Direct Deposit Quick Reference

All USC employees are required to set up direct deposit. They can have their pay direct deposited into one, two, or three accounts.

To access your direct deposit information in PeopleSoft HCM, navigate to https://hcm.ps.sc.edu.

For newly hired employees, select the **Onboarding** tile and complete the direct deposit step. For current employees, select the **Payroll tile**, then click the **Direct Deposit tile.**

You can have your pay direct deposited into up to five accounts.

To ADD an account

- Click the **plus** icon button to open the Add Direct Deposit screen.
- Fill in the fields to provide bank information and distribution instructions, beginning with Routing Number.
- The first account added serves as the primary account.
- PeopleSoft HCM provides the option to have the entire Net amount deposited into one account: 100% or a percentage of the Net amount divided into multiple accounts.
- When adding a second or third account (in addition to the primary account), the Deposit Type drop-down will give you two options: **Amount and Percent**. Select "Amount" or "Percent", then enter a number in the "Amount or Percent" box.

To EDIT information for an account

- Click on the **account row**. This will open a Edit Account screen.
- Click the **pencil** button to edit the Account Number.
- Make your changes, then click the **Save** button.
- If digits are missing or you try to add an account that is already in the system, a message will appear letting you know.

IMPORTANT:

- **Once per day:** While you are in the Direct Deposit tab, you can make edits to your direct deposit information once per day.
- **7 days in advance:** When making additions/edits to your Direct Deposit elections, do so by 5 p.m. at least 7 days prior to the pay date – to ensure that the changes take effect for the upcoming pay. Note that all changes are subject to validation.
- **Notification:** You will receive a notification after adding or editing direct deposit accounts.