-9999] [OPEN] ▼
- Dollar Amount: * [100] OR [] % of Net

Buttons: **Add** **Clear**

Notice the Primary Account Flag is should be set to NO when inputting multiple accounts.

Notice the new option for a Dollar Amount (ex. \$100, \$525, etc.) or a Percentage Amount. You cannot input both.

A dollar amount will result in a specific amount being deposited to this account each payday, no matter the amount of the check (assuming of course that the total amount of the check is at least that much).

A percentage amount will divide the Net Amount of the check (Net Amount is amount paid after deductions and taxes are taken out).

After Adding a secondary account, you should see it in the list of account at the bottom of the screen, like this:

The screenshot shows the 'Direct Deposit' list with the following data:

Start Check Date	End Check Date	Type	Institution	Routing Number	Account Number	Primary	Dollar	% of Net
06-16-2016	[OPEN]	Checking	BANK OF AMERICA, N.A.	111000025	XXXXX6789	Y	0.00	
06-16-2015	[OPEN]	Checking	COOPERATIVE TEACHERS CU	311989548	XXXXX4321	N	100.00	

record count: 2 of 2

You can repeat this process to record a third, fourth, etc. account for your direct deposit.

Note: If you choose multiple accounts, remember that the Primary Account will only receive the “left-over” funds after all specific deposits to other accounts have been made. If you have chosen to deposit a specific amount greater than your paycheck, your deposit will not exceed your paycheck.