

Command/SPO: Direct Deposit

Introduction This guide provides the procedures for a P&A technician to change a member's direct deposit in DA.

Information Type, **DO NOT copy and paste** account numbers from other applications as they may contain hidden characters not compatible with the Treasury interface.

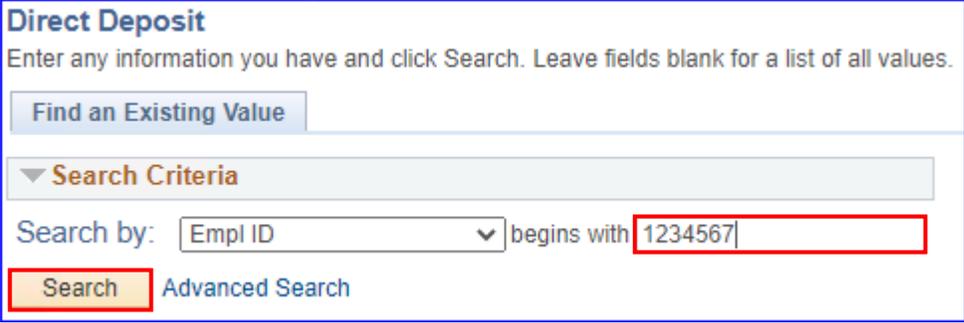
Procedures See below.

Step	Action
1	Click on the AD/RSV Payroll Workcenter tile. 

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Command/SPO: Direct Deposit, Continued

Procedures,
continued

Step	Action
2	<p>Scroll to the Act/RSV Pay Shortcuts section and select the Direct Deposit option.</p>  <p>The screenshot shows a list of menu items. The 'Act/RSV Pay Shortcuts' section is expanded, and 'Direct Deposit' is highlighted with a red rectangular box.</p>
3	<p>Enter the member's Empl ID. Click Search.</p>  <p>The screenshot shows the 'Direct Deposit' search page. The 'Search Criteria' dropdown is set to 'Empl ID'. The search field contains '1234567' and is highlighted with a red box. The 'Search' button is also highlighted with a red box.</p>

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Command/SPO: Direct Deposit, Continued

Procedures,
continued

Step	Action												
4	<p>The member's current EFT/Direct Deposit information will be displayed. To make changes, click Edit.</p> <div data-bbox="321 527 1300 873" style="border: 1px solid blue; padding: 5px;"> <p>EFT/Direct Deposit Samuel Wilson.....</p> <p>Click the "Edit" button to change your current EFT/Direct Deposit election for your net pay. You will need your bank routing number and bank account number to complete this transaction. If a Future row exists and it needs changed, click the EDIT button on the future row and make the change and save.</p> <p>If you have any questions, please contact your SPO/Admin office.</p> <p>Pay Distribution Instructions</p> <p>1-1 of 1</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>11/01/2024</td> <td>Bank Transfer</td> <td>Navy Federal Credit Union (256074974)</td> <td>117117117117</td> <td style="text-align: center;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	11/01/2024	Bank Transfer	Navy Federal Credit Union (256074974)	117117117117	<input type="button" value="Edit"/>
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Current	11/01/2024	Bank Transfer	Navy Federal Credit Union (256074974)	117117117117	<input type="button" value="Edit"/>								
5	<p>The Effective Date will default to the first day of the pay period the change will take effect and cannot be edited. Select the Account Type from the drop-down. Enter the Routing Number. Press the Tab key to populate the Bank Name. Enter the Account Number</p> <p>NOTE: If the routing number is incorrect, an error message will display. Click OK and enter a valid routing number.</p> <div data-bbox="321 1157 1057 1486" style="border: 1px solid blue; padding: 5px;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: <input type="text" value="Checking"/> (v)</p> <p>*Routing Number: <input type="text" value="101100728"/> (Be sure to verify, this must be 9 digits)</p> <p>*Account Number: <input type="text" value="174174174"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: Corefirst Bank & Trust</p> <p><input type="button" value="Save"/></p> <p>Return to Summary</p> </div> <div data-bbox="321 1514 1271 1770" style="border: 1px solid blue; padding: 5px;"> <p>*Account type: <input type="text" value="Checking"/> (v)</p> <p>*Routing Number: <input style="background-color: #f08080;" type="text" value="314074268"/> (Be sure to verify, this must be 9 digits)</p> <p>*Account Number: <input type="text" value=""/> (Limited to 17 characters; no spaces)</p> <p>Message</p> <p>Missing or Invalid Routing Number (30001,43)</p> <p>A valid bank routing number is required to process your EFT/Direct Deposit change. Your bank routing number will be 9 digits and is public information that your bank will provide.</p> <p style="text-align: center;"><input style="background-color: #ffff00;" type="button" value="OK"/></p> </div>												

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Command/SPO: Direct Deposit, Continued

Procedures,
continued

Step	Action												
6	<p>Click Save.</p> <p>NOTE: Return to Summary will take you to the Return to Search option.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Routing Number: <input type="text" value="101100728"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text" value="174174174"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: Corefirst Bank & Trust</p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Summary"/> </p> </div>												
7	<p>The member's new Current EFT/Direct Deposit will be displayed.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Pay Distribution Instructions</p> <p> 1-2 of 2 ▾</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Future</td> <td>03/01/2025</td> <td>Bank Transfer</td> <td>Corefirst Bank & Trust (101100728)</td> <td style="border: 2px solid red;">174174174</td> <td style="text-align: center;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number		Future	03/01/2025	Bank Transfer	Corefirst Bank & Trust (101100728)	174174174	<input type="button" value="Edit"/>
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