Managing Direct Deposits Overview

This Job Aid provides the step by step instructions that you can utilize to manage your Direct Deposit Accounts using the Employee Self-Service portal (ESS).

Below are some important points to remember about Direct Deposits in Cardinal for self-service users:

- There is only one Direct Deposit record for each employee in Cardinal. If you have multiple jobs within the same Agency or at different Agencies, all deposits will be distributed the same way.
- If you transfer into a new Agency or are rehired, be sure to verify your Direct Deposit information.
- You can add up to 10 Direct Deposit Accounts on your Direct Deposit record.
- Direct Deposits are effective dated with the date that the entry and/or update is made in Cardinal. Employees cannot future date Direct Deposits in Cardinal. Future dated entries can only be made by your Agency Payroll Administrator.
- You must have one **Remaining Balance** Account on your Direct Deposit record.
- You can view the full Account Number information for any of your Direct Deposit Account(s) on the **Direct Deposit** page.

Email Notification of Changes to Direct Deposit

When changes are made to an employee's Direct Deposit by the employee or the Agency Payroll Administrator, an email notification is sent to the employee indicating an update was made and the date it was made.

If you receive a notification, please do the following:

- View your employee Direct Deposit information via the Employee Self-Service portal (ESS)
- If you did not authorize a change, contact your Agency Payroll Office immediately
- If the Agency Payroll Office cannot confirm the changes, the Payroll Administrator will submit a Help Desk ticket to vccc@vita.virginia.gov with the following in the subject line "Cardinal Direct Deposit Change Not Authorized" and include your contact information

Table of Contents

Revision History

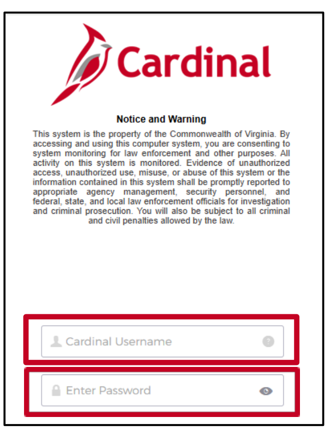
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/28/2026	Adding a note in the Updating an Existing Account section indicating a pop-up message displays which instructs the user to click the **Cancel** button, not the **Save** button, if no changes were made to the account.
11/18/2025	Baseline.

Entering an Initial Direct Deposit Account

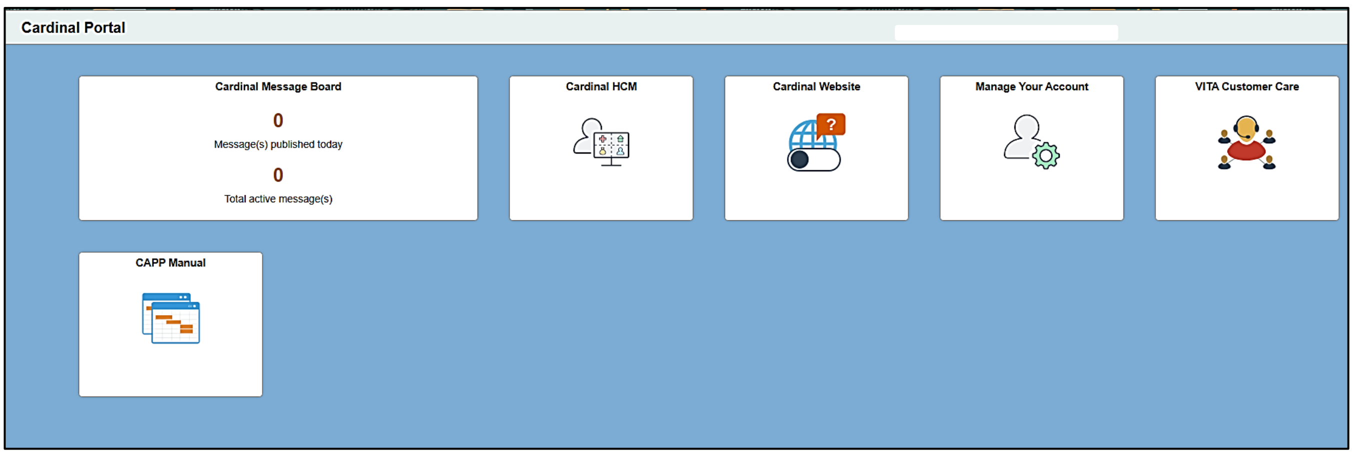
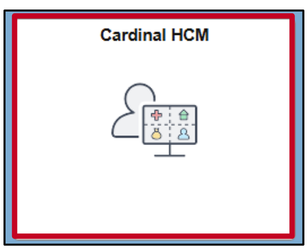
If you are setting up multiple accounts, you must set up your Remaining Balance account first.

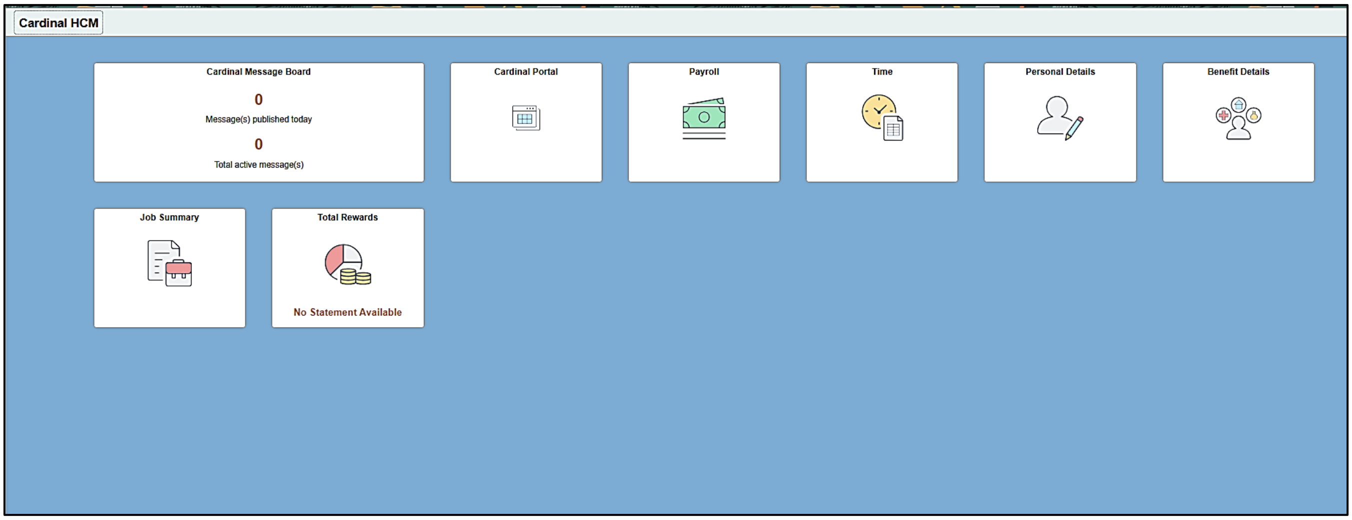
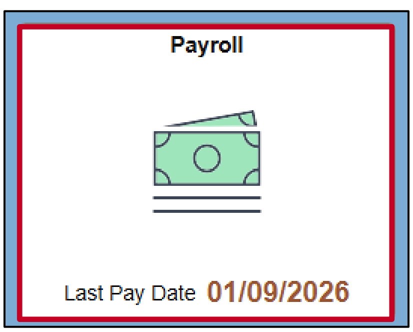
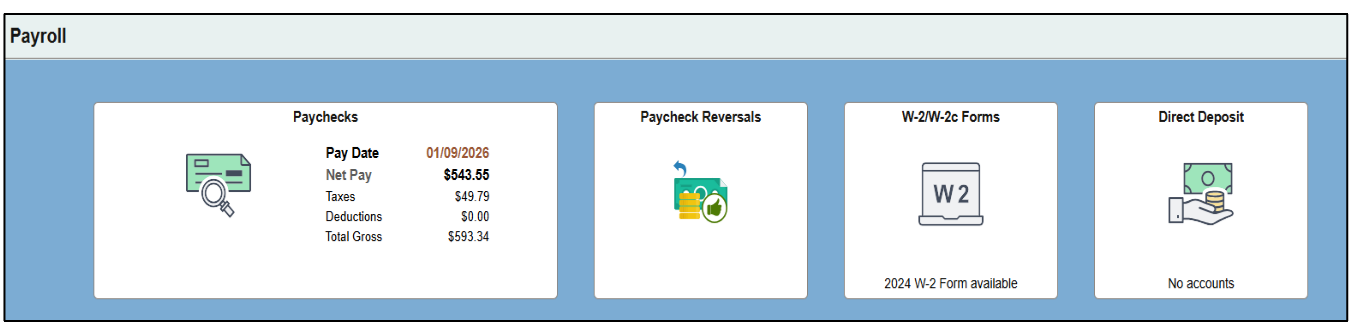
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log into Cardinal (my.cardinal.virginia.gov).</td></tr>
<tr><td></td><td>For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td colspan="2">The Cardinal Homepage displays.

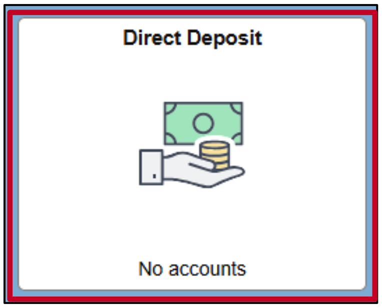
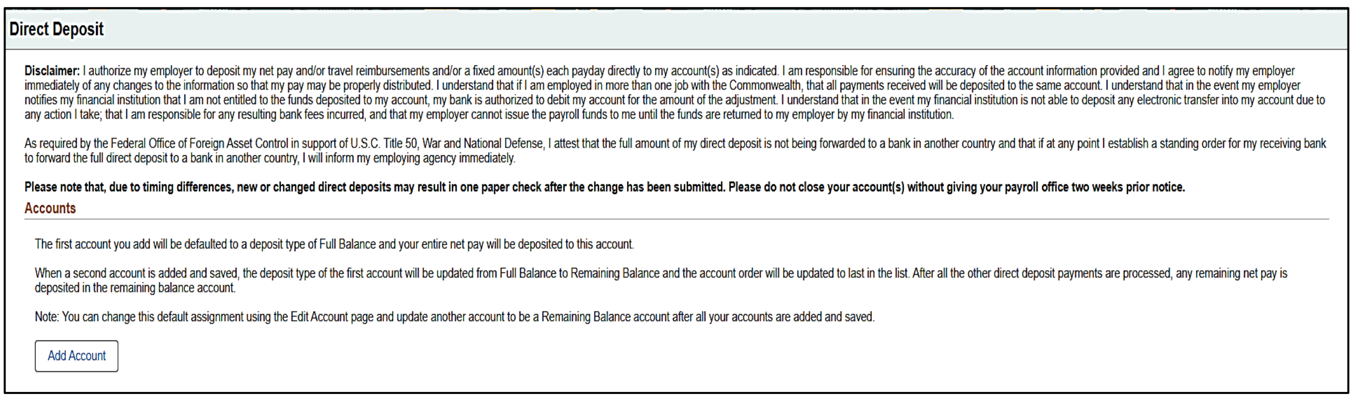
</td></tr>
<tr><td>2.</td><td>Enter your Cardinal Username and Password in the Cardinal Username and Enter Password fields.



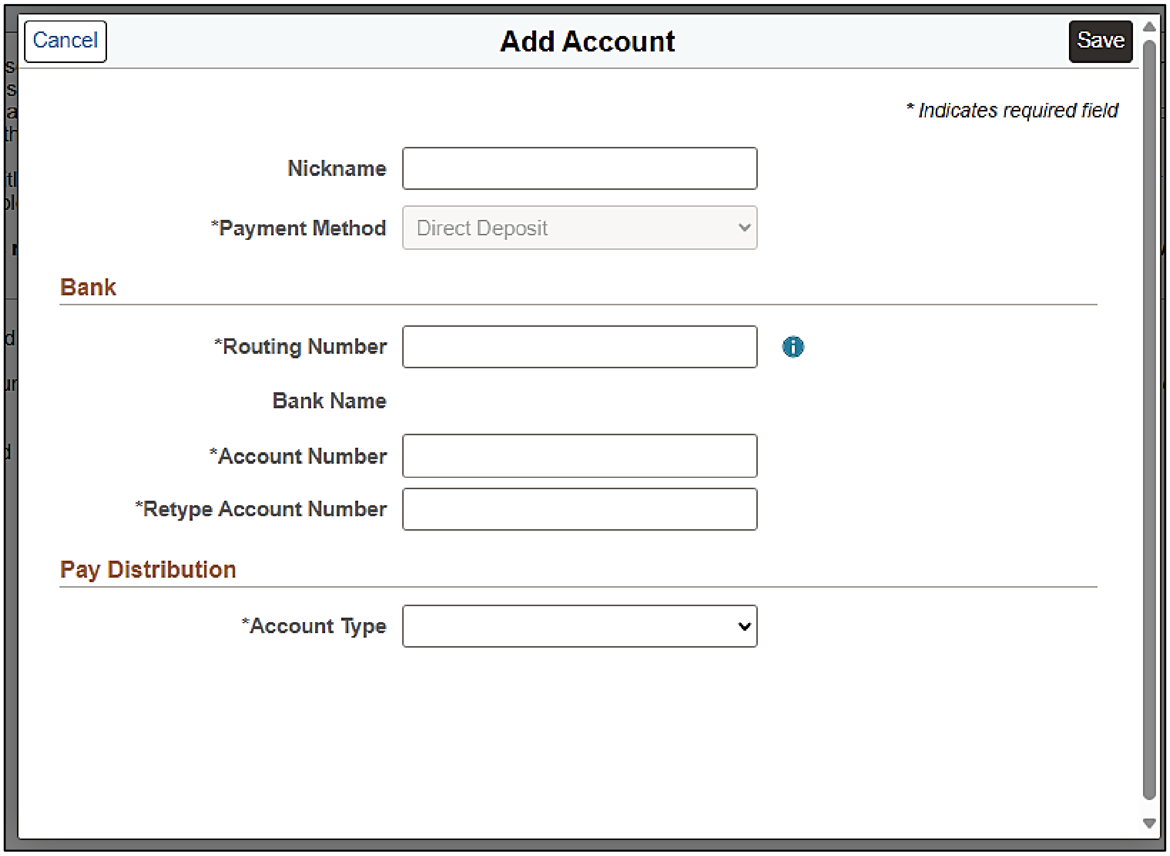
</td></tr>
</table>

Step	Action
3.	Click the **Sign In** button. 
	Users may receive a message requesting additional verification.
The **Cardinal Portal** page displays.  	
4.	Click the **Cardinal HCM** tile. 

Step	Action
The **Cardinal HCM Homepage** displays. 	
	The tiles displayed on the **Cardinal HCM Homepage** will vary based upon individual security roles and settings.
5.	Click the **Payroll** tile. 
The **Payroll** page displays. 	

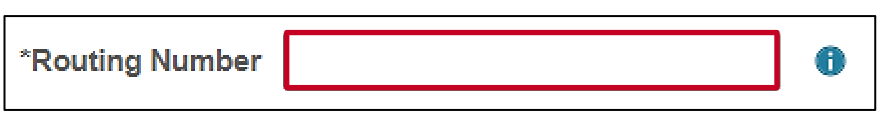
Step	Action
6.	Click the **Direct Deposit** tile. 
	The **Direct Deposit** page displays. 
	The first account you add will default with a deposit type of Full Balance and the entire net pay amount will be deposited into this account.
7.	Click the **Add Account** button. 
	If you are setting up multiple accounts, you must set up your Remaining Balance account first.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Add Account page displays in a pop-up window.


</td></tr>
<tr><td></td><td>Required fields are noted with an asterisk (*).</td></tr>
<tr><td>8.</td><td>Enter a name for the Direct Deposit account in the Nickname field.


</td></tr>
<tr><td></td><td>The Payment Method field defaults to “Direct Deposit” and cannot be changed.

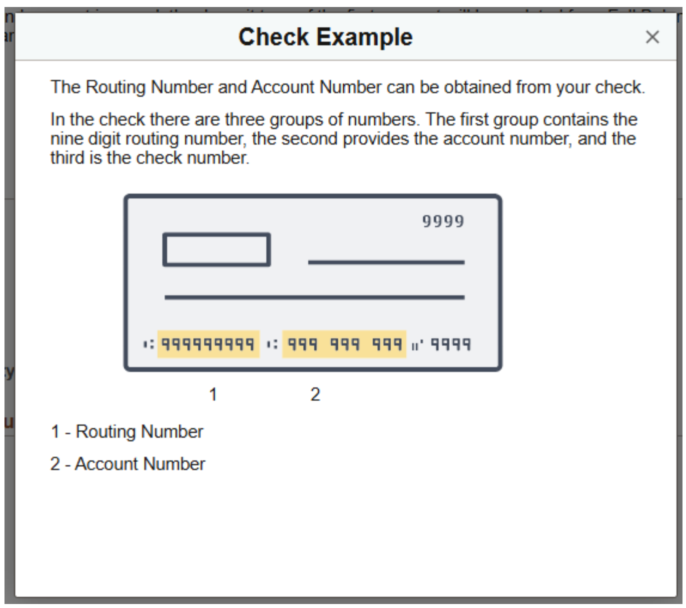

</td></tr>
<tr><td>9.</td><td>Enter your Bank’s Routing Number in the Routing Number field and press the Tab key.


</td></tr>
</table>

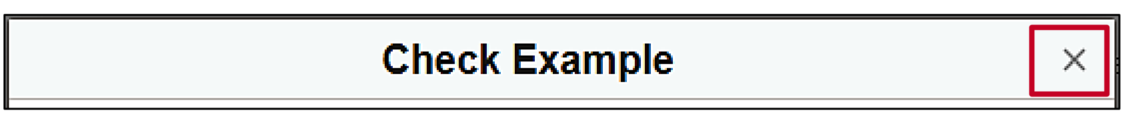
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Routing Numbers are validated to the Bank Table in Cardinal to verify the Bank Name. If you enter a valid Routing Number and the Bank does not display, notify your Agency Payroll Administrator and they will work with State Payroll Operations (SPO) to have it added.</td></tr>
<tr><td>10.</td><td>Click the Information icon next to the Routing Number field to view where the Bank Routing Numbers are displayed on the check.

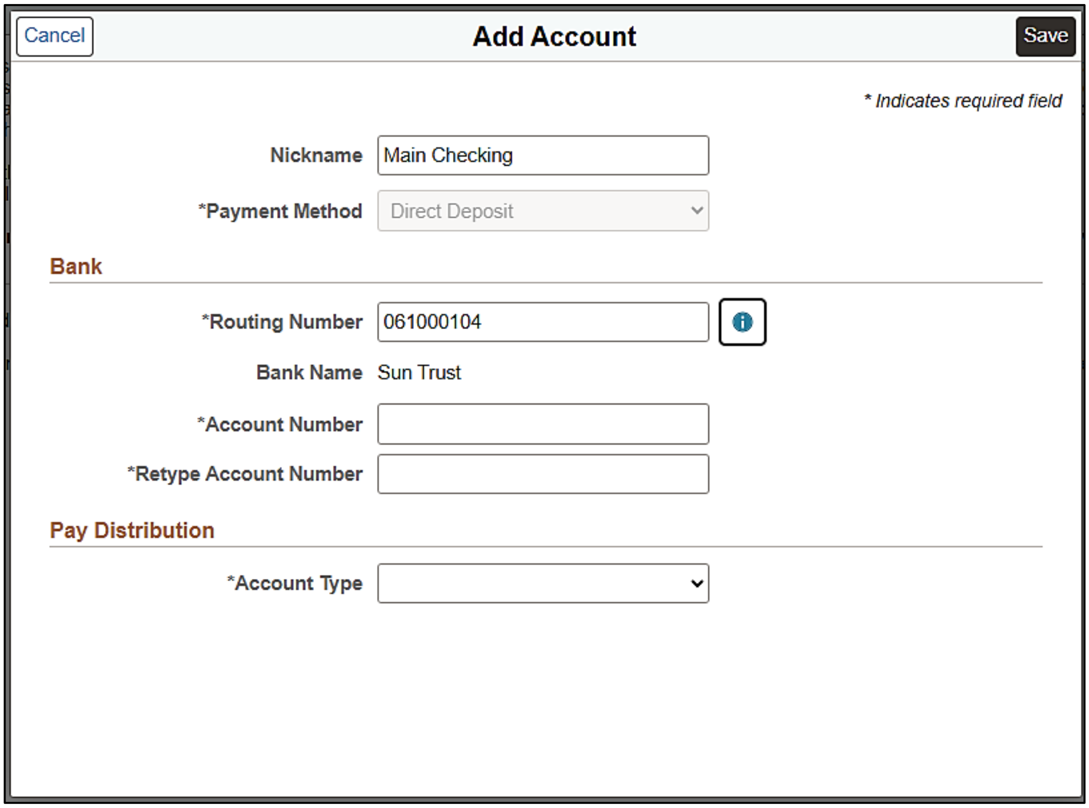
If you do not need to review this information, proceed to Step 14.

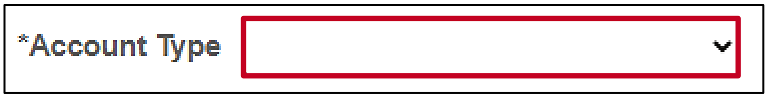
</td></tr>
<tr><td colspan="2">The Check Example page displays in a pop-up window.


</td></tr>
<tr><td></td><td>This information can be utilized as needed to view where Bank Routing Numbers are displayed on a check.

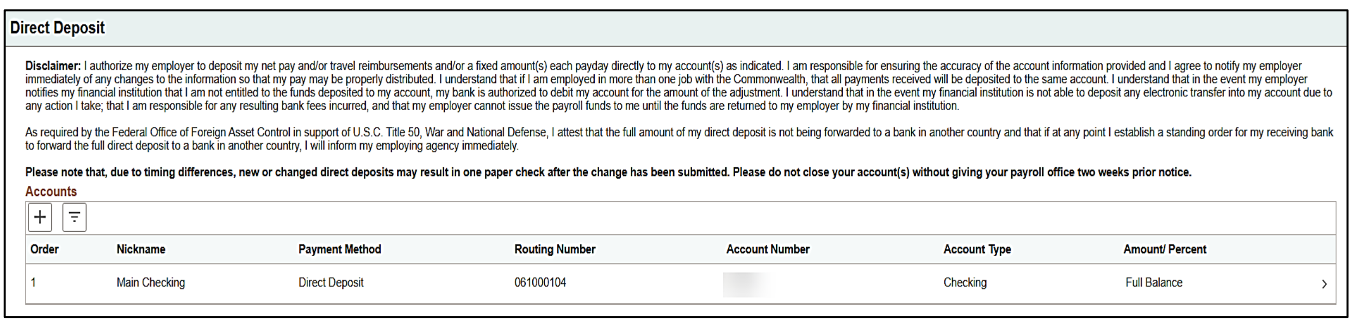
Bank Routing Numbers are public information and can also be found by performing a search in any internet browser.</td></tr>
<tr><td>11.</td><td>Click the X icon to close the pop-up window.


</td></tr>
</table>

Step	Action
	The **Add Account** page refreshes with the name of the Bank displayed in the **Bank Name** field. 
i	Once a valid Routing number is entered, the Bank's name will display in the **Bank Name** field.
12.	Review the **Bank Name** field to verify it is accurate.
i	If the Bank Name is not correct, verify that the correct routing number was entered and update the information as applicable.
13.	Enter your Bank account number in the **Account Number** field. 
14.	Reenter the Bank account number in the **Retype Account Number** field. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>Select the applicable account type using the Account Type dropdown button.

</td></tr>
<tr><td></td><td>Options for the Account Type field include the following:
COVA Paycard
Checking
Savings
A COVA Paycard can only be entered by the Agency Payroll Administrator. Once the Payroll Administrator adds the COVA Paycard account, you will be able to view it on your Direct Deposit page.

You can also set up a Commonwealth Savers account using the “Savings” Account Type.</td></tr>
<tr><td>16.</td><td>Click the Save button.

</td></tr>
<tr><td colspan="2">The Direct Deposit page displays with the new Direct Deposit account in the Accounts section.

</td></tr>
<tr><td></td><td>You can view your full account number on the Direct Deposit page.

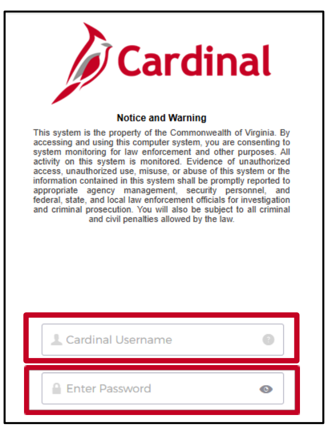
If you notice something is incorrect, you can edit any of the information you entered. For more information about updating direct deposits, see the section of the Job Aid titled <u>Updating an Existing Direct Deposit Account</u>.

For information about adding additional account(s) see the section of this Job Aid titled <u>Adding a New Direct Deposit Account</u>.</td></tr>
</table>

Adding a New Direct Deposit Account

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log into Cardinal (my.cardinal.virginia.gov).</td></tr>
<tr><td></td><td>For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td colspan="2">The Cardinal Homepage displays.

</td></tr>
<tr><td>2.</td><td>Enter your Cardinal Username and Password in the Cardinal Username and Enter Password fields.



</td></tr>
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Step	Action
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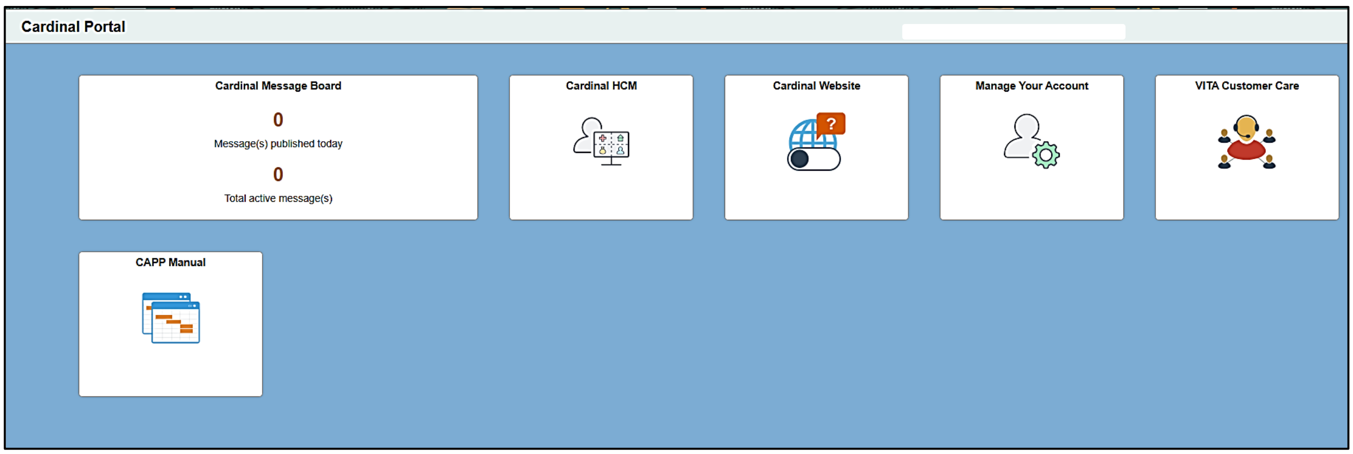
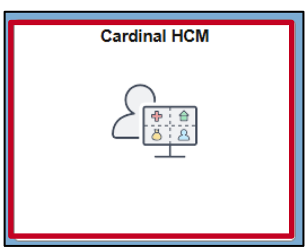
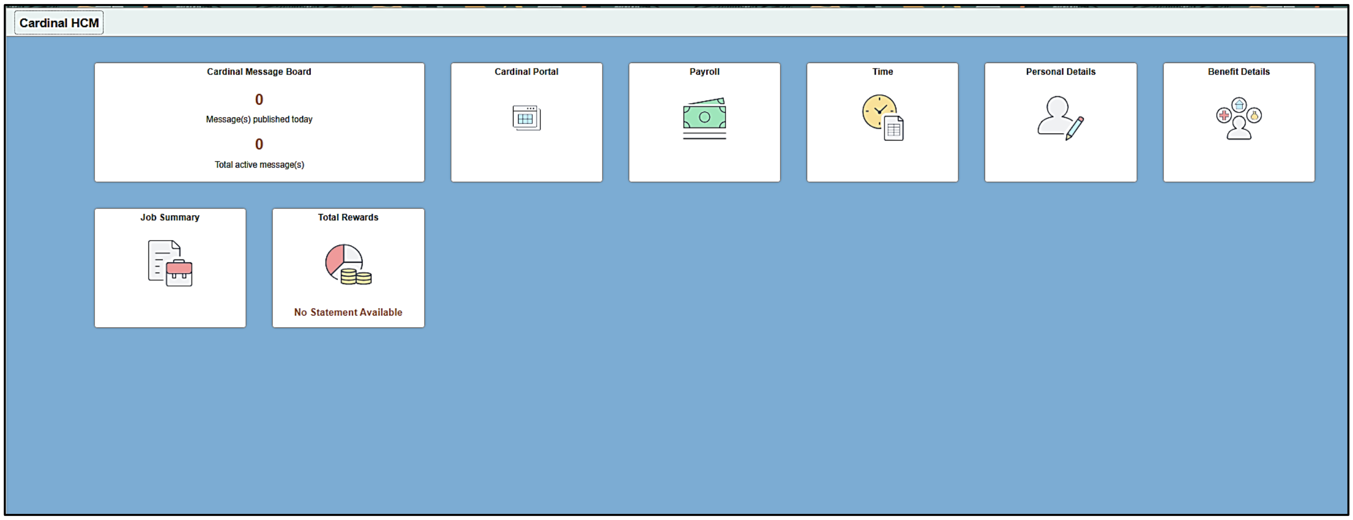
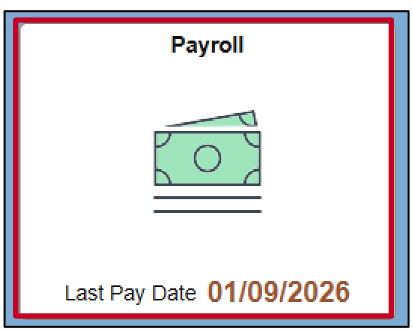
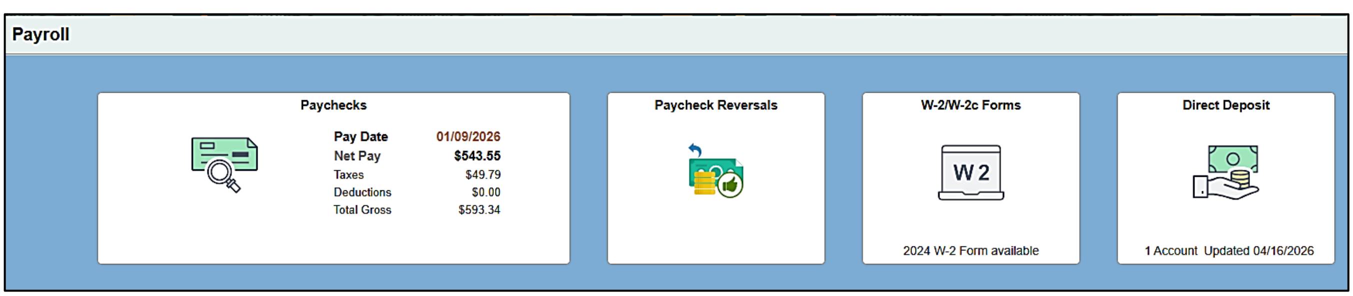
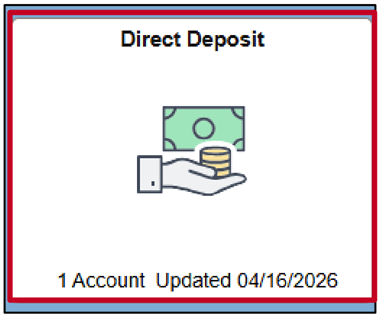
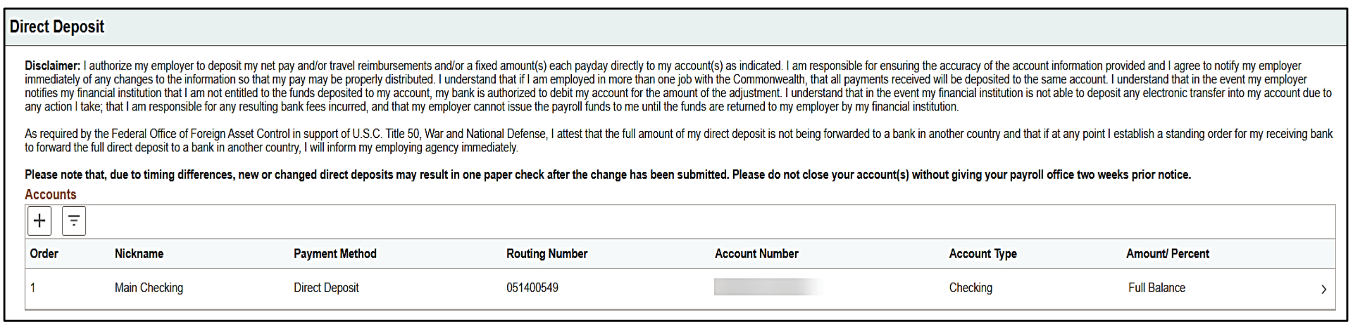
	The **Cardinal Portal** page displays. 
4.	Click the **Cardinal HCM** tile. 

Step	Action
	The **Cardinal HCM Homepage** displays. 
	The tiles displayed on the **Cardinal HCM Homepage** will vary based upon individual security roles and settings.
5.	Click the **Payroll** tile. 
	The **Payroll** page displays. 

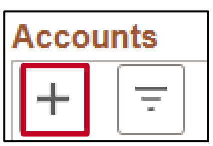
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Click the Direct Deposit tile.



</td></tr>
<tr><td colspan="2">The Direct Deposit page displays.

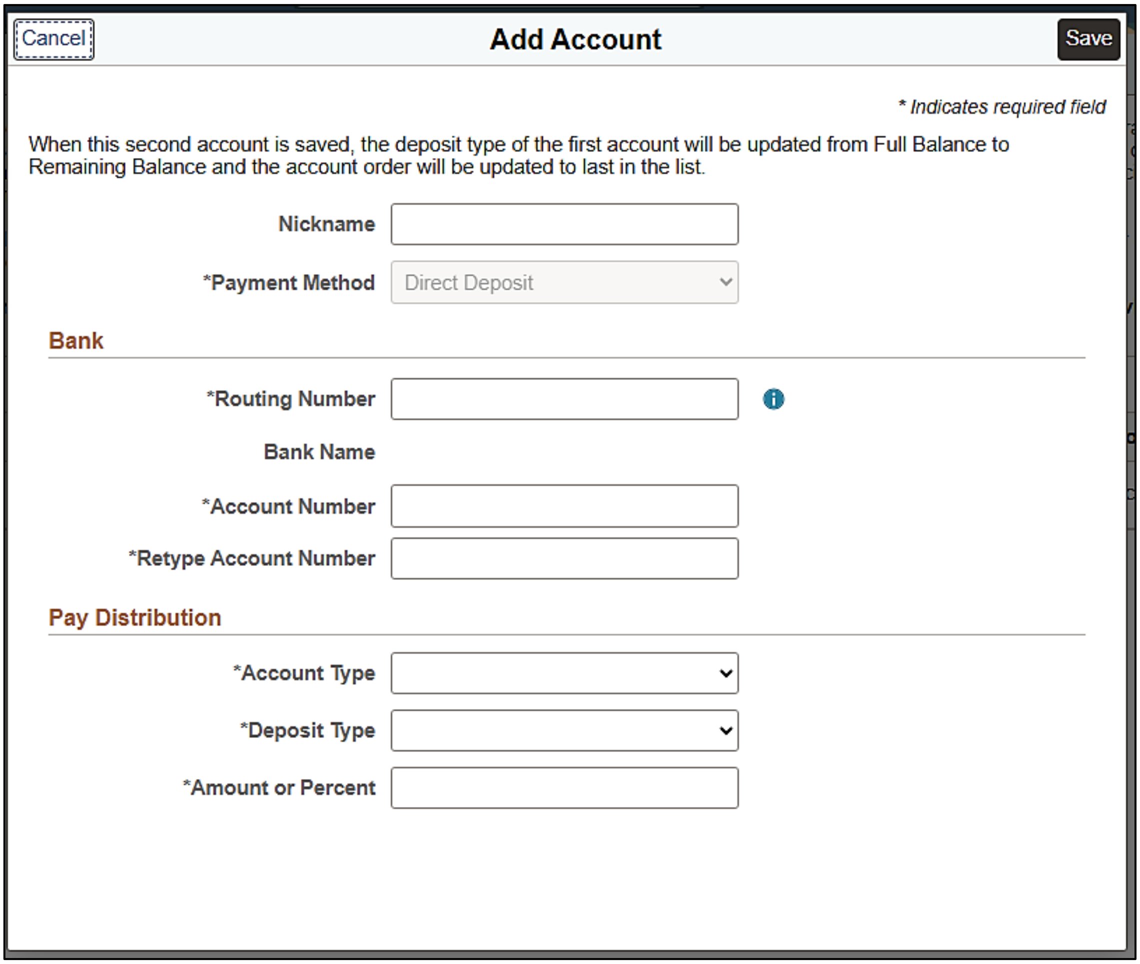


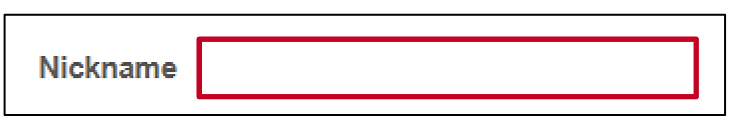
</td></tr>
<tr><td>7.</td><td>Click the Add a New Row icon (+).



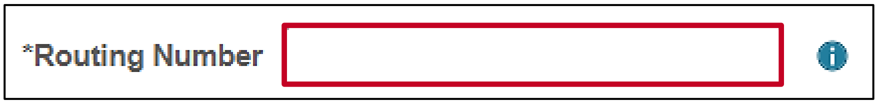
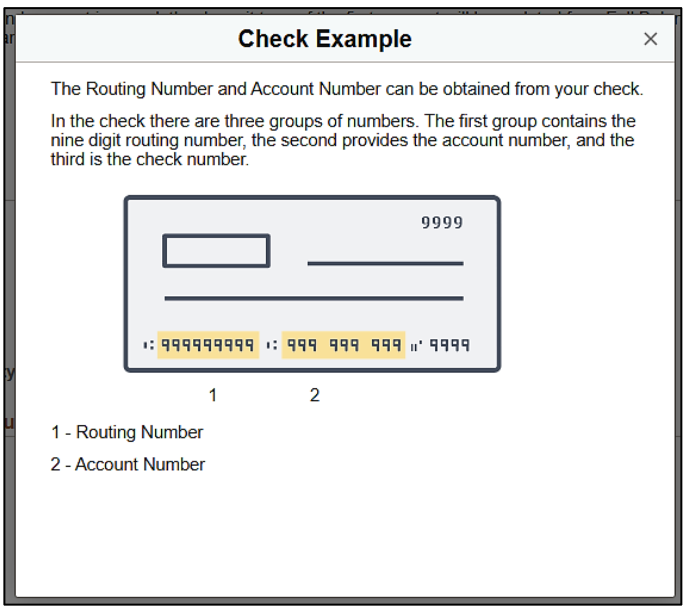
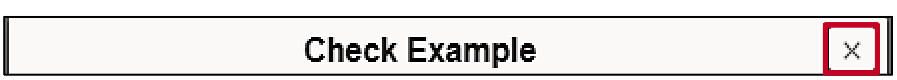
</td></tr>
</table>

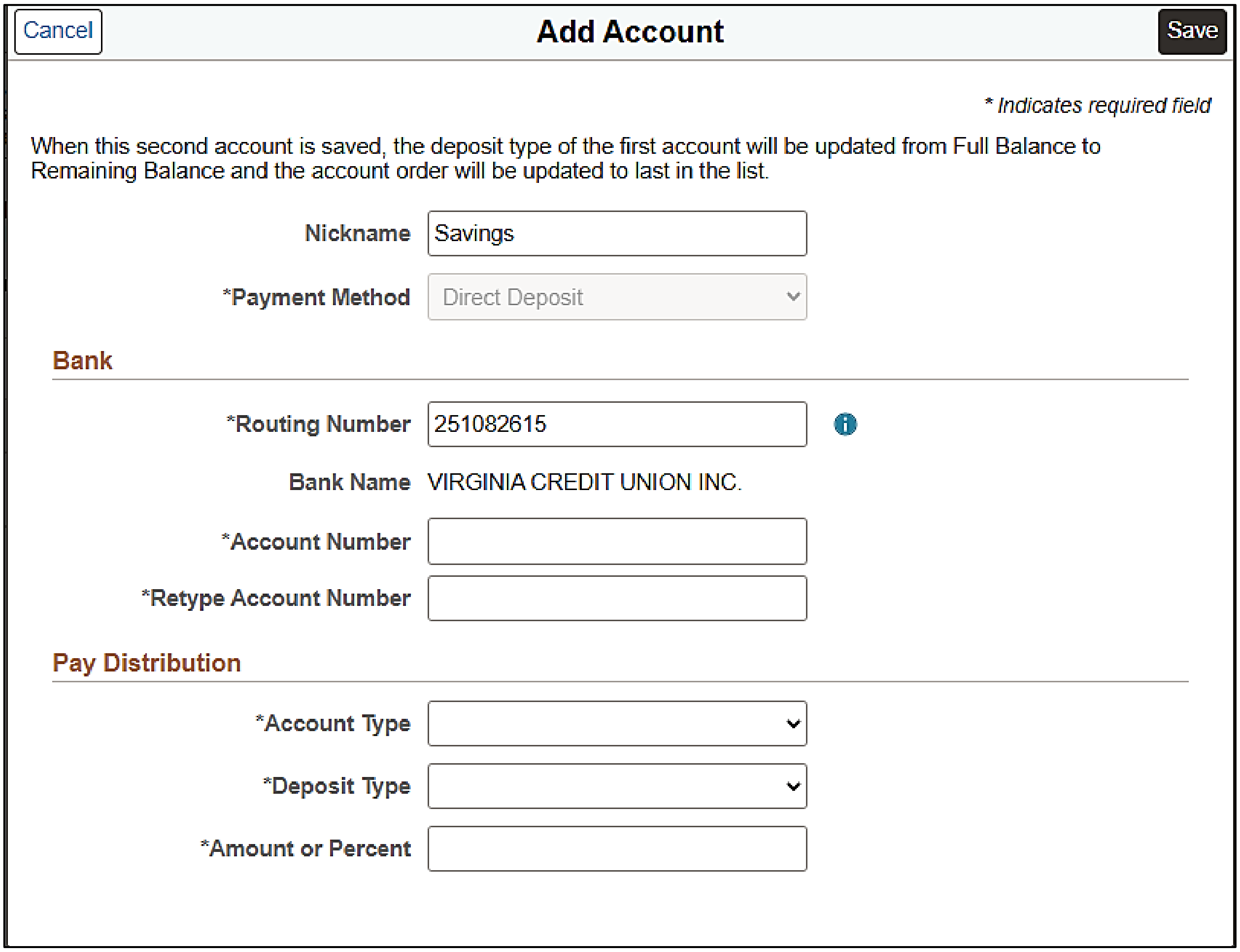
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Add Account page displays.


</td></tr>
<tr><td></td><td>A message displays at the top of this page indicating that when this second account is saved, the Deposit Type on the initial account will be updated from Full Balance to Remaining Balance and the account order will be updated to the last in the list.</td></tr>
<tr><td>8.</td><td>Enter a name for the Direct Deposit account in the Nickname field.

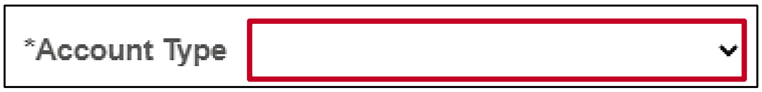
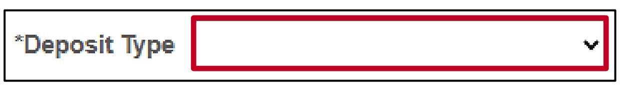
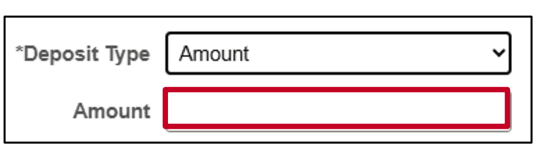
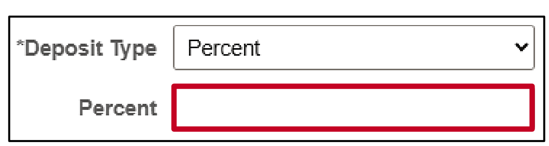

</td></tr>
<tr><td></td><td>The Payment Method field defaults to “Direct Deposit” and cannot be changed.


</td></tr>
</table>

Step	Action
9.	Enter your Bank's routing number in the **Routing Number** field and press the **Tab** key. 
	Routing Numbers are validated to the Bank Table in Cardinal to pull up the Bank Name. If you enter a valid Routing Number and the Bank does not display, notify your Agency Payroll Administrator and they will work with State Payroll Operations (SPO) to have the Bank added.
10.	Click the **Information** icon next to the **Routing Number** field to view where the Bank Routing Numbers are displayed on the check. If you do not need to review this information, proceed to **Step 14**. 
	The **Check Example** page displays in a pop-up window. 
	This information can be utilized as needed to view where Bank Routing Numbers are displayed on a check. Bank Routing Numbers are public information and can also be found by performing a search in any internet browser.
11.	Click the **X** icon to close the pop-up window. 

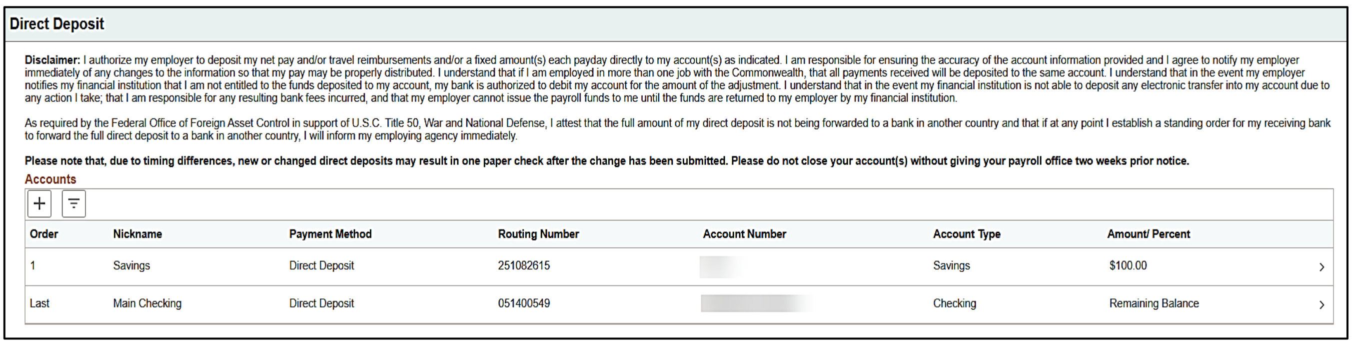
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Add Account page refreshes with the name of the Bank displayed in the Bank Name field.

</td></tr>
<tr><td></td><td>Once a valid Routing number is entered, the Bank’s name will display in the Bank Name field.</td></tr>
<tr><td>12.</td><td>Review the Bank Name field to verify it is accurate.</td></tr>
<tr><td></td><td>If the Bank Name is not correct, verify that the correct routing number was entered and update the information as applicable.</td></tr>
<tr><td>13.</td><td>Enter your Bank Account Number in the Account Number field.

</td></tr>
</table>

Step	Action
14.	Reenter the Account Number in the **Retype Account Number** field. 
15.	Select the applicable account type using the **Account Type** dropdown button. 
	Options for the **Account Type** field include the following: • COVA Paycard • Checking • Savings A COVA Paycard can only be entered by the Agency Payroll Administrator. Once the Payroll Administrator adds the COVA Paycard account, you will be able to view it on your **Direct Deposit** page. You can also set up a Commonwealth Savers account using the “Savings” Account Type.
16.	Select the applicable Deposit Type using the **Deposit Type** dropdown button. 
	Options for **Deposit Type** include the following: • **Amount**: Use this selection to deposit a specified flat dollar amount to this Direct Deposit account • **Percentage**: Use this selection to deposit a specified percentage of Net Pay to this Direct Deposit account
	After selecting the Deposit Type, an additional field may display as noted below: • When “Amount” is selected, an **Amount** field displays • When “Percentage” is selected, a **Percent** field displays
17.	If “Amount” or “Percentage” is selected, proceed to the next step. If the default value of “Remaining Balance” is not updated, proceed to **Step 21**.
18.	Enter the applicable amount or percentage in the **Amount** or **Percent** field.  

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>For amount, enter amount as a positive number with two decimal places (e.g., 50.00 for $50).

For Percent, enter percentage as a positive number with two decimal places (e.g., 50.00 for 50%).</td></tr>
<tr><td>19.</td><td>Click the Save button.

</td></tr>
<tr><td colspan="2">The Direct Deposit page displays with the new Direct Deposit Account in the Accounts section.


Direct Deposit

Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

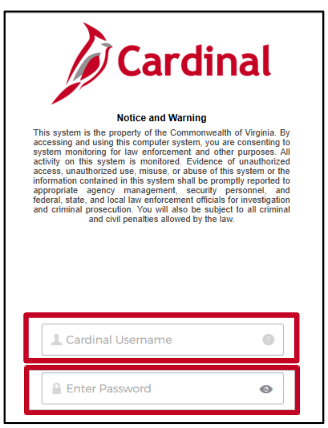
Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	251082615		Savings	$100.00
Last	Main Checking	Direct Deposit	051400549		Checking	Remaining Balance
</td></tr>
<tr><td></td><td>The Amount/Percent field for the initial account updates from “Full Balance” to “Remaining Balance”.

If you need to make changes to your existing account(s), see the <u>Updating an Existing Direct Deposit Account</u> section of this Job Aid.</td></tr>
</table>

Updating an Existing Direct Deposit Account

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log into Cardinal (my.cardinal.virginia.gov).</td></tr>
<tr><td>i</td><td>For more information about Cardinal registration, see the Job Aid titled Cardinal System Access Guide. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td colspan="2">The Cardinal Homepage displays.

</td></tr>
<tr><td>2.</td><td>Enter your Cardinal Username and Password in the Cardinal Username and Enter Password fields.

</td></tr>
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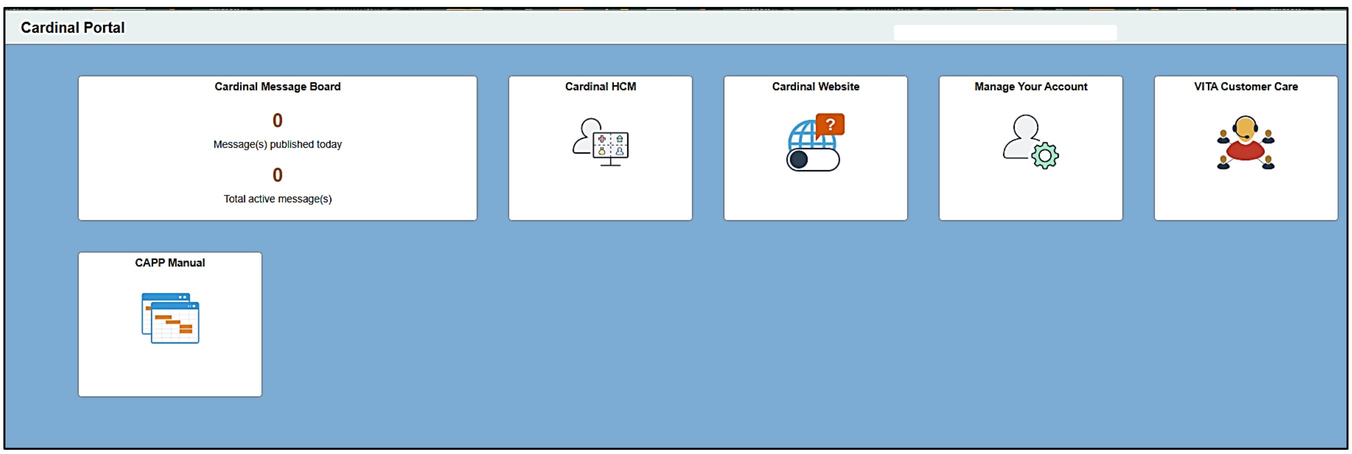
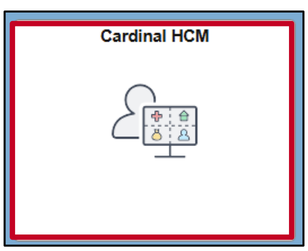
Step	Action
3.	Click the **Sign In** button. 
	Users may receive a message requesting additional verification.
The **Cardinal Portal** page displays. 	
4.	Click the **Cardinal HCM** tile. 

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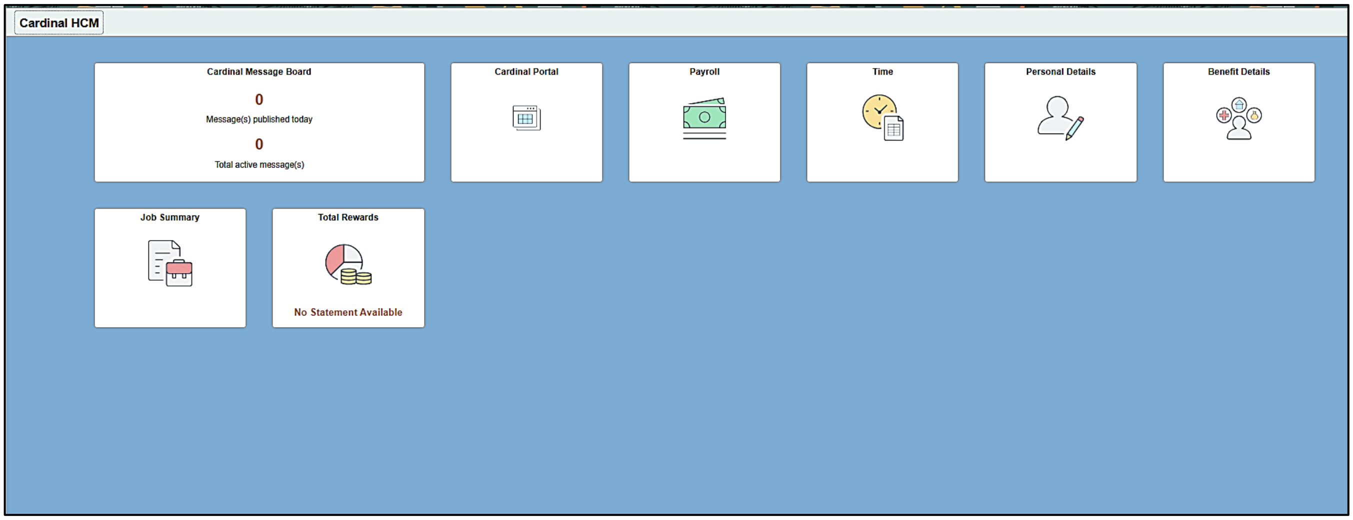
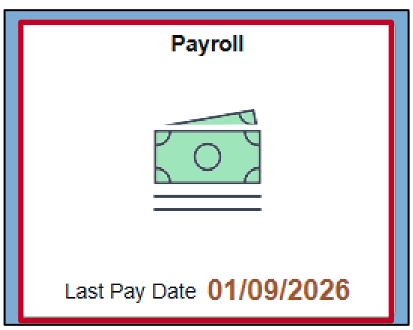
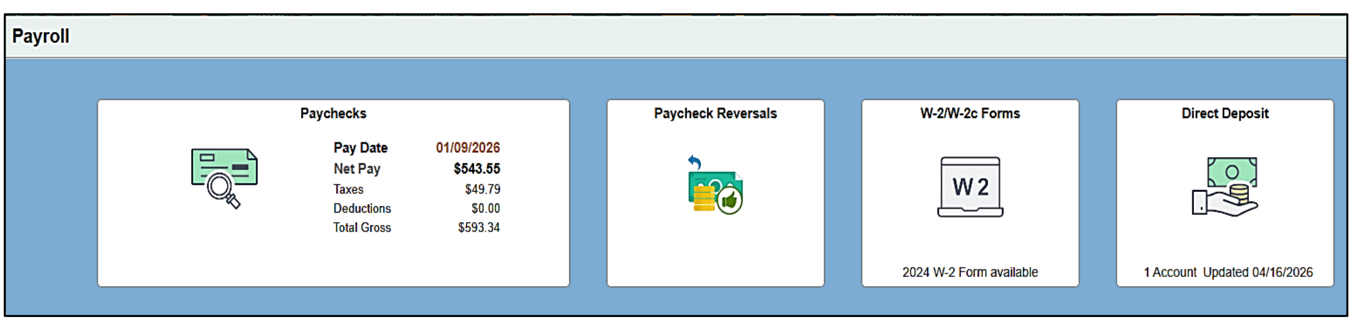
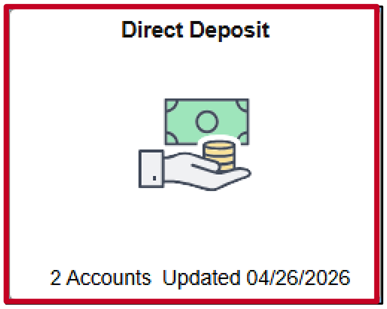
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **Cardinal HCM Homepage** displays.


</td></tr>
<tr><td>ℹ</td><td>The tiles displayed on the Cardinal HCM Homepage will vary based upon individual security roles and settings.</td></tr>
<tr><td>5.</td><td>Click the Payroll tile.

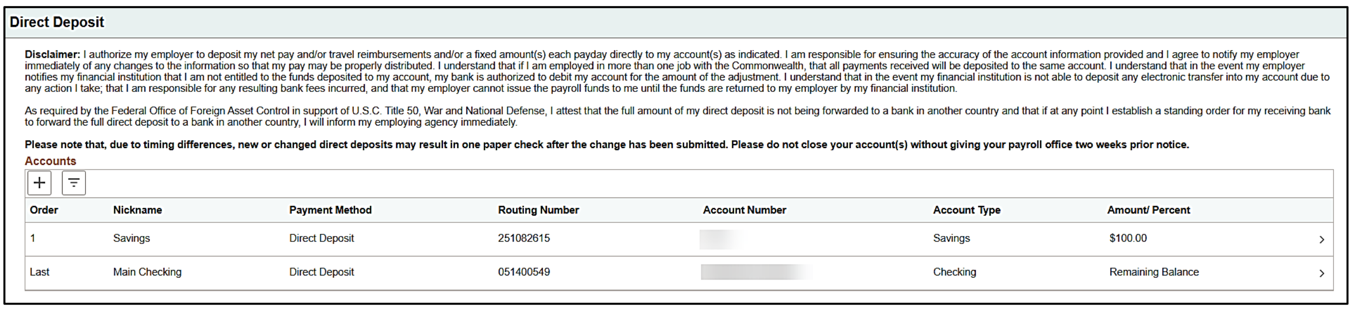

</td></tr>
<tr><td colspan="2">The **Payroll** page displays.


</td></tr>
</table>

Step	Action
6.	Click the **Direct Deposit** tile.



The **Direct Deposit** page displays.



Direct Deposit

Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

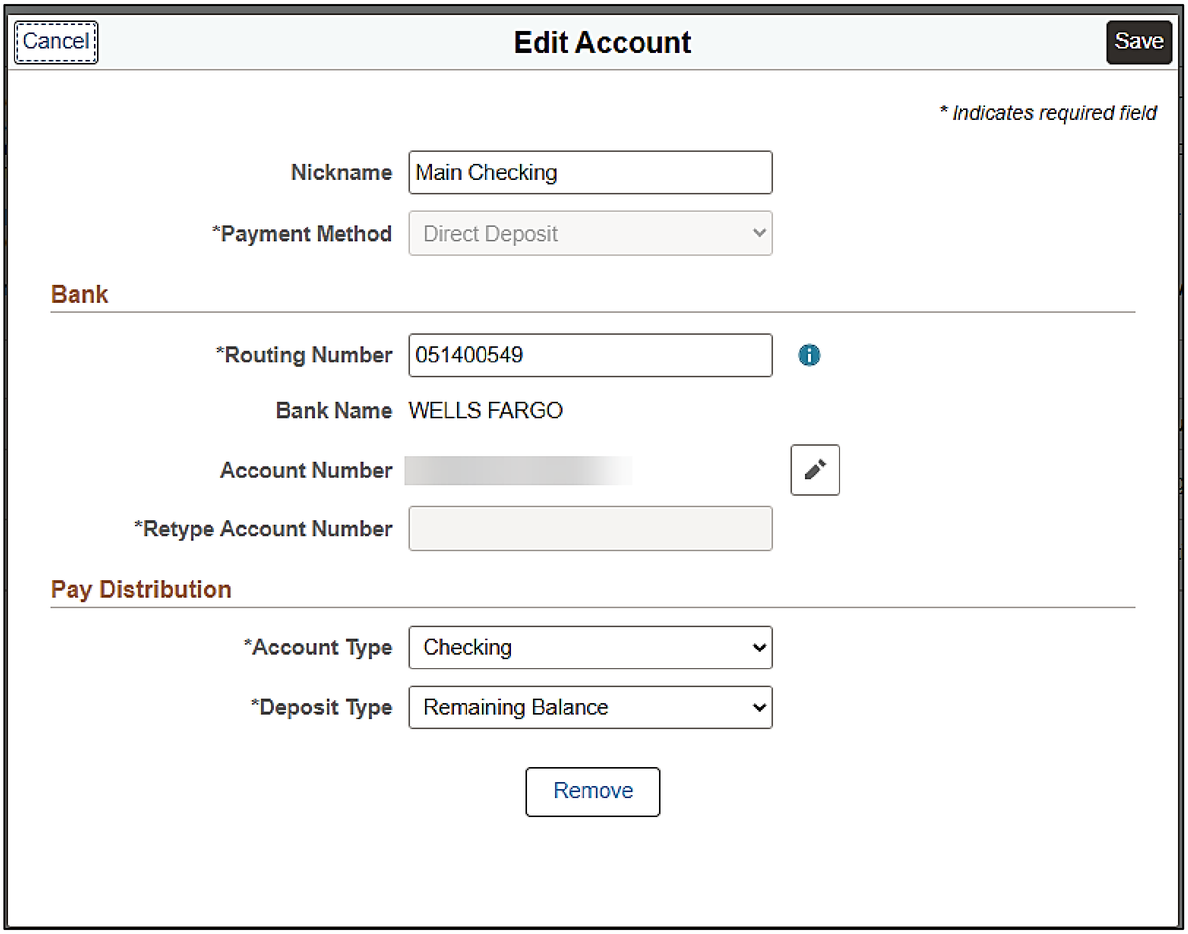
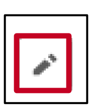
As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

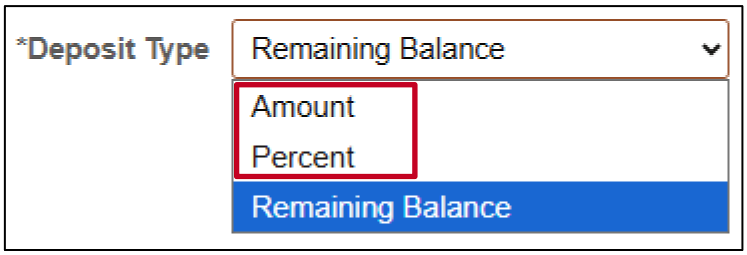
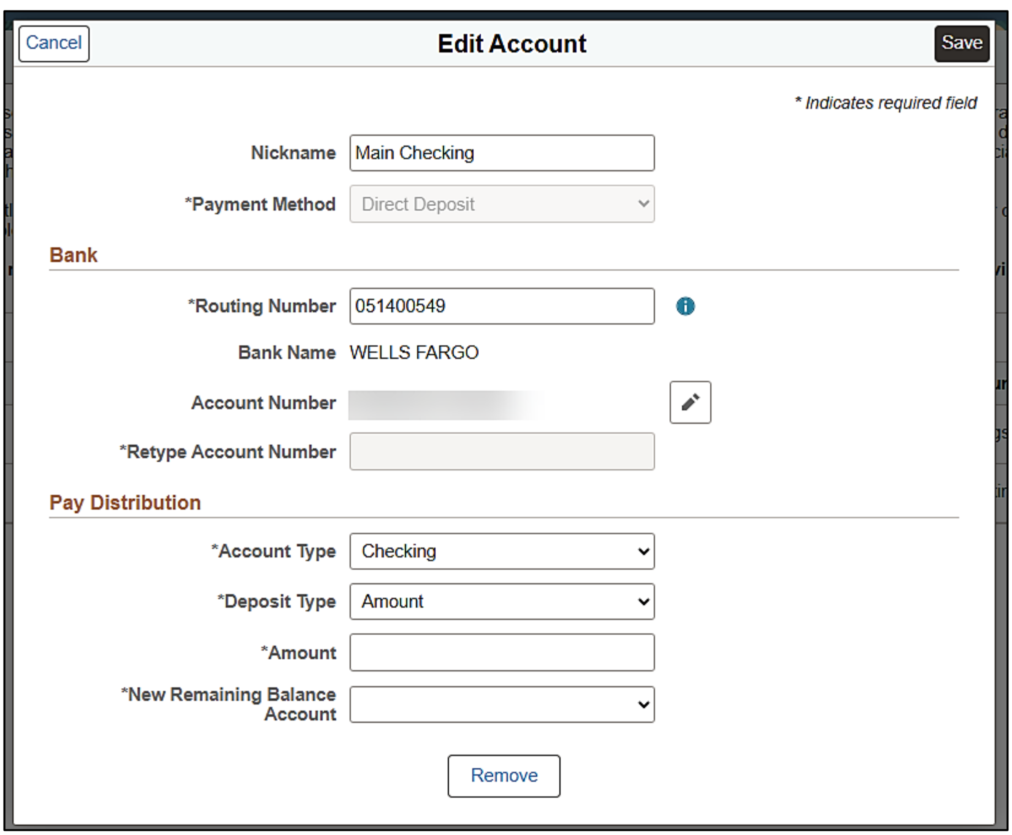
Accounts

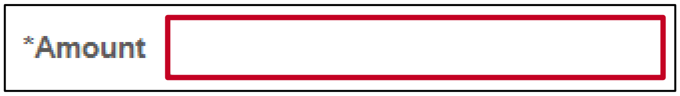
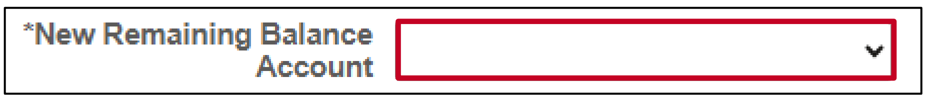
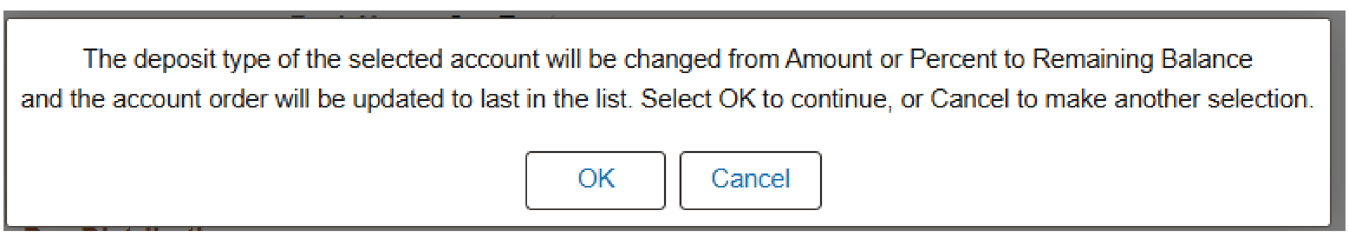
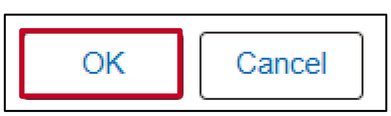
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	251082615		Savings	$100.00
Last	Main Checking	Direct Deposit	051400549		Checking	Remaining Balance

Step	Action
ℹ	Any current Direct Deposit Accounts display in the **Accounts** section.
7.	Click the corresponding row for the Direct Deposit Account that you want to view and/or update.
ℹ	If you have a COVA Paycard, once it has been added by the Payroll Administrator, updates can be made to the amount.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Edit Account page for the applicable Direct Deposit Account displays in a pop-up window.

</td></tr>
<tr><td></td><td>Any of the fields on this page can be updated except for the Payment Method field.</td></tr>
<tr><td>8.</td><td>Enter or select the applicable field(s) that need to be updated.</td></tr>
<tr><td>9.</td><td>Click the Edit button to the right of the Account Number to update the Account Number information.
</td></tr>
<tr><td></td><td>If the Account Number is updated, you must reenter the Account Number in the Retype Account Number field.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>If the Deposit Type is the “Remaining Balance” and you want to change it, proceed to the next step.
If not, proceed to Step 17.</td></tr>
<tr><td>11.</td><td>Click the Deposit Type field dropdown menu.

</td></tr>
<tr><td>12.</td><td>Select the applicable option (either “Account” or “Percent”).

</td></tr>
<tr><td colspan="2">The Edit Account page refreshes.

</td></tr>
</table>

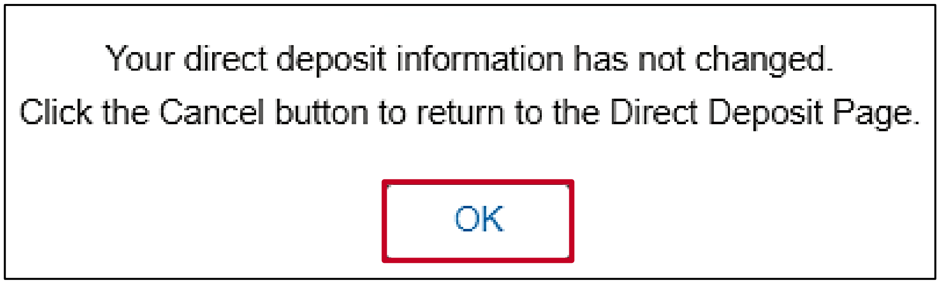
Step	Action
13.	Enter the applicable amount/percent in the **Amount** field or **Percent** field.  
14.	Click the **New Remaining Balance Account** field dropdown menu and select the applicable account. 
	Any additional accounts that you have set up display as options to select.
15.	Click the **Save** button once all updates have been completed. 
A message displays indicating the Deposit Type of the selected account will be changed and the deposit order will be updated. 	
16.	Click the **OK** button. 

Step	Action

If you did not make any changes to the account do not click the **Save** button.

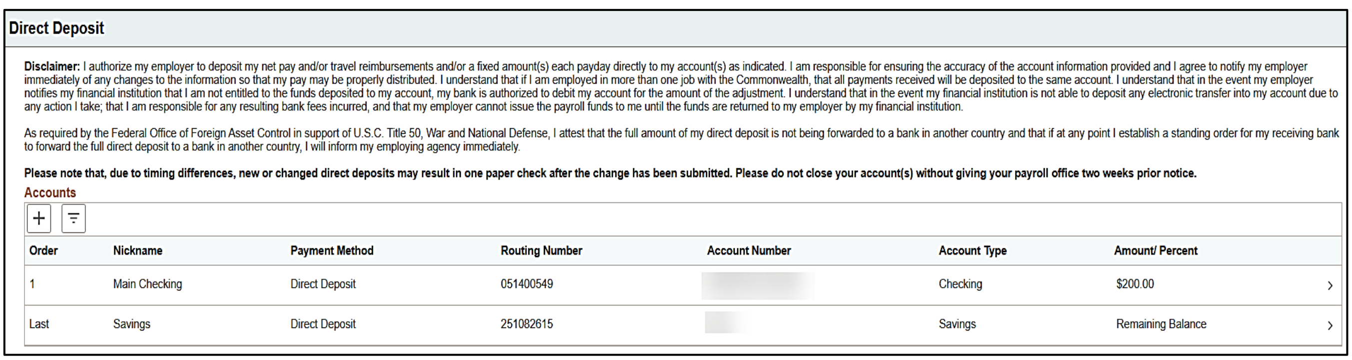
If you click the **Save** button and no changes were made:

- A message displays indicating “Your direct deposit information has not changed. Click the Cancel button to return to the Direct Deposit Page.”



- Click the **OK** button
- Click the **Cancel** button

The **Direct Deposit** page redisplays.



Direct Deposit

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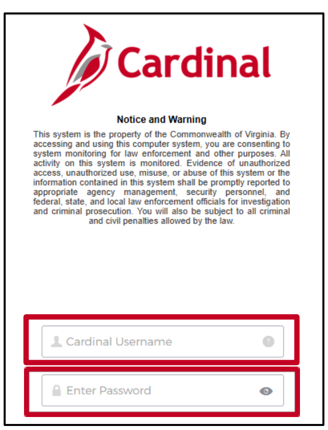
Accounts

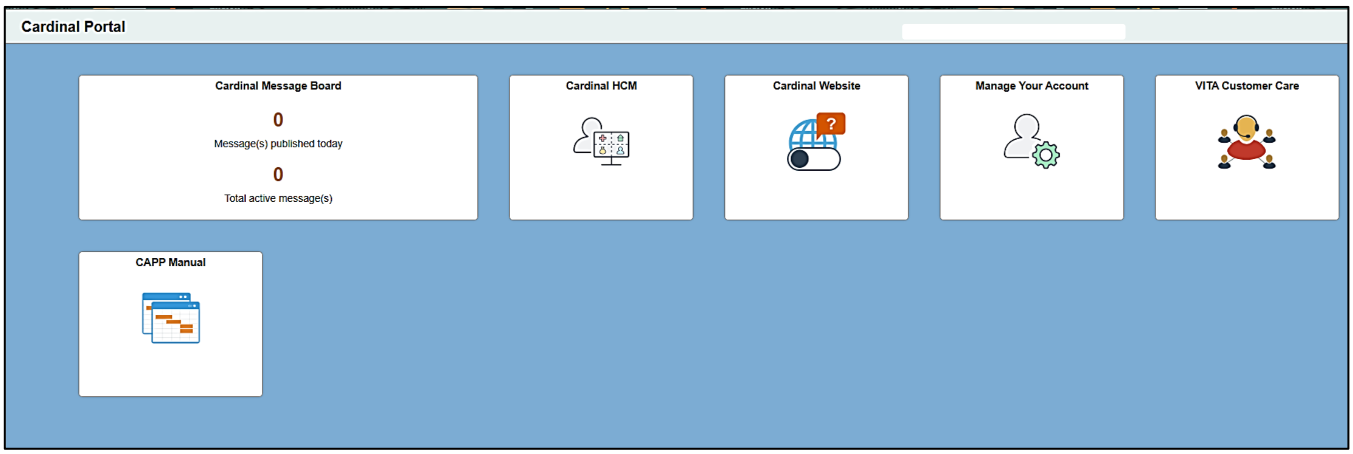
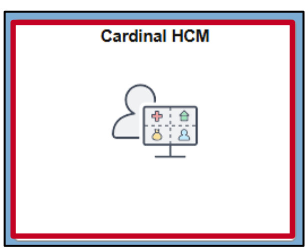
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Main Checking	Direct Deposit	051400549		Checking	$200.00
Last	Savings	Direct Deposit	251082615		Savings	Remaining Balance

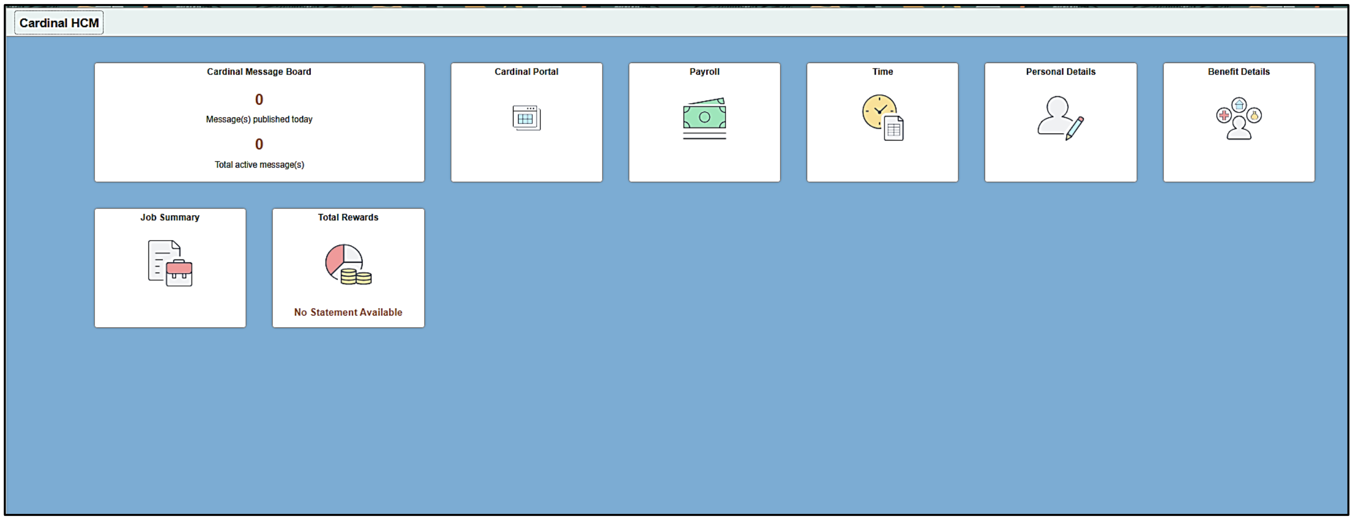
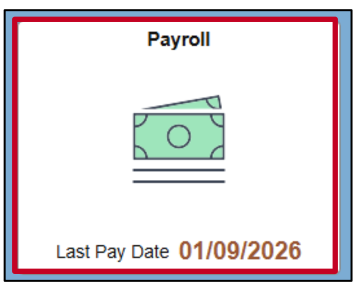
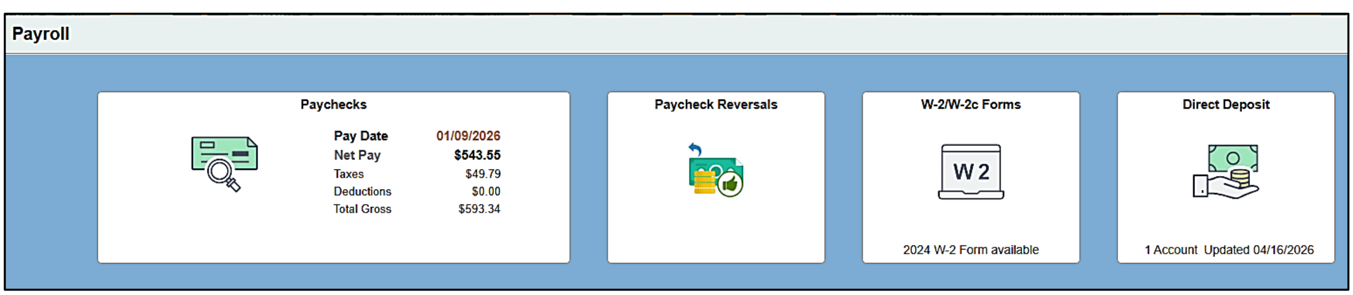
Step	Action
17.	If you have made any changes to your banking information, confirm the updates display.

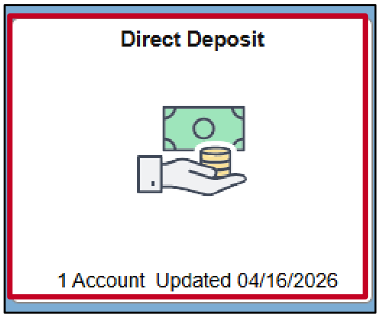
Reordering (Prioritizing) Direct Deposit Accounts

You must have three or more Direct Deposit Accounts for the Reorder option to be available. Reordering the accounts impacts the order (priority) of how funds are distributed to the various accounts.

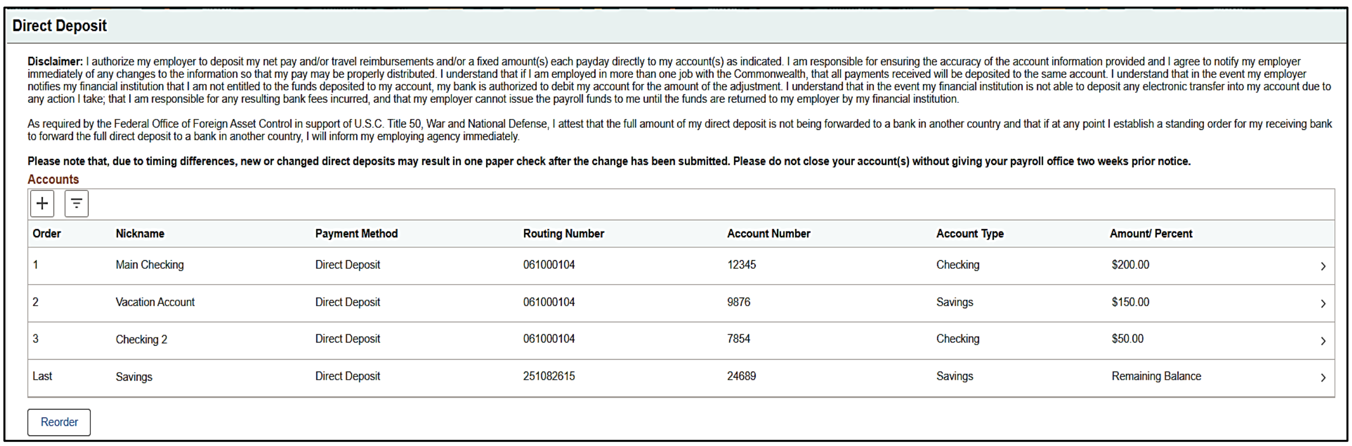
Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled **Cardinal System Access Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
The **Cardinal Homepage** displays. 	
2.	Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields. 

Step	Action
3.	Click the **Sign In** button. 
	Users may receive a message requesting additional verification.
	The **Cardinal Portal** page displays. 
4.	Click the **Cardinal HCM** tile. 

Step	Action
	The **Cardinal HCM Homepage** displays. 
	The tiles displayed on the **Cardinal HCM Homepage** will vary based upon individual security roles and settings.
5.	Click the **Payroll** tile. 
	The **Payroll** page displays. 

Step	Action
6.	Click the **Direct Deposit** tile. 

The **Direct Deposit** page displays.



Direct Deposit

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As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

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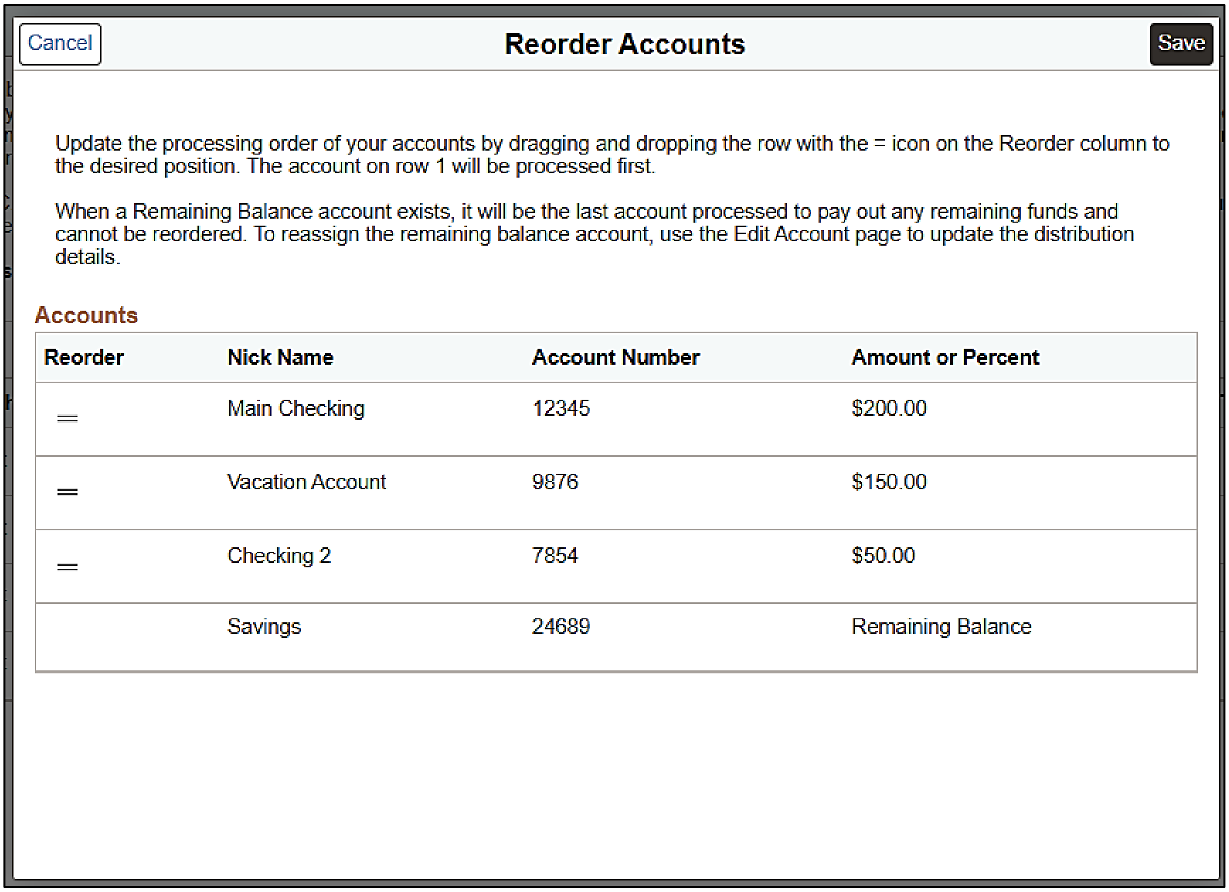
Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Main Checking	Direct Deposit	061000104	12345	Checking	$200.00
2	Vacation Account	Direct Deposit	061000104	9876	Savings	$150.00
3	Checking 2	Direct Deposit	061000104	7854	Checking	$50.00
Last	Savings	Direct Deposit	251082615	24689	Savings	Remaining Balance

Reorder

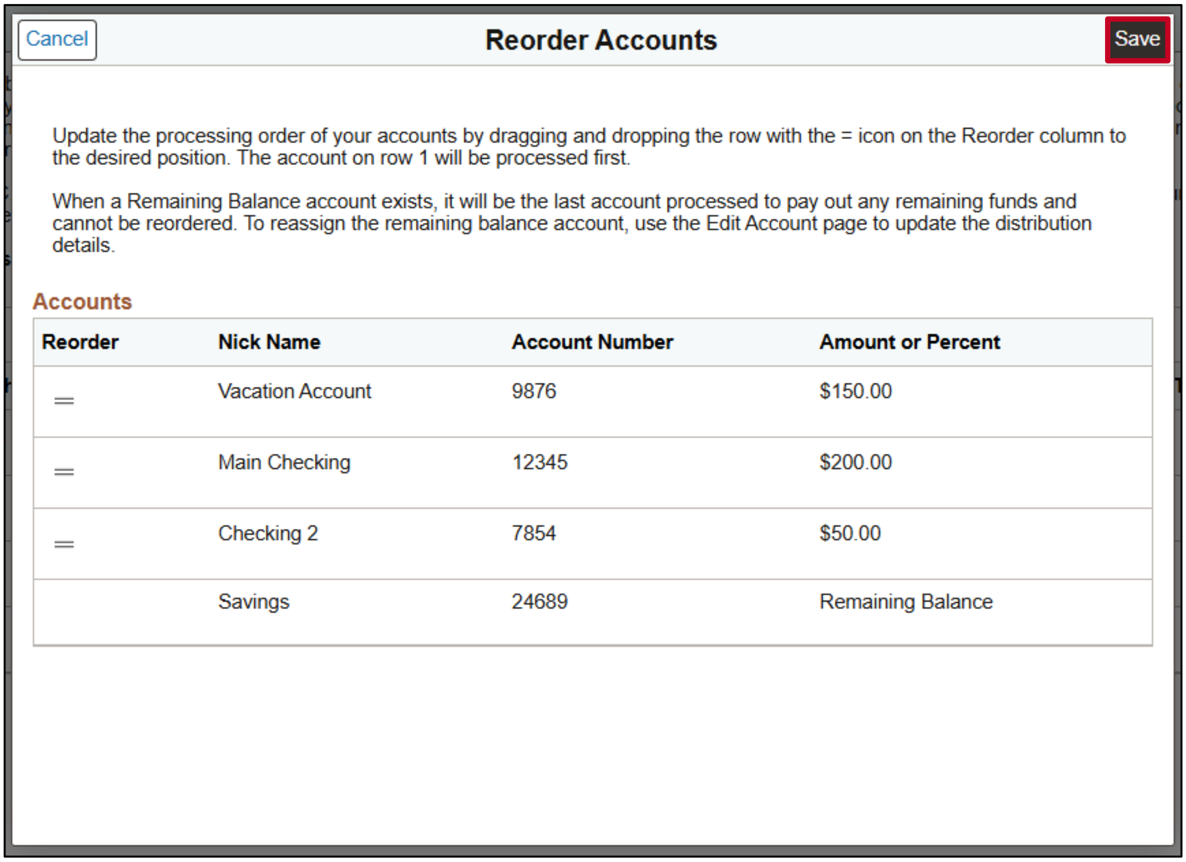
	All current Direct Deposit Accounts display in the **Accounts** section.
7.	Click the **Reorder** button under the **Accounts** section of the page. 

Step	Action
	The **Reorder Accounts** page displays in a pop-up window.



Step	Action
i	The Direct Deposit Accounts are listed in their current order (priority). The Remaining Balance Account does not have a priority order as it will always be the last account that funds are routed to.
8.	Update the order of the Direct Deposit Accounts by dragging and dropping the rows with the **=** icon in the Reorder column to the desired position on the page from top to bottom.
i	The “Remaining Balance” field will always display last and cannot be reordered.

Step	Action
9.	Click the **Save** button.



Cancel **Reorder Accounts** Save

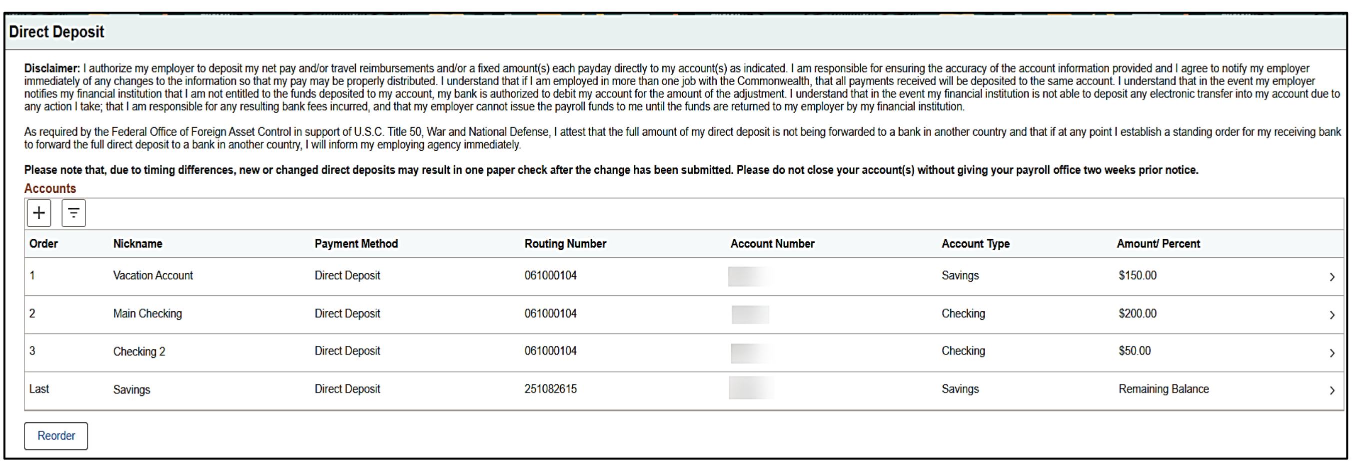
Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Vacation Account	9876	$150.00
=	Main Checking	12345	$200.00
=	Checking 2	7854	$50.00
	Savings	24689	Remaining Balance

The **Direct Deposit** page redisplays and the Direct Deposit Accounts are now reordered within the **Accounts** section.



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Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Vacation Account	Direct Deposit	061000104		Savings	$150.00
2	Main Checking	Direct Deposit	061000104		Checking	$200.00
3	Checking 2	Direct Deposit	061000104		Checking	$50.00
Last	Savings	Direct Deposit	251082615		Savings	Remaining Balance

Reorder

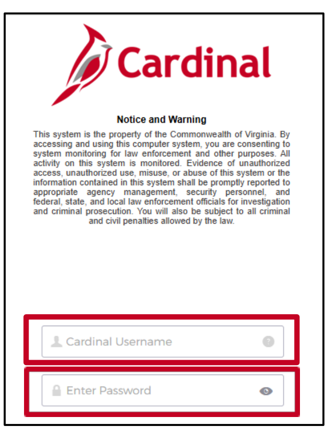
Removing a Direct Deposit Account

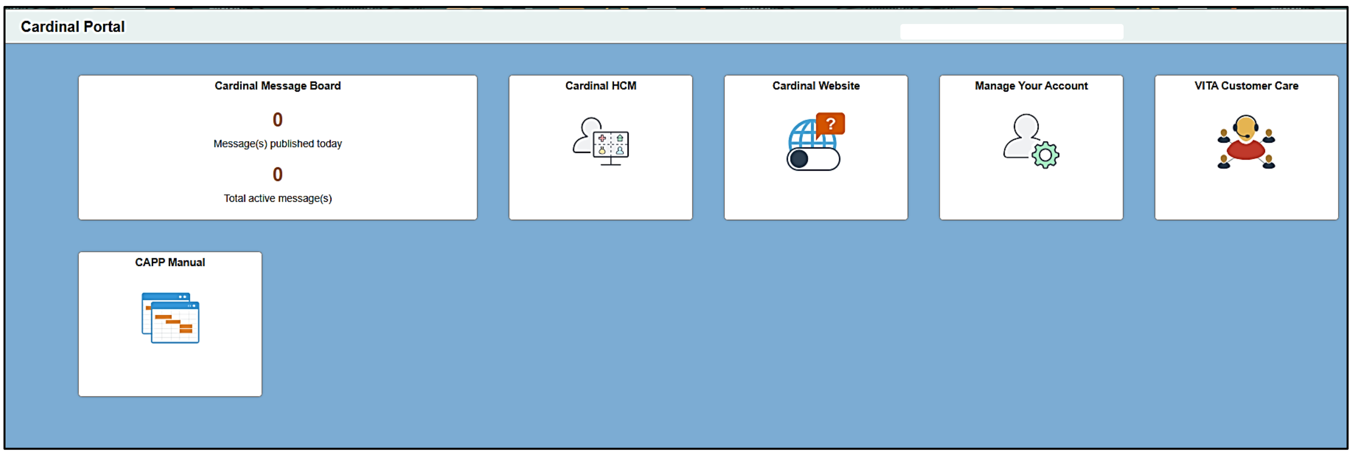
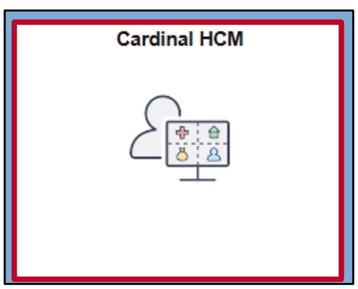
You can remove any of your Direct Deposit Accounts, including the COVA Paycard. However, if you have only one account, the system will not allow you to remove it. See the Updating an Existing Direct Deposit Account section of this Job Aid for the steps to update your account.

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
ℹ	For more information about Cardinal registration, see the Job Aid titled **Cardinal System Access Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The **Cardinal Homepage** displays.

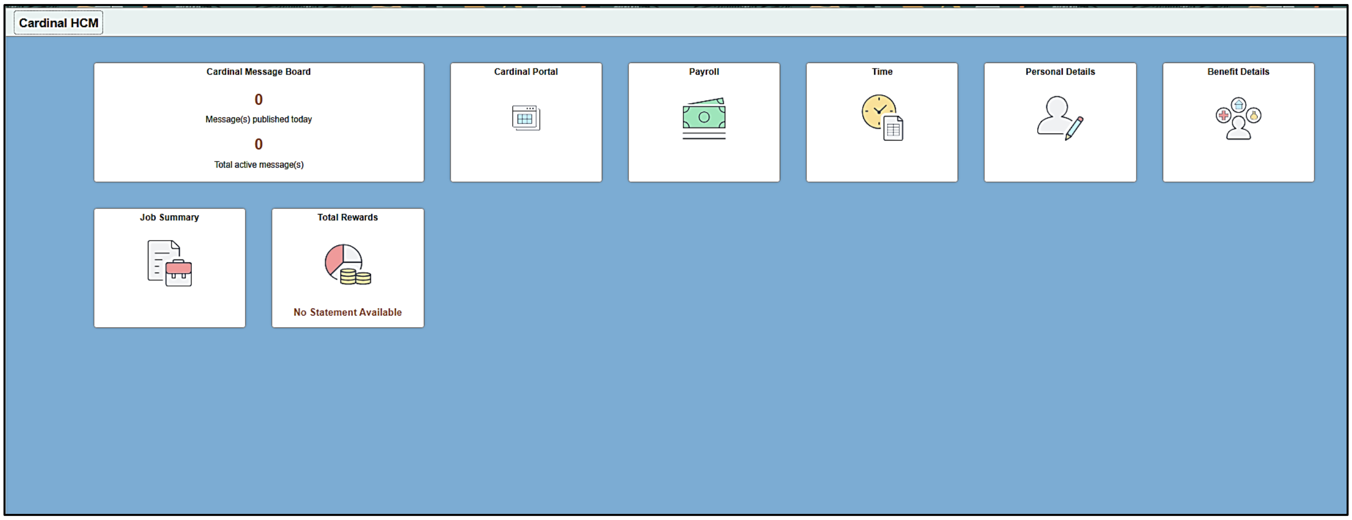
Step	Action
2.	Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.



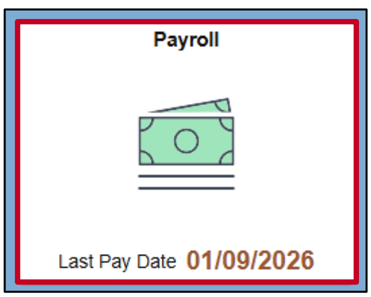
Step	Action
3.	Click the **Sign In** button. 
	Users may receive a message requesting additional verification.
The **Cardinal Portal** page displays. 	
4.	Click the **Cardinal HCM** tile. 

Step	Action

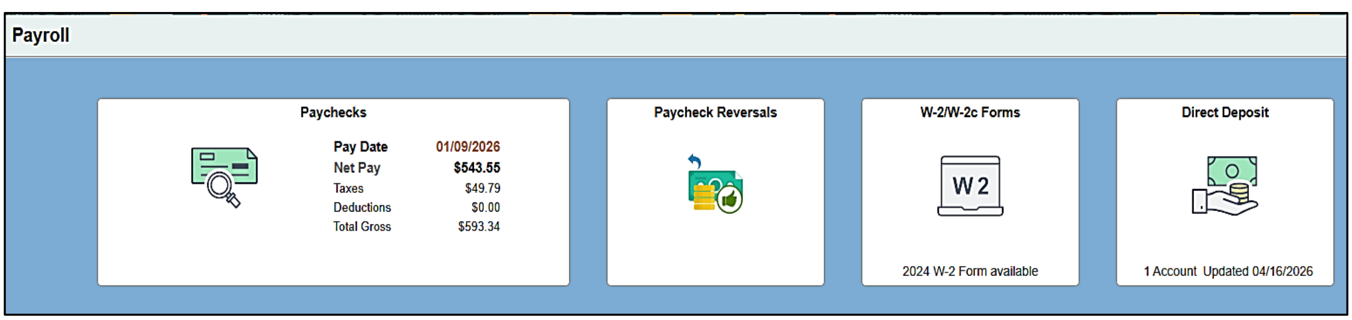
The **Cardinal HCM Homepage** displays.



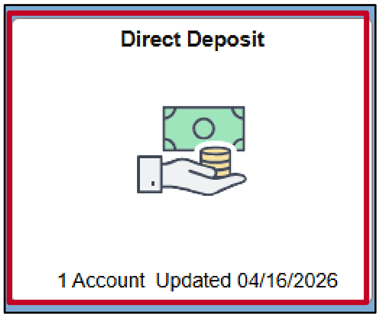
(i)	The tiles displayed on the **Cardinal HCM Homepage** will vary based upon individual security roles and settings.
5.	Click the **Payroll** tile.



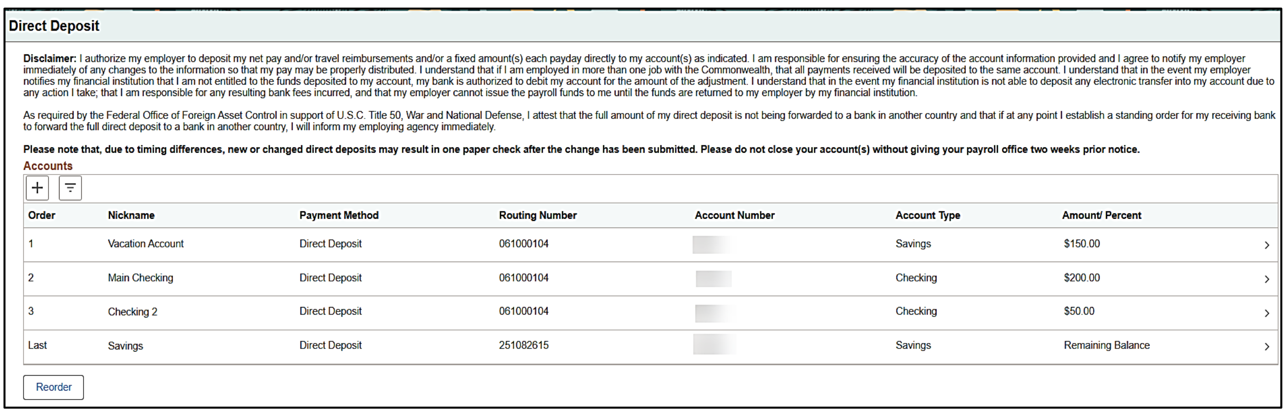
The **Payroll** page displays.



Step	Action
6.	Click the **Direct Deposit** tile.



The **Direct Deposit** page displays.



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1	Vacation Account	Direct Deposit	061000104		Savings	$150.00
2	Main Checking	Direct Deposit	061000104		Checking	$200.00
3	Checking 2	Direct Deposit	061000104		Checking	$50.00
Last	Savings	Direct Deposit	251082615		Savings	Remaining Balance

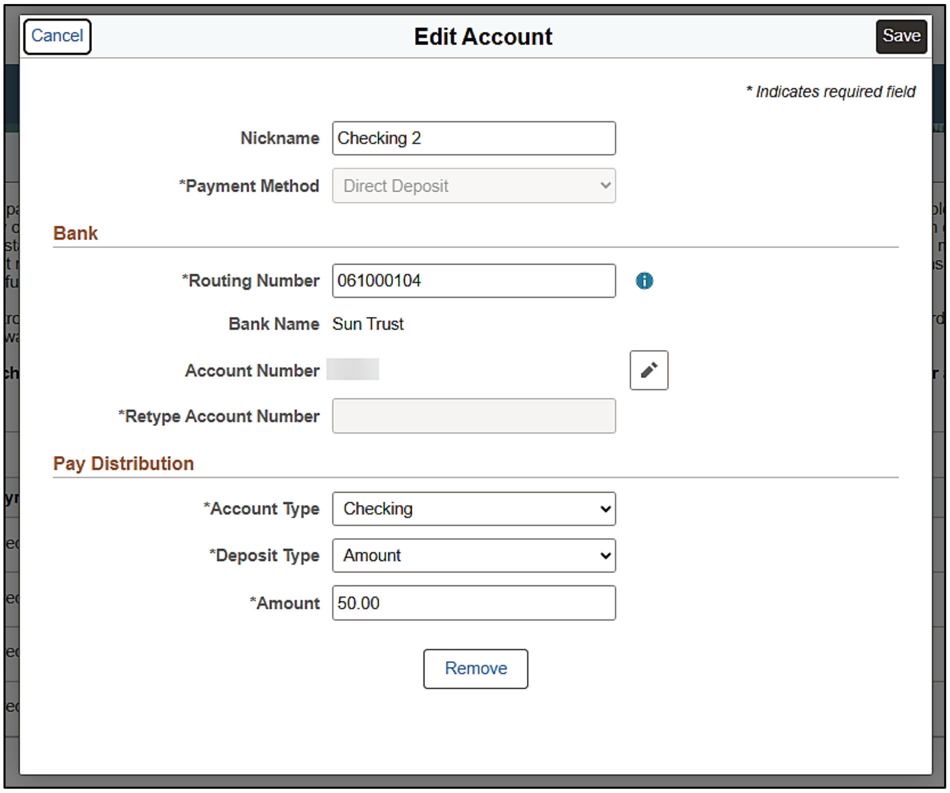
Reorder

All current Direct Deposit Accounts display in the **Accounts** section.

Step	Action
7.	Click the corresponding row for the Direct Deposit Account to be removed.

Step	Action

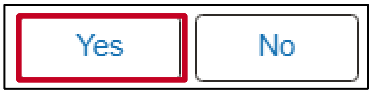
The **Edit Account** page for the applicable Direct Deposit Account displays in a pop-up window.



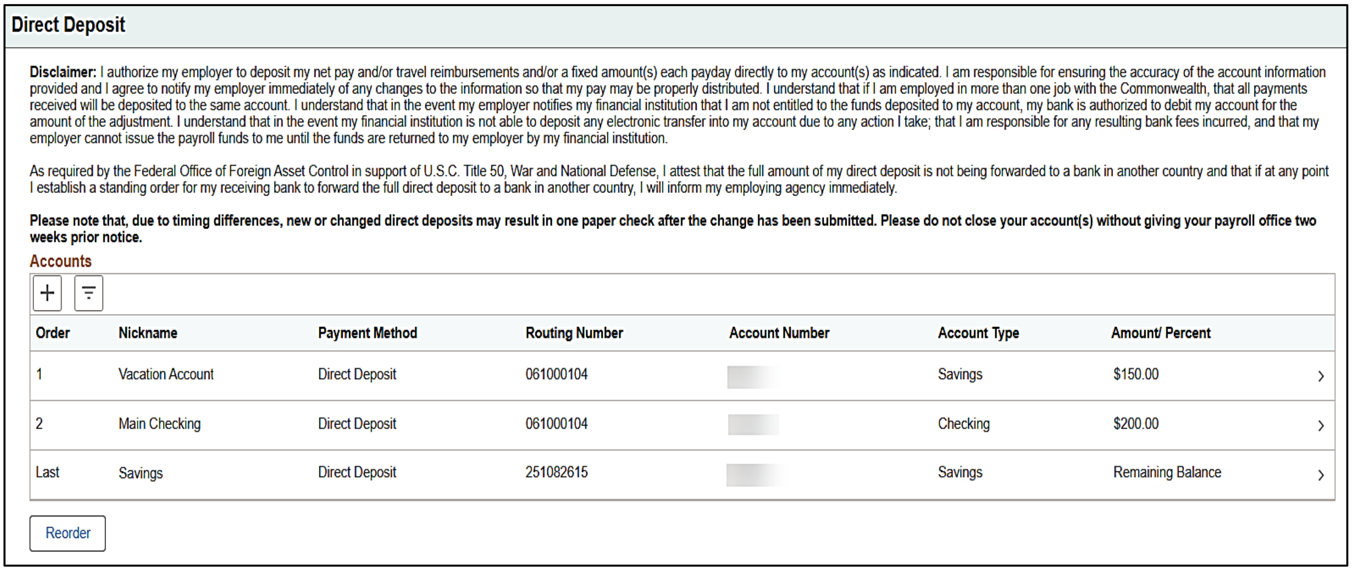
Step	Action
8.	Click the **Remove** button. 

A confirmation message displays in a pop-up window.

Step	Action
9.	If the account being removed is an **Amount** or **Percent** account proceed to the next step. If the account being removed in the **Remaining Balance** account proceed to **Step 13**.

Step	Action
10.	Click the **Yes** button to remove the selected account. 

The **Direct Deposit** page returns with the applicable account removed.



Direct Deposit

Disclaimer: I authorize my employer to deposit my net pay and/or travel reimbursements and/or a fixed amount(s) each payday directly to my account(s) as indicated. I am responsible for ensuring the accuracy of the account information provided and I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that if I am employed in more than one job with the Commonwealth, that all payments received will be deposited to the same account. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

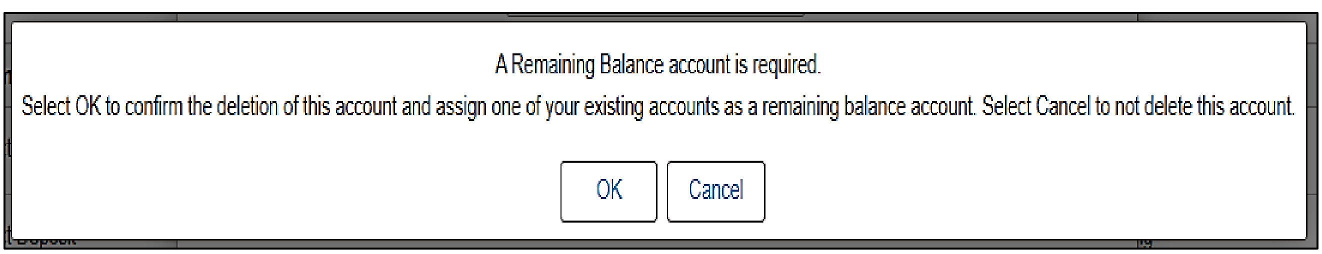
Accounts

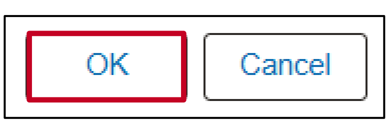
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Vacation Account	Direct Deposit	061000104		Savings	$150.00
2	Main Checking	Direct Deposit	061000104		Checking	$200.00
Last	Savings	Direct Deposit	251082615		Savings	Remaining Balance

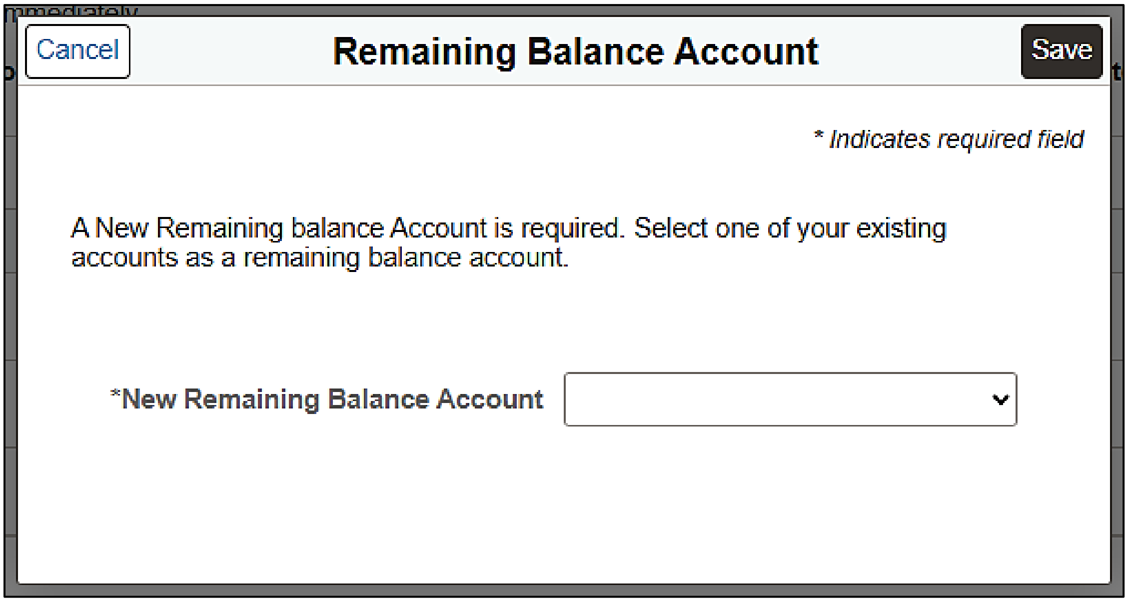
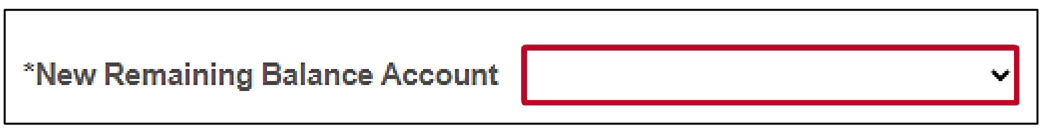
Reorder

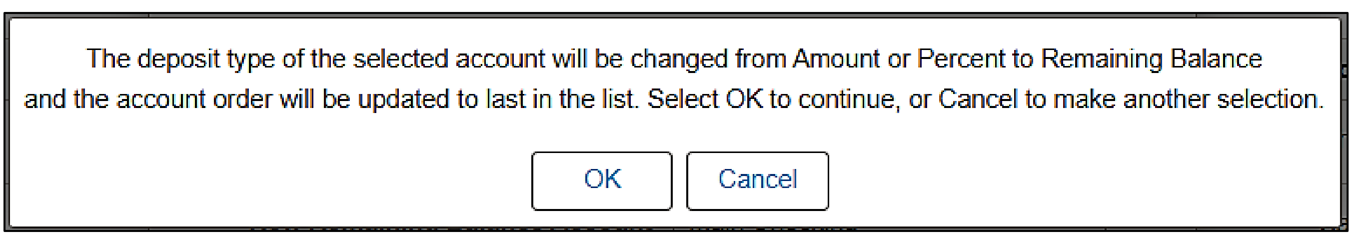
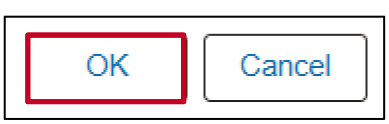
Step	Action
11.	Select the **Remaining Balance** account as the account row to remove that account. 

When selecting to remove the **Remaining Balance** account, a message displays indicating a **Remaining Balance** account is required.



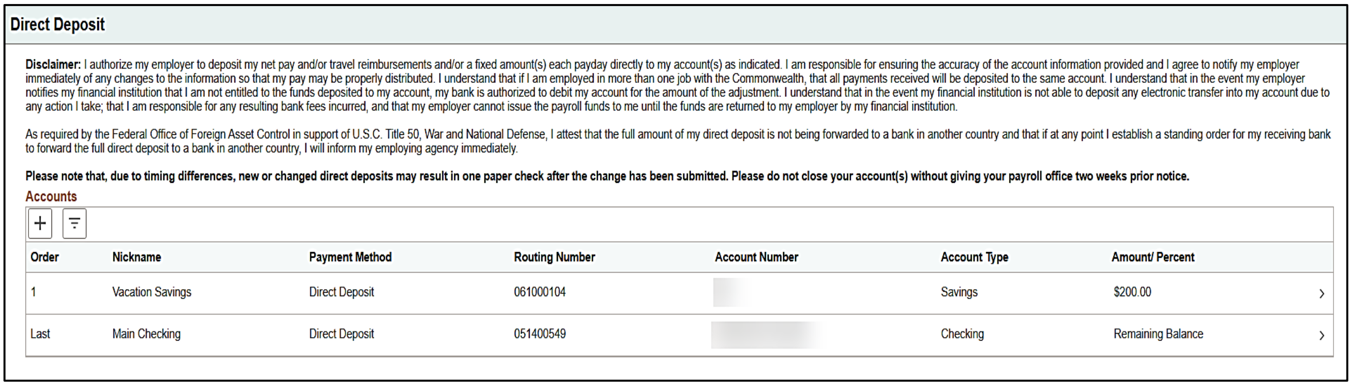
Step	Action
12.	Click the **OK** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Remaining Balance Account page displays in a pop-up window.

</td></tr>
<tr><td>13.</td><td>Click the New Remaining Balance Account field dropdown icon and select the account you want as the new Remaining Balance account.

</td></tr>
<tr><td>14.</td><td>Click the Save button.

</td></tr>
<tr><td colspan="2">A pop-up message displays.

</td></tr>
<tr><td>15.</td><td>Click the OK button.

</td></tr>
</table>

Step	Action

The **Direct Deposit** page displays.



Direct Deposit

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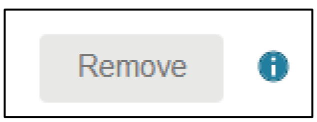
As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after the change has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

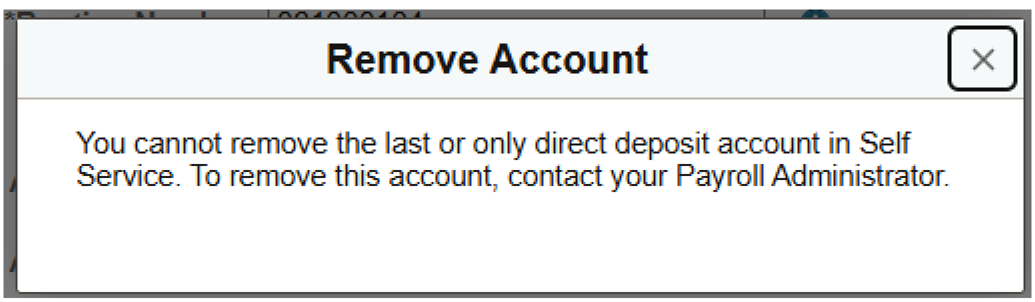
Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Vacation Savings	Direct Deposit	061000104		Savings	$200.00
Last	Main Checking	Direct Deposit	051400549		Checking	Remaining Balance

ℹ	The selected account is removed and the designated account now displays as the Remaining Balance account.
ℹ	You cannot remove all Direct Deposit Accounts. If you have only one account, the **Remove** button is disabled and displays information icon.



Clicking the **Information** icon displays the following pop-up message:



Note: If you have only one account and it needs to be changed, update the account instead of removing. For information about updating Direct Deposit Accounts, see the Updating an Existing Direct Deposit Account section of this Job Aid.