Enterprise Systems Documentation

Subject:	Entering Banking Information for Direct Deposit
Product:	Colleague Self-Service
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Category:	Self-Service
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About

One of Self-Service's (Liberty link's) features is the ability for a user (employee or student) to enter banking information in order to receive direct deposit for payroll, or refund/reimbursement, distributions. Access is role based and students that are employees will see the ability to enter banking information for payroll and refund/reimbursement.

Process

Note: *Any banking information entered previously will not need to be entered again. This guide is for users that have not previously submitted banking information.*

Entering Refund/Reimbursement Banking Information

1- Login to Libertylink https://libertylink.hccc.edu

2- Once logged in, click on the Banking Information tab. The location of the tab may vary.

Welcome to Colleague Self-Service!

Home

Choose a category to get started.

Student Finance	Financial Aid
Here you can view your latest statement and make a payment online.	Here you can access financial aid data, forms, etc.

Tax Information	Banking Information
Here you can change your consent for e-delivery of tax information.	Here you can view and update your banking information.

3- Employees will see two headings Payroll Deposits and Refunds, Reimbursements & Payments.

Financial Information · Banking Information

Banking Information

Active Accounts   + Add an Account

Students and employees of Hudson County Community College are permitted to change their bank account information for both Payroll deposits and Refunds/Reimbursement. If you enter a new account, the verification below will appear as "Not Verified". The Payroll Office will process the verification process prior to the next transactions being posted. If there is an issue, we will reach out to you directly.

Employees can click here to view your pay advice.

Payroll Deposits	Amount	Deposit Priority	View All

You have no active payroll accounts. Your entire paycheck will be paid by paper check.

Refunds, Reimbursements & Payments		View All

You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

The users that are students only, will see one heading Refunds, Reimbursements & Payments.

Financial Information · Banking Information

Banking Information

Active Accounts   + Add an Account

Refunds, Reimbursements & Payments	View All

You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

Any banking information previously submitted to Payroll or Accounts Payable will appear under the appropriate heading.

4- To enter new banking information, click on "+ Add an Account".

Banking Information

Active Accounts   + Add an Account

5- Slide the toggle button to "Activate".

New Deposit   Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit   ⬜ Activate

[Next]   (Cancel)

After the toggle is set to "Activate", click Next.

New Deposit   Add a Bank Account

Bank Account Usage

| Refund, Reimbursement & Payment Deposit | ⬤ Activate |

Effective Date

4/3/2020

[**Next**]   (Cancel)

6- A pop up will appear to enter the account information. Enter the banking information in the fields.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

ⓘ

View sample check image ⓘ

Bank Account Number *

ⓘ

View sample check image ⓘ

Re-enter Bank Account Number *

ⓘ

Back   **Submit**

Account Type

Checking

Terms and Conditions   ⌃

I authorize Hudson County Community College to deposit my paycheck directly into the bank account provided below. If my banking information changes, I agree that it is my responsibility to update this information at least ten (10) days prior to the next payroll. If the direct deposit is returned because of inaccurate banking information or the account has been closed, Hudson County Community College may make the replacement as a paper check. I understand Direct Deposit will be effective either the 15th or the 31st of the month, or another scheduled payroll, depending on when the banking information is submitted. I authorize my bank to honor my employer's instructions to credit entries and, if necessary, debit entries made to my bank account.

☐ I agree to the terms and conditions

Back   **Submit**

The routing number will be verified by the Federal Reserve Banks' E-Payments Routing Directory. The Bank Account Number cannot be verified, except by the user. Be sure to confirm the account number is correct.

NOTE: For security purposes the Bank Account Number will not be visible when entered.

7- After entering the required information, there are terms and conditions which the user must agree to. After clicking "I agree..." click submit.

Terms and Conditions ∧

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☑ I agree to the terms and conditions

| Back | Submit |

8- After clicking submit the account will appear under Active Accounts as "Not Verified". This does not indicate any issues. The account is verified through a process conducted by the Accounts Payable Office.

Banking Information

Active Accounts

Refunds, Reimbursements & Payments	Verification	
TEST	⚠ Not Verified	**THIS IS NOT AN ERROR**

If a student is also an employee and has previously entered banking information, here is one error that has been encountered when entering banking information for Refund/Reimbursement –

The Payroll Account needs to be turned OFF when adding the <u>same bank account number</u> to be used for AP Reimbursement Account in order to sync the existing EDDP deposit accounts with the same bank account and number for Refund, Reimbursement, & Payments.

This would be done in Self Service by going to the Financial Information and Add a Bank Account. Next set the flag for Payroll Deposits to Off. Once this has been done, the AP Reimbursement Account information can be added.