

# Set up Direct Deposit?

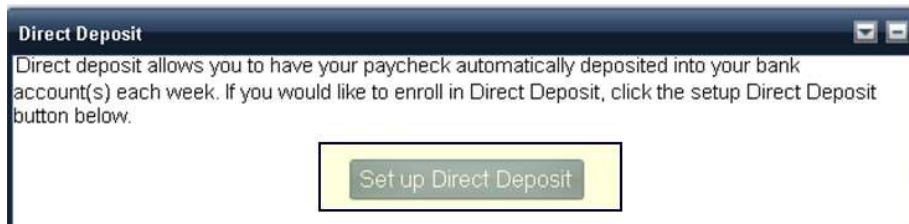
1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Employee Self Service**



3. Click on the **Compensation** tab



4. In **Direct Deposit** Widget, select **Set up Direct Deposit**.



5. The Direct Deposit Wizard should open with your current direct deposit information.

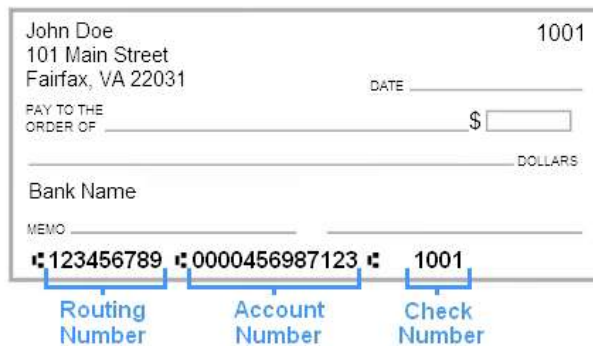
A window titled "Direct Deposit Wizard" with a light yellow background. It contains two main sections: "Primary Account" and "Secondary Account".  
**Primary Account**  
You can enroll in direct deposit by entering your bank account information below.  
Account Type: Not Applicable (dropdown)      Check/Paystub Routing: Check-stub to P (dropdown)  
ABA Routing Number: 234289409 (text box)      Attachment: (text box) Browse...  
Account Number: 345454444 (text box)  
Nickname: QWE (text box)  
**Secondary Account**  
If you would like to enroll a secondary account to receive direct deposit, you can fill out the optional section below.  
Table with 6 columns: ABA Routing Number, Account Number, Distribution Percent, Distribution Amount, Delete, Copy.  
**Add Additional Account**  
Account Type: Not Applicable (dropdown)      \* Deduction Frequency: (dropdown)  
ABA Routing Number: (text box)      Distribution Percent: (text box)  
Account Number: (text box)      Distribution Amount: (text box)  
Nickname: (text box)      Attachments: (text box) Browse...

The Direct Deposit Wizard contains the following sections:

### *Primary Account*

The **Primary Account** section displays the primary account information for your net pay distributions. A **Primary Account** is the account you designate as the one which receives all the unassigned pay. Only one primary account can exist for any given date.

The ABA Routing Number and Account Number are located on your check as indicated below:



### *Secondary Account*

A **Secondary Account** is optional. You can have a maximum of nine secondary accounts. Select the **Add Additional Account** button and enter the account details for each Secondary account. The following are the key options you can define for each secondary account:

- **Priority Order** - Secondary accounts are assigned a Priority Order. The Priority Order determines the hierarchy by which the system allocates pay if the Paycheck does not contain enough Net Pay to distribute to all of the designated accounts. The account with a Priority Order of 1 will have the highest priority. No two accounts can share the same priority order with overlapping date ranges.
- **Distribution Amount or Percent** - Each secondary account is also assigned either a Distribution Amount (a fixed dollar amount per Pay Period) or a Distribution Percent. The total Distribution Percent from all secondary accounts for any date range cannot exceed 100%.

Net Pay Distributions can be allocated by either a percentage or a set dollar amount. For dollar based allocations, distributions to the secondary accounts are first fulfilled prior to distributing money to the primary account. Secondary accounts only receive the allocated distribution amount if the full amount for that account is available. For percent based allocations, the total percentage allocation for secondary accounts does not have to add up to 100%. The total can be less than 100% but not more than 100%. If the total percentage is less than 100%, the remaining amount will go to the Primary Account. No partial amounts or percentages can be distributed to secondary accounts.

### *Submitting Accounts*

Once you have added all the information for your primary and secondary accounts, select the **Submit** button to complete the Direct Deposit Wizard. All accounts will then be added, updated, or deleted as specified during the wizard session. You can re-enter the wizard to review your deposit schedule without making any changes.