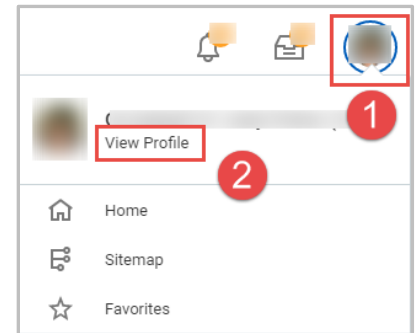## ACCESS YOUR WORKER PROFILE PAGE

Your **Worker Profile Page** displays information about you, including your location, phone number, and compensation. To access your worker profile page, click your Profile icon (photo or cloud) in the upper right corner, then **View Profile**. Your Worker Profile Page displays.

## ADD OR UPDATE DIRECT DEPOSIT

1. Click **Related Actions**

2. Select **Personal Data > Maintain Payment Elections.**

3. Click **Add** in the **Accounts** section
    a. You can also select Edit or Remove to delete current bank accounts.
    b. Optionally, you can add a Nickname to help identify the accounts.
    c. Select the Account Type and enter the Bank Name, Routing Transit Number and Account Number.
    d. Click OK to save.
    e. To add multiple accounts, repeat step three.

4. NOTE: *MUST* complete the following steps to finalize payment elections.
    a. Scroll down to the Payment elections section.
    b. In the **Claremont <u>Payroll</u>** **Payment Election Rule** line, click **Change Election** or **Edit**.
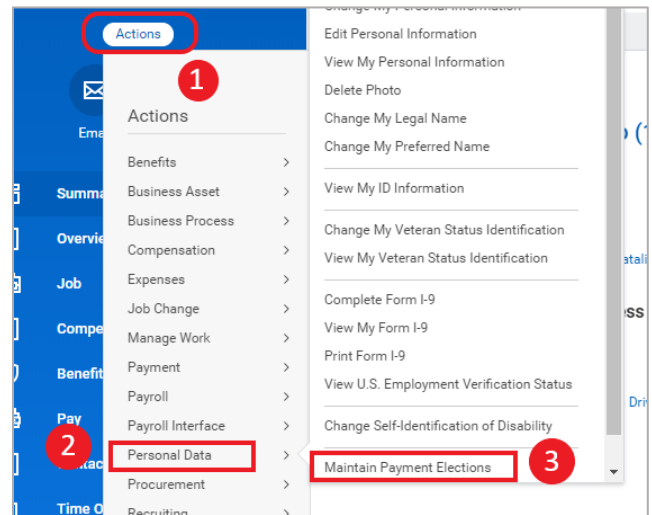
Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Claremont Expense Payment Election Rule	Check			Balance Yes	Edit
Claremont Payroll Payment Election Rule	Check			Balance Yes	Edit

5. In the Payment Elections screen:
    a. Change your **Payment Type** to Direct Deposit
    b. Click in the **Account** field to select the bank account added in step three.
    c. In the **Balance/Amount/Percent** field, select one of these options:
        i. Direct Deposit will be going to one account only > Select **Balance.**
        ii. For direct deposit going to multiple accounts, choose **Amount** or **Percent** to be distributed to that account from each paycheck. Click + sign to the left to add an additional row.
        iii. Select Balance on the final account receiving the remaining balance of your paycheck.

6. Click **OK** when done.

OPTIONAL ADDITIONAL STEPS: The current default for reimbursements on behalf of the college (not processed through payroll) is set to "check". To set up payments for direct deposit:

7. In **Claremont Expense Payment election Rule** section, select **Add/Change Elections** or **Edit**.

8. Complete all elections (similar to direct deposit elections). Currently, the system allows payment to go to one account only. Select **Balance.**

Direct Deposit set up is now complete.

- Approval by Payroll Partner is required after adding or making edits to your payment elections.
- The direct deposit request will move to prenote status. At this point, the payroll office will validate your bank account information. Allow one full payroll cycle to process before your request takes effect.
- Please note if you remove an account and add a new one, the new bank account will need to be validated. This will cause you to receive a live check since your approved bank account was removed.

MANAGE YOUR DIRECT DEPOSIT PAYMENT ELECTIONS (Edit Distribution or Delete an Account).

Once you are in your worker profile page, follow these steps to edit distribution or delete an account.

9. Click **Related Actions**

10. Select **Personal Data** > **Maintain Payment Elections**

11. Scroll down to the Payment Elections section
    a. In the **Claremont Payroll Payment Election Rule** line, Click **Edit**
        i. To delete an account from your pay distribution, click the **(-)** on the left to delete the row.

        ii. To edit your distribution, enter changes in the **Balance/Amount/Percent** section to the right.
        iii. Click **OK** when finished.

12. **NOTE**: If an account was deleted from the Payment Elections section, you will also need to delete the account from the **Accounts** section at the top.

13. Click **OK** to save.

Account Number	
******5555	Edit
	Remove

💡	• Approval by Payroll Partner is required after adding or making edits to your payment elections.