



## PAYROLL

# Employee Tip Sheet

### SETTING UP YOUR DIRECT DEPOSIT "PAYCHECK" ONLINE

#### *Direct Deposit makes getting paid easy!*

Direct deposit is the automatic electronic transfer of funds into an account opened at a bank, credit union, or other financial institution and replaces issuing paper checks. Direct deposit is proven to be a fast, safe, convenient banking method for employers and employees alike. Employees receiving direct deposit do not experience lost warrants or postal service delivery delays as can occur with paper warrants. Direct deposit eliminates security issues associated with the delivery or pick-up of paper paychecks.

Delivery issues, although rare, can usually be resolved more quickly as opposed to a week or more as occurs with "paper checks." Consequently most employers and employees today view direct deposit as the preferred method for distributing salary warrants.

#### **HOW TO ENROLL FOR DIRECT DEPOSIT**

Direct Deposit enrollment is available online through the LACCD Enterprise Portal Employee Service System (ESS), by following the steps below:

#### **To ACCESS ESS PORTAL**

1. From the LACCD home page, [www.laccd.edu](http://www.laccd.edu), click the Faculty & Staff Resources button.
2. Click the Intranet (District Network Only) link at the bottom of the sidebar on the left.
3. Click the LACCD Enterprise Portal link on the right.
4. Enter your 9-digit User ID as follows:  
P00 (zero) + your 6-digit employee number, **or**  
P0 (zero) + your 7-digit employee number
5. Enter your portal password as follows:
  - a. For first-time users, enter 7 digits as below...
    - Your 2-digit birth month (e.g., June = 06)
    - The first letter of your last name
    - The last 4 digits of your social security number
6. Change your password
  - Old Password: Enter same 7-digit password as above
  - New Password: Enter a completely different password (6 to 8 characters only – alpha or numeric, lowercase)
  - Confirm Password: Enter the new password again

#### **To Access Direct Deposit Link**

1. Click on Employee Services tab on the top
2. Click on Personal Information link
3. Click on My Bank Information link. This will open the web page to allow you to add, change, cancel or view your bank information.

#### **DID YOU KNOW ...**

There's an annual impact for just one employee (paid semi-monthly) on Direct Deposit:

- Save one pound of paper
- Eliminate the release of four gallons of waste water
- Eliminate the release of one pound of greenhouse gases (equivalent to: not driving four miles and half a square foot of forest preserved for 10 years) and
- Save \$176.55 in processing costs.

#### **DIRECT DEPOSIT NOTES**

- You may set-up no more than five (5) direct deposits
- Funds may be deposited to any bank or credit union on the Automated Clearing House (ACH) list.
- **For portal or direct deposit link access issues, contact your location Payroll/Personnel Office.**