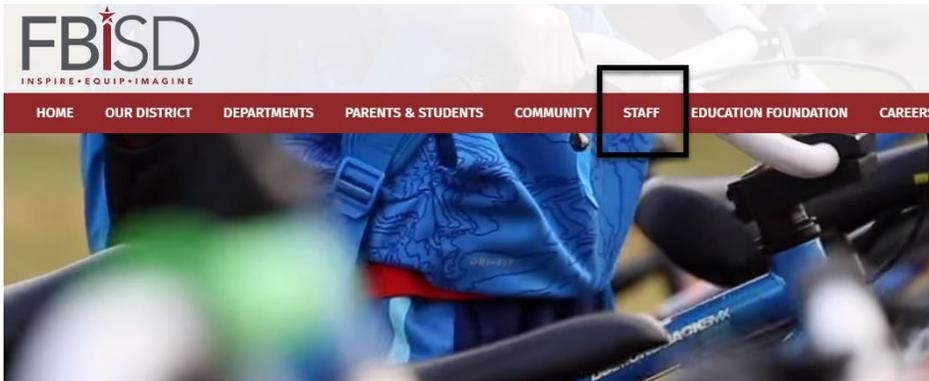


Direct Deposit Job Aid



1. From the Fort Bend ISD home page, click the on the **Staff** tab

FBISD

Sign in

Enter password

Email, phone, or Skype

Password

Employee Portal

Home

Email / Office 365

District Departments

Staff Links

FBISD My Self-Serve

2. Log in using your email address

example: firstname.lastname@fortbendisd.com

3. Enter your new password

4. Click the Staff Links tab.

5. Scroll down and click the section named "My Self Serve".

A screenshot of the Oracle PeopleSoft login page. The page has a dark blue background. At the top, it says 'ORACLE PEOPLESFT'. Below that, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'User ID' field is highlighted with a yellow box. Below the 'Select a Language' dropdown, there is a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button.

6. Enter your PeopleSoft **User ID** and **Password**:

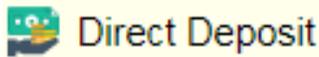
Note: *If you experience any problems with logging on to complete this information, please contact the Technology Service Desk at 281-634-1300*

Payroll



7. From the menu click **Payroll**

Direct Deposit Job Aid



8. Click **Direct Deposit** tab on the left toolbar to add or review your Direct Deposit information.

***Note: You can only make one change in a 24 hour period once you submit your information and exit the direct deposit section.**

Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit Change Direct Deposit

Your Bank Information

Routing Number:  [View check example](#)

Distribution Instructions

Account Number: 
*Account Type:
*Deposit Type:
Amount:
*Deposit Order: (Example: 1 = First Account Processed)



* Required Field

[Return to Direct Deposit](#)

10. If you are changing your primary Direct Deposit account, please make sure you change the Routing Number and the Account Number to the new numbers. Indicate if account is a Checking or Savings Account

Click the Submit Button once you have completed your changes.

*All employees will have primary account with a Deposit Type of "Balance".

Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount	Deposit Order	
Checking	111000025	36546	Balance		999	<input type="button" value="Edit"/>

11. Employees will have the option of adding one additional account other than the primary account.

Direct Deposit Job Aid

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Payroll and Compensation](#) > [Direct Deposit](#)

Direct Deposit

Change Direct Deposit

SONJA CURTIS

Your Bank Information

Routing Number: **1** [View check example](#)

Distribution Instructions

Account Number: **2**
'Account Type: **3**
'Deposit Type: **4**
Amount: **5**
'Deposit Order: (Example: 1 = First Account Processed) **6**



* Required Field

[Return to Direct Deposit](#)

12. Type in your routing and account numbers and submit

To add an additional account.

1. Enter your routing number
2. Enter your account number
3. Account type: Savings or Checking
4. Deposit Type: Amount
5. Amount: Enter your flat dollar amount you want to go into the account
6. Deposit order: 100 for your additional account

Click the Submit button.

***Deposit order:**
999-Balance of check will go to this account
100- first account processed

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Payroll and Compensation](#) > [Direct Deposit](#)

Direct Deposit

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

13. The Submit Confirmation page appears.

Click the OK button to confirm your changes.

Direct Deposit Job Aid

Favorites Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount	Deposit Order		
Checking	111000025	48804	Amount	\$200.00	100	Edit	Delete
Checking	111000025	36546	Balance		999	Edit	

[Add Account](#)

I authorize Fort Bend ISD to credit my account with the financial institution named above. If Fort Bend ISD erroneously deposits funds into my account, I authorize Fort Bend ISD to initiate necessary debit entries, not to exceed the total of the original amount credited for the current pay period.

Note: You are responsible for all direct deposit entries/changes you make. Please verify your information before you submit your direct deposit information.

It should also be understood that once this procedure is started, your changes/additions will be subject to prenotification before becoming effective. You may receive one or two checks before the direct deposit process is effective. Your direct deposit will be credited to your account according to the published Fort Bend ISD pay schedule found in the Employee Handbook. Fort Bend ISD is not responsible for deposits settled by banking institutions earlier than the published pay schedule.

If you have questions, please contact 281-634-1279 or e-mail payroll@fortbendisd.com

14. Please verify your routing and account information before leaving this page.

Any changes/additions to direct deposit information may result in one or two paper check(s) being issued on the next pay date(s) for added/changed accounts.

Favorites Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount	Deposit Order		
Checking	111000025	48804	Amount	\$200.00	100	Edit	Delete
Checking	111000025	36546	Balance		999	Edit	

[Add Account](#)

15. If you wish to delete an account, please follow these steps:

Click on the Delete button for the account you wish to delete. You may also edit the amount that is to be sent to a secondary account.

Please note that you will not be able to delete your primary account, which is identified under Deposit Type as "Balance".

Direct Deposit Job Aid

<p>Favorites Main Menu > Self Service > Payroll and Compensation > Direct Deposit</p> <p>Direct Deposit Delete Confirmation</p> <p>? Are you sure you want to delete this Deposit Account: 7502556622?</p> <p>Yes - Delete No - Do Not Delete</p>	<p>16. The Delete Confirmation page appears.</p> <p>Click on the Yes-Delete button to confirm your changes</p>																								
<p>Favorites Main Menu > Self Service > Payroll and Compensation > Direct Depc</p> <p>Direct Deposit Submit Confirmation</p> <p>✓ The Submit was successful.</p> <p>OK However, due to timing, your change may not be reflected on the next paycheck.</p>	<p>17. The Save Confirmation page appears.</p> <p>Click on the OK button to confirm your changes.</p>																								
<p>Favorites Main Menu > Self Service > Payroll and Compensation > Direct Deposit</p> <p>Direct Deposit</p> <p>Review, add or update your direct deposit information.</p> <table border="1"><thead><tr><th colspan="8">Direct Deposit Detail</th></tr><tr><th>Account Type</th><th>Routing Number</th><th>Account Number</th><th>Deposit Type</th><th>Amount or Percent</th><th>Deposit Order</th><th></th><th></th></tr></thead><tbody><tr><td>Checking</td><td>314074269</td><td>1</td><td>Balance</td><td></td><td>999</td><td>Edit</td><td></td></tr></tbody></table> <p>Add Account</p>	Direct Deposit Detail								Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order			Checking	314074269	1	Balance		999	Edit		<p>18. You are taken back to the Direct Deposit page. You will notice that the deleted Savings Account is no longer visible.</p>
Direct Deposit Detail																									
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order																				
Checking	314074269	1	Balance		999	Edit																			
<p>Emplid: <input type="text"/></p> <p>Name : <input type="text"/></p> <p>This email is to confirm that the Payroll Department has received your new/updated direct deposit information. You are responsible to ensure that the information you entered is correct to guarantee that your funds are deposited into your account. You can go back and view your account information, however further changes cannot be made for 24 hours.</p> <p>If direct deposit was sent prior to you changing your account information, Payroll cannot issue you a check until we receive confirmation that funds have been returned to Fort Bend ISD.</p>	<p>19. You will receive an email confirmation that you made a change to your direct deposit in My Self Serve.</p> <p>If you have questions when entering your Direct Deposit information, please call Payroll at 281-634-1279 or email payroll@fortbendisd.com</p>																								