



MAINTAINING DIRECT DEPOSIT INFORMATION IN ESS

LOGGING INTO ESS

Dev - bp1da01z : 1

INTEGRITY
CONSISTENCY
BEACON
North Carolina
Office of the State Controller

Welcome State of North Carolina Employees

NCID :
Password :

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5:30 p.m., Monday through Friday.

For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

1. Type your NCID and password and click the Log On button.

Home | **My Data (ESS)** | My Staff (MSS) | SAP GUI | Reports | HR System Monitoring

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

My Employee Search
Search for NC State employees; find basic information about colleagues and their position in the State.

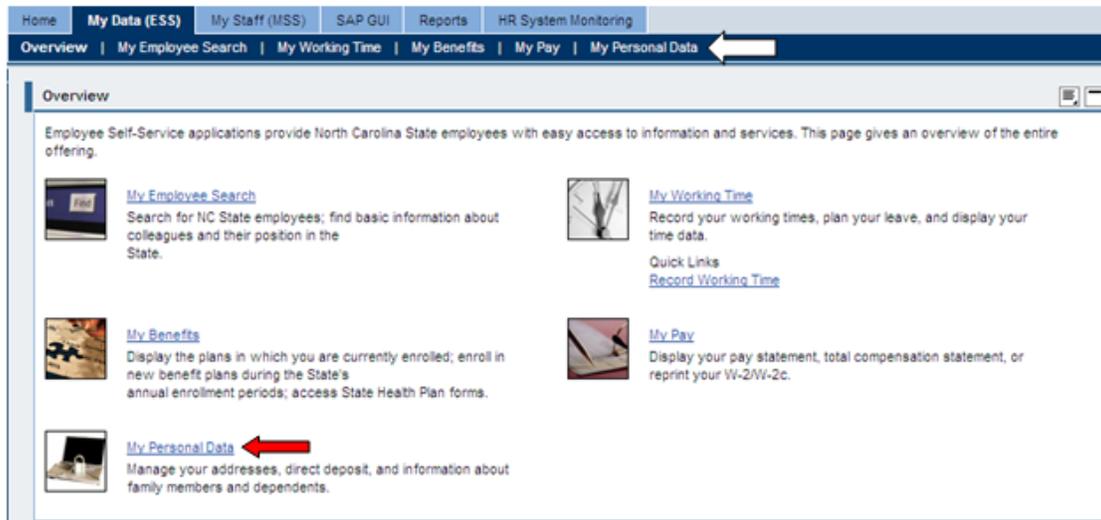
My Working Time
Record your working times, plan your leave, and display your time data.
Quick Links
[Record Working Time](#)

My Benefits
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.

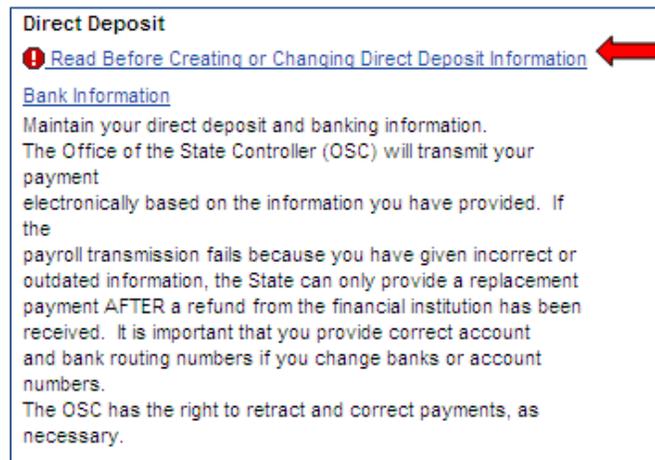
My Pay
Display your pay statement, total compensation statement, or reprint your W-2/W-2c.

My Personal Data
Manage your addresses, direct deposit, and information about family members and dependents.

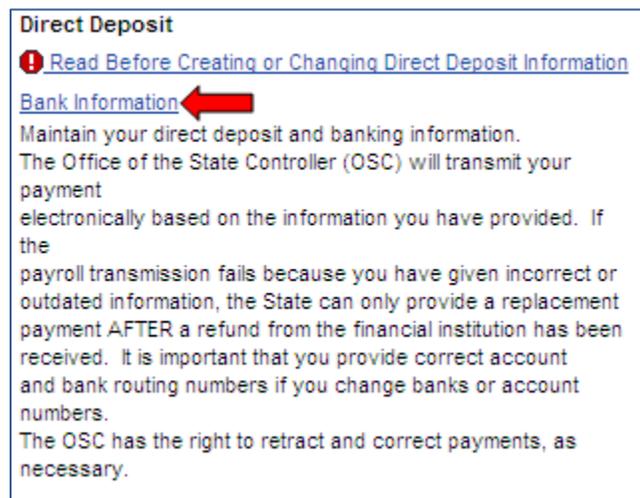
2. Select the **My Data (ESS)** tab.



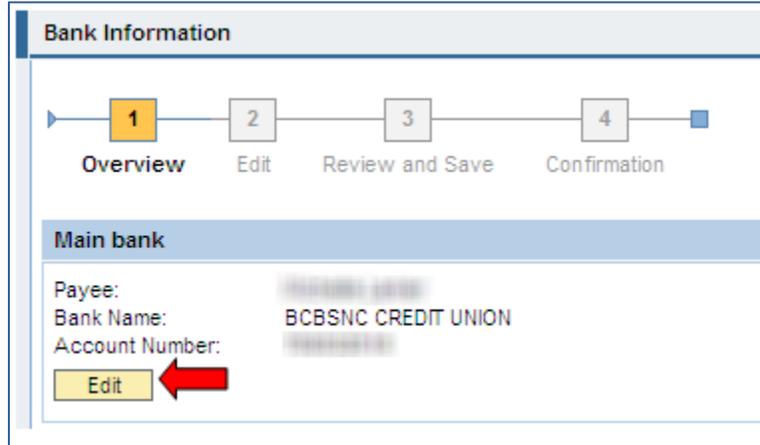
3. Select the **My Personal Data** link or sub-tab.



4. Read the **Read Before Creating or Changing Direct Deposit Information**.

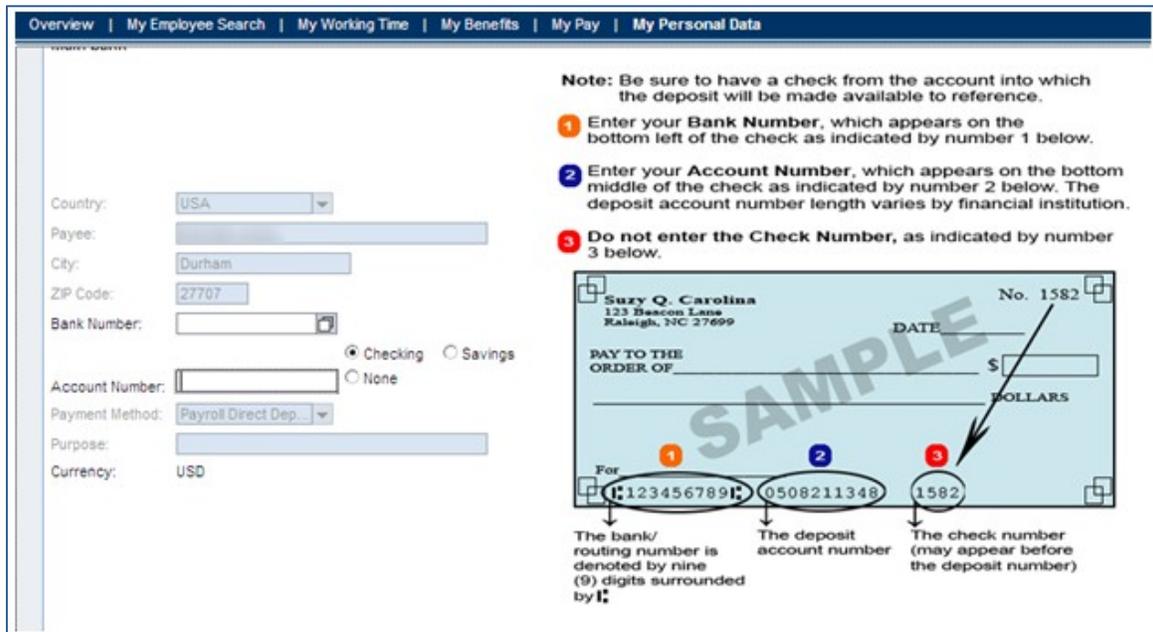


Main Bank



The screenshot shows a 'Bank Information' section with a progress bar containing four steps: 1. Overview (highlighted in yellow), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, the 'Main bank' section contains the following fields: Payee (blurred), Bank Name: BCBSNC CREDIT UNION, and Account Number (blurred). A yellow 'Edit' button is located below the Account Number field, with a red arrow pointing to it.

1. To edit your main bank select the edit box.



The screenshot shows the 'Main Bank' form with the following fields: Country: USA, Payee (blurred), City: Durham, ZIP Code: 27707, Bank Number (with a magnifying glass icon), Account Number (with radio buttons for 'Checking' and 'Savings'), Payment Method: Payroll Direct Dep., Purpose (blurred), and Currency: USD. To the right of the form is a 'Note' and a diagram of a check. The note states: 'Note: Be sure to have a check from the account into which the deposit will be made available to reference.' The diagram shows a check from 'Suzy Q. Carolina' with the following information: '1' points to the routing number '123456789', '2' points to the deposit account number '0508211348', and '3' points to the check number '1582'. The check also shows 'DATE', 'PAY TO THE ORDER OF', '\$', and 'DOLLARS'.

2. Complete the **Bank (routing) Number** and **Account Number** fields. Notice the diagram above that explains where to find this information on your check.
3. Next indicate if the account is **Checking** or **Savings**.

The system will default the next available valid from begin date. If you are a monthly employee this will be the first day of the next available month in which your change can be effective. If you are biweekly this will be the first day of the next available pay period. If you wish to change this date, you can select available dates from the drop-down menu.

NOTE: There is no stop date for main bank. The system will end the old account and start the new account based on the start date you select here.

Valid as of Future Date: 8/1/2010

◀ Previous Step **Review** ▶ Exit

4. Click the **Review** button to display the Bank Information screen to allow you to verify all information before you save it.

Home **My Data (ESS)**

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Bank Information

1 Overview 2 Edit **3 Review and Save** 4 Confirmation

Verify the Bank data below

Main bank

Country:	USA
Payee:	[REDACTED]
City:	Durham
ZIP Code:	27707
Bank's American Bankers' Association Number:	[REDACTED]
Bank Account Number:	[REDACTED]
Account Type:	Checking Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD

Valid from 8/1/2010

◀ Previous Step Save Exit

5. Review and verify the information you entered.

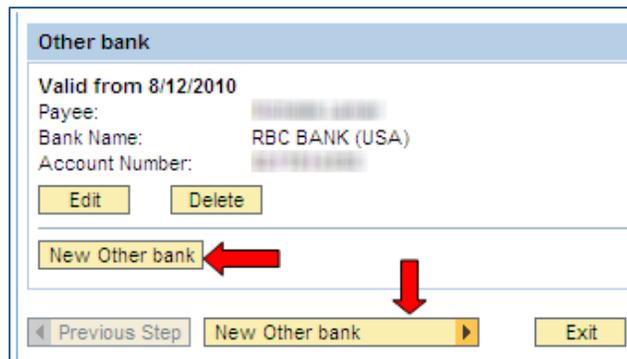
The screenshot displays the 'My Data (ESS)' interface. At the top, there is a navigation bar with 'Home' and 'My Data (ESS)'. Below this is a menu with 'Overview', 'My Employee Search', 'My Working Time', 'My Benefits', 'My Pay', and 'My Personal Data'. The main content area is titled 'Bank Information' and features a progress indicator with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation (highlighted in yellow). Below the progress indicator, a message states: 'The changes you made to your Bank data were saved'. Underneath, there are three links: 'Go to Bank Information Overview', 'Go to My Personal Data homepage', and 'Go to Employee Self-Services homepage'. The 'Main bank' section lists the following details: Country: USA, Payee: [REDACTED], City: Durham, ZIP Code: 27707, Bank's American Bankers' Association Number: [REDACTED], Bank Account Number: [REDACTED], Account Type: Checking Account, Payment Method: Payroll Direct Deposit, Purpose: [REDACTED], and Currency: USD. At the bottom, it notes 'Valid from 8/1/2010'.

You will know your change was saved with the confirmation statement. You can choose to log off at this point, go back to the Bank Information Overview page, My Personal Data homepage, or the Employee Self Service homepage.

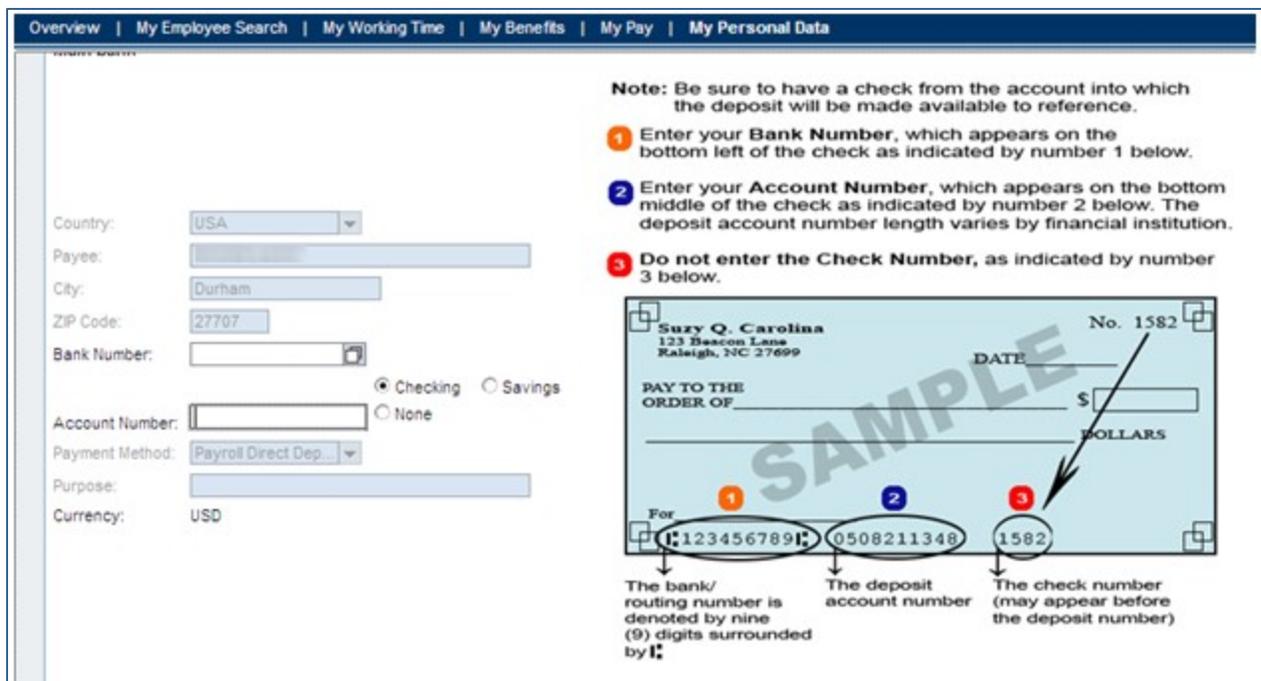
Other Bank

Employees are allowed to have up to three other banks. Other banks are optional.

CREATING NEW OTHER BANK



1. To create another bank, select either of the **New Other bank** boxes.



2. Complete the **Bank (routing) Number** and **Account Number** fields. Notice the diagram that explains where to find this information on your check. Next indicate if the account is checking or savings.

The system will default the next available valid from (begin) date. For monthly and biweekly employees this will be the first day of the current payroll or the first day of the next available pay period if the current payroll is no longer available for changes. The date of 12/31/9999 will also default for a valid to date. This date can be changed if you want to only have it effective for a certain time period.

NOTE: BIWEEKLY EMPLOYEES – the valid to date cannot be earlier than today's date.

MAINTAINING DIRECT DEPOSIT INFORMATION IN ESS

Validity Period: 8/7/2010 to: 12/31/9999

◀ Previous Step Review ▶ Exit

3. Click the **Review** button to verify all information on the Bank Information screen before you save it.

Home **My Data (ESS)**

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Bank Information

1 Overview 2 Edit **3 Review and Save** 4 Confirmation

Verify the Bank data below

Main bank

Country:	USA
Payee:	[redacted]
City:	Durham
ZIP Code:	27707
Bank's American Bankers' Association Number:	[redacted]
Bank Account Number:	[redacted]
Account Type:	Checking Account
Payment Method:	Payroll Direct Deposit
Purpose:	[redacted]
Currency:	USD

Valid from 8/1/2010

◀ Previous Step Save Exit

You will know your change was saved with the confirmation statement. You can choose to log off at this point, go back to the Bank Information Overview page, My Personal Data homepage, or the Employee's Self-Service homepage.

EDITING OTHER BANKS

You can change your other bank information by changing amounts or valid to date.

Other bank

Valid from 8/7/2010	[redacted]
Payee:	[redacted]
Bank Name:	STATE EMPLOYEES CREDIT UNION
Account Number:	[redacted]

▶ Edit Delete

1. To change your other bank information, select the **Edit** box.

Standard Percentage:

Or

Default Value:

2. Change your **Amount** or **Percent**.

NOTE: Do not change the routing number, account number or account type here. If you wish to create a new other bank, review the steps for OTHER BANK – CREATING NEW OTHER BANK.

The system will default the next available valid from begin date. For monthly and biweekly employees, this will be the first day of the current payroll or the first day of the next available pay period if the current payroll is no longer available for changes. The date of 12/31/9999 will also default for a valid to date. This date can be changed if you want to only have it effective for a certain time period.

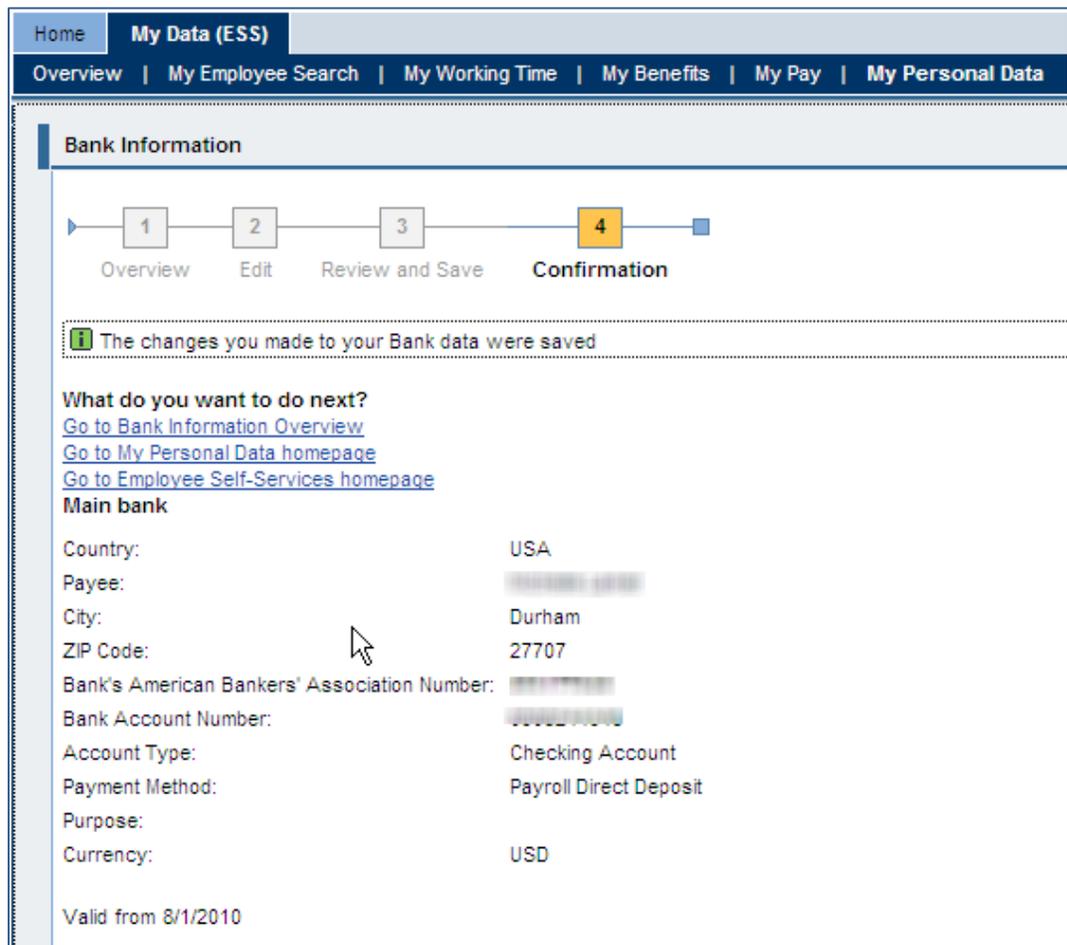
NOTE: BIWEEKLY EMPLOYEES – the valid to date cannot be earlier than today's date.

NOTE: If you need to stop your current other bank in the current payroll, please see the STOPPING CURRENT OTHER BANK steps later in this document.



A screenshot of a web form showing a 'Validity Period' section. It consists of two dropdown menus: the first is set to '8/7/2010' and the second is set to '12/31/9999'. Below the dropdowns are three buttons: 'Previous Step' (with a left arrow), 'Review' (with a right arrow), and 'Exit'.

3. Click the **Review** button to verify all information on the Bank Information screen before you save it.



The screenshot shows the 'Bank Information' screen in the ESS system. At the top, there is a navigation bar with 'Home' and 'My Data (ESS)'. Below this is a sub-navigation bar with 'Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data'. The main content area is titled 'Bank Information' and features a progress indicator with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Step 4 is highlighted in yellow. Below the progress indicator, a message states: 'The changes you made to your Bank data were saved'. Underneath, there are three links: 'Go to Bank Information Overview', 'Go to My Personal Data homepage', and 'Go to Employee Self-Services homepage'. The main section is titled 'Main bank' and lists the following details: Country: USA, Payee: [REDACTED], City: Durham, ZIP Code: 27707, Bank's American Bankers' Association Number: [REDACTED], Bank Account Number: [REDACTED], Account Type: Checking Account, Payment Method: Payroll Direct Deposit, Purpose: [REDACTED], and Currency: USD. At the bottom, it says 'Valid from 8/1/2010'.

MAINTAINING DIRECT DEPOSIT INFORMATION IN ESS

You will know your change was saved with the confirmation statement. You can choose to log off at this point, go back to the Bank Information Overview page, My Personal Data homepage, or the Employee's Self-Service homepage.

STOPPING CURRENT OTHER BANK



Other bank

Valid from 8/7/2010

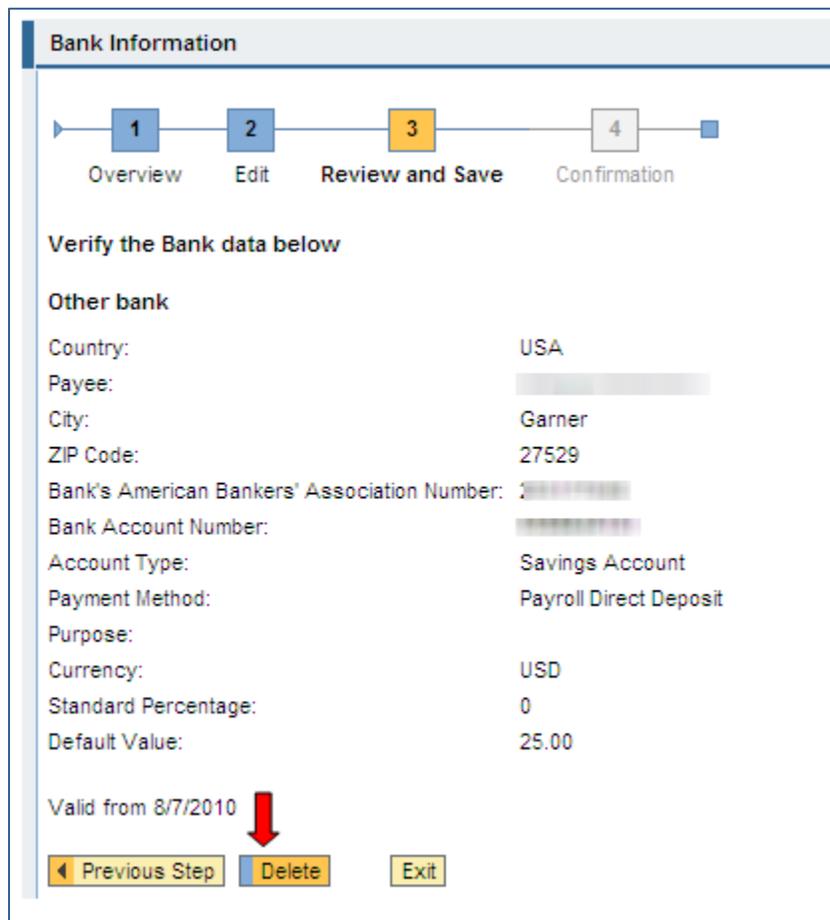
Payee: [REDACTED]

Bank Name: STATE EMPLOYEES CREDIT UNION

Account Number: [REDACTED]

Edit Delete

1. To stop your current other bank, select the **Delete** box.



Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Verify the Bank data below

Other bank

Country: USA

Payee: [REDACTED]

City: Garner

ZIP Code: 27529

Bank's American Bankers' Association Number: [REDACTED]

Bank Account Number: [REDACTED]

Account Type: Savings Account

Payment Method: Payroll Direct Deposit

Purpose:

Currency: USD

Standard Percentage: 0

Default Value: 25.00

Valid from 8/7/2010

Previous Step Delete Exit

2. The system will default the most current payroll effective date. You cannot change this date. If you wish to stop the current other bank with a future effective date, see the **EDIT CURRENT OTHER BANK** steps listed earlier in this document. The defaulted date will be the first date of the next available pay period. The system will delimit (or stop) the account with a date that is one day before the date given. Choose the **Delete** box here when you review the information.

The screenshot displays a four-step process flow: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Step 4 is highlighted in yellow. Below the flow, a message states: "The following Bank data was deleted". Underneath, it asks "What do you want to do next?" and provides three links: "Go to Bank Information Overview", "Go to My Personal Data homepage", and "Go to Employee Self-Services homepage". A section titled "Other bank" lists various fields and their values:

Country:	USA
Payee:	[REDACTED]
City:	Garner
ZIP Code:	27529
Bank's American Bankers' Association Number:	[REDACTED]
Bank Account Number:	[REDACTED]
Account Type:	Savings Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD
Standard Percentage:	0
Default Value:	25.00

Valid from 8/7/2010

3. You will know your change was saved with the confirmation statement. You can choose to log off at this point, go back to the Bank Information overview page, My Personal Data homepage, or the Employee Self Service homepage.

AP REIMBURSEMENT BANK

Department of Transportation employees can create and change their AP reimbursement bank (travel reimbursements) using ESS. [This function is for DOT employees only.](#)

AP Reimbursement Bank information does not have any effect on where or how your payroll check is deposited.

CREATING A REIMBURSEMENT BANK

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Main bank

Payee:

Bank Name: STATE EMPLOYEES CREDIT UNION

Account Number:

1. Select New AP Reimbursement Bank.

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

AP Reimbursement Bank

Country: USA

Payee:

City: Zebulon

ZIP Code: 27597

Bank Number:

Checking Savings

Account Number: None

Payment Method: Payroll Direct Dep.

Purpose:

Currency: USD

Valid as of Future Date: 10/1/2011

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3 Do not enter the **Check Number**, as indicated by number 3 below.

SAMPLE

Suzy Q. Carolina
123 Beacon Lane
Raleigh, NC 27699

DATE: _____ No. 1582

PAY TO THE ORDER OF \$ _____

_____ DOLLARS

For

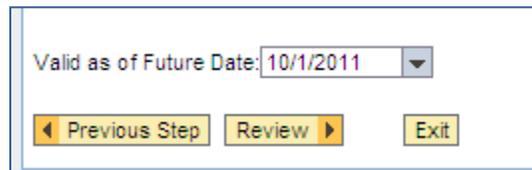
① 123456789 ② 0508211348 ③ 1582

The bank/ routing number is denoted by nine (9) digits surrounded by ⑈

The deposit account number

The check number (may appear before the deposit number)

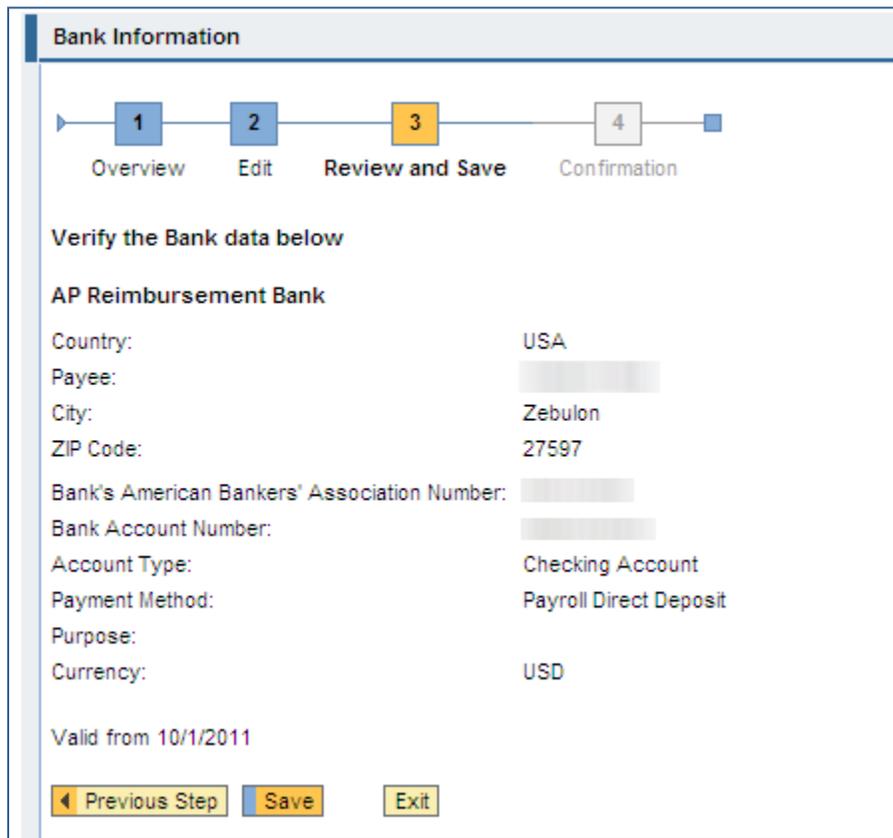
2. Complete the bank (routing) number and account number fields.
Notice the diagram below that explains where to find this information on your check.
3. Next indicate if the account is checking or savings. The system will default the next available valid From (begin) date.



Valid as of Future Date: 10/1/2011

◀ Previous Step Review ▶ Exit

4. Click the review button to verify all information on the bank information screen before you save it.



Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Verify the Bank data below

AP Reimbursement Bank

Country: USA
Payee: [REDACTED]
City: Zebulon
ZIP Code: 27597
Bank's American Bankers' Association Number: [REDACTED]
Bank Account Number: [REDACTED]
Account Type: Checking Account
Payment Method: Payroll Direct Deposit
Purpose:
Currency: USD

Valid from 10/1/2011

◀ Previous Step Save Exit

5. Verify the information displayed and click the Save button to save your changes. If the changes are incorrect, click Previous step to go back to the previous screen to change.

EDITING AN AP REIMBURSEMENT BANK

Only one AP reimbursement bank is allowed at one time.



AP Reimbursement Bank

Valid from 10/1/2011

Payee: [REDACTED]
Bank Name: STATE EMPLOYEES CREDIT UNION
Account Number: [REDACTED]

Edit Delete

1. To edit your current AP reimbursement bank, select the Edit box.

MAINTAINING DIRECT DEPOSIT INFORMATION IN ESS

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

AP Reimbursement Bank

Country: USA
Payee: _____
City: Zebulon
ZIP Code: 27597
Bank Number: _____
Account Number: _____
Payment Method: Payroll Direct Dep...
Purpose: _____
Currency: USD

Checking Savings
 None

Valid as of Future Date: 10/1/2011

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1 Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2 Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3 Do not enter the **Check Number**, as indicated by number 3 below.

The bank/ routing number is denoted by nine (9) digits surrounded by @.

The deposit account number

The check number (may appear before the deposit number)

2. Enter your new information.

Valid as of Future Date: 10/1/2011

◀ Previous Step Review ▶ Exit

3. Click the Review button to verify all information on the bank information screen before you save it.

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Verify the Bank data below

AP Reimbursement Bank

Country: USA
Payee: [redacted]
City: Zebulon
ZIP Code: 27597
Bank's American Bankers' Association Number: [redacted]
Bank Account Number: [redacted]
Account Type: Checking Account
Payment Method: Payroll Direct Deposit
Purpose: [redacted]
Currency: USD

Valid from 10/1/2011

Previous Step Save Exit

4. Verify the information displayed and click the Save button to save your changes. If the changes are incorrect, click the Previous step button to go back to the previous screen to change.

STOPPING AN AP REIMBURSEMENT BANK

You can stop your AP reimbursement bank at any time.

AP Reimbursement Bank

Valid from 10/1/2011
Payee: [redacted]
Bank Name: STATE EMPLOYEES CREDIT UNION
Account Number: [redacted]

Edit Delete

1. To stop your current AP reimbursement bank, select the Delete box.

The screenshot displays a four-step process: 1. Overview, 2. Edit, 3. Review and Save (highlighted in yellow), and 4. Confirmation. Below the steps, the user is prompted to 'Verify the Bank data below'. The data includes:

- AP Reimbursement Bank**
- Country: USA
- Payee: [Redacted]
- City: Zebulon
- ZIP Code: 27597
- Bank's American Bankers' Association Number: [Redacted]
- Bank Account Number: [Redacted]
- Account Type: Checking Account
- Payment Method: Payroll Direct Deposit
- Purpose: [Redacted]
- Currency: USD

Below this, there is a section for 'International Money Transfer' with an 'IBAN:' field. At the bottom, it states 'Valid from 10/1/2011'. Navigation buttons include 'Previous Step', 'Delete', and 'Exit'.

2. After reviewing the data you want to stop, select the Delete box again.

The screenshot displays the same four-step process, but now step 4, 'Confirmation', is highlighted in yellow. Below the steps, a message box with a green information icon states: 'The following Bank data was deleted'.

3. You will receive the message that your data was successfully deleted (stopped).

DIRECT DEPOSIT ACCOUNT REMINDERS

- Do not ever close your account until you see that the new account has been posted to. This will prevent your money from being rerouted back to the Federal Reserve if it tries to post to an account that is closed. It can take an average of two weeks to recoup money that is sent back to the Federal Reserve.
- If payroll is running and you are in the system making changes to your account(s), you may receive validity periods for a later pay period than what is currently being processed. You may also receive a message that states Service is Locked. If this occurs, wait a couple hours to make your change or contact Shared Services at 888-NCBEST4U or 919-707-0707.
- If you need to edit, stop or create a main bank or other bank account and the dates you want to make it effective are not available in the drop-down box, please contact your agency HR/Payroll Representative or BEST Shared Services at 888-NCBEST4U or 919-707-0707.

MAINTAINING DIRECT DEPOSIT INFORMATION IN ESS

- New employees cannot use ESS to create their first main bank account. They must contact their agency HR/Payroll representatives to start their main bank account for the first time.
- Contact BEST Shared Services for all questions regarding bank details. 888-NCBEST4U or 919-707-0707.