



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

### Editing 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 **Edit** button
4. Edit information on the **Direct Deposit Details** page:
  - ✓ **Routing Number**
  - ✓ **Account Number**
  - ✓ **Retype Account Number**
  - ✓ **Account Type**
5. Click the **Submit** button
6. Click the **OK** button on the **Confirm Submit** page

The screenshots illustrate the following steps:

- Payroll Tile:** The first screenshot shows the 'Employee Self Service' home page with the 'Payroll' tile highlighted by a red box and the number 1.
- Direct Deposit Link:** The second screenshot shows the 'Payroll Self Service' page with the 'Direct Deposit' link highlighted by a red box and the number 2.
- Edit Button:** The third screenshot shows the 'Direct Deposit' page with the 'Edit' button highlighted by a red box and the number 3.
- Details Page:** The fourth screenshot shows the 'Direct Deposit Details' page with the 'Routing Number', 'Account Number', 'Retype Account Number', and 'Account Type' fields highlighted by a red box and the number 4.
- Submit Button:** The fifth screenshot shows the 'Direct Deposit Details' page with the 'Submit' button highlighted by a red box and the number 5.
- Confirm Submit:** The sixth screenshot shows the 'Confirm Submit' page with the 'OK' button highlighted by a red box and the number 6.