

# Setup Direct Deposit

Your paycheck will be received by you each week via Direct Deposit. Complete the instructions below to set up your direct deposit. This one-time process tells Securitas where to deposit your weekly paycheck.

(Note: US employees only may opt for a pay card instead of direct deposit. See instructions for Pay Card Setup in the Need Support section of the OneID portal at https://oneid.securitasinc.com)

**<u>Prerequisite</u>**: You MUST be enrolled in **Securitas OneID Multifactor Authentication** before you can set up Direct Deposit.

Use a PC or Mobile device with internet connection to setup Direct Deposit!

 Login at the Securitas OneID portal at https://oneid.securitasinc.com



## This brings you to your Securitas OneID dashboard

 Click Oracle (Oracle Production...HR, Payroll, Finance)

Production A	Training & UA	AT Oracl	e Dev	Infor Dev	+	
	Click '	Oracle Produ Payroll, Finan	ction (HR, ce)'	.e.	ORACLE	
Oracle Production (HR, Payroll, Finan	n Emplo	yee Support Center	Oracle	BI Prod	Oracle ID(	CS
👯 Dropbox Busines		Konnect. nad Bali Viragament Solutions"		ertify		
Dropbox Busines	s Ris	Konnect	Certify	y Test		

#### On your Oracle home screen:

3. Click the 'Me' tab, then click 'Pay':



4. Select 'Payment Methods'



### Add Bank Account



#### Let us know where to deposit your paycheck.

**<u>Tip</u>**: Reference one of <u>your</u> own personal checks for <u>your</u> account number and routing number (*for checking account only*).



Follow the instructions shown in the bubbles below:



Click Save

To complete setup, apply your bank account information to the '**My Payment Methods'** section:

	(e) Click '+Add'
My Payment Methods	+ Add

*INSTRUCTIONS: MUST complete and SAVE to activate	<u>Save</u> <u>Cancel</u>
*What do you want to call this p	ayment method?
	(f) Enter a name for this account, such as 'direct deposit'
*Organization Payment Method	(g) Select 'SEC SUSA Direct Deposit'
SEC SUSA Direct Deposit	~
Payment Type	
Direct Deposit	'100%' assumes 100% of your pay is going into this single account
*Payment Amount	
Percentage v 100	%
*Bank Account	(h) Select your bank account from this drop-down menu
xxxxxxxxxxxx Checking	

Click Save

# Your 'My Payment Methods' section should look like example below:

ly Payment Meth	nods		Reorder Add
Checking Account	Name of payment method	100 %	
011000138 XXX456789 Checking	Type of account (checking, savings, money market)	)	Payment amount

If your entire paycheck is to be deposited into this one account, your direct deposit setup is complete.

To direct portions of your paycheck into additional accounts, see instructions below.

**Multiple Accounts:** Follow the instructions below to direct portions your pay to additional account(s).

Complete these steps for <u>each additional account</u> you would like a portion of your pay directed to. You can split pay to 3 accounts maximum.

Return to the 'Bank Accounts' section to add another bank account

Click	+	Add
••		

	Click '+Ad	ď
Bank Accounts		+ Add 🔨
*Bank: User must select 'All Bar	nks US' before entering the Bank Brand	:h.
*Bank Branch: Enter the routing	g number to locate your routing number	er and branch.

#### Let us know where to deposit your paycheck.

Follow the instructions shown in the text bubbles below:

Bank Accour	nts				
*Bank: <mark>User mu</mark> *Bank Branch: <mark>E</mark>	st select 'All Banl inter the routing	cs US' bei number t	fore entering the B to locate your rout	ank Branch. ing number a	and branch.
		(a)	Enter the Account Numb	er Save	Cancel
*Account Number			(b) Salact (C)	hocking' (Soving	
*Account Type	Account Type			gs, of woney warke	
"Bank		~	(c) Select <b>'All B</b> a	anks US'	
*Bank Branch			(d) Enter your Routing	Number slowly	, until vour bank
*Routing Number	0		appears in the drop	o-down, then se	lect it.
	(A)				
*Routing Number	011000028-STATE STREET BANK A	011000028	All Banks US	1/	<u> </u>
	011000138-BANK OF AMERICA	011000138	All Banks US	V	
	011000206-BANK OF AMERICA	011000206	All Banks US		
	011000390-FLEET NATIONAL BANK	011000390	All Banks US		
	011001234-MELLON BANK	011001234	All Banks US		
	011001276-ONEUNITED BANK	011001276	All Banks US		
-	011001742-FLEET NATIONAL BANK	011001742	All Banks US		
	011002343-BOSTON PRIVATE	011002343	All Banks US		
	011002343-BOSTON PRIVATE BK &	011002343	All Banks US		
	011002550-WAINWRIGHT BANK & T	011002550	All Banks US		-
	4				



To complete setup, apply your bank account information to the 'My Payment Methods' section:

Av Payment N	lethods	(e) Click +Add
ny rayment iv		
		<u>Save</u> <u>C</u> ancel
*INSTRUCTIONS: N	IUST complete and SAVE to activate Direct Depos	t.
	*What do you want to call this payment meth	(f) Enter a name for this account, as 'Savings'
	*Organization Payment Method	
	SEC SUSA Direct Deposit	(g) Select 'SEC SUSA Direct Dep
	Payment Type (h) Select 'Percentage'   Direct Deposit or 'Amount' from	Enter the percentage or an amount
	*Payment Amount the drop-down	to deposit into this account
	Percentage ~	%
	*Bank Account	(J) Select the additional bank
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

Click Save

If you've assigned multiple accounts, your 'My Payment Methods' section could look something like the example below:

