



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Deleting a Direct Deposit

1. Click the **Payroll** tile on the **Employee Self Service** home page.
2. Click the **Direct Deposit** link on the Actions panel
3. Click the **Remove** button
4. Click the **Yes - Delete** button on the **Confirm Delete** page
5. Click the **OK** button on the **Confirm Submit** page
6. The **Direct Deposit** page displays

Note

Once you delete direct deposit information, you must wait a day before you can add a new direct deposit.

The screenshots show the following steps:

1. Click the **Payroll** tile on the **Employee Self Service** home page.
2. Click the **Direct Deposit** link on the Actions panel.
3. Click the **Remove** button.
4. Click the **Yes - Delete** button on the **Confirm Delete** page.
5. Click the **OK** button on the **Confirm Submit** page.
6. The **Direct Deposit** page displays a message: "You are not allowed to add any direct deposit entries today. Try again tomorrow. You have not added any direct deposit account information."