

# Direct Deposit Self-Service

## CONTENTS

Purpose .....	1
Log in to the Employee Work Center.....	1
Add, Change, or Delete Accounts .....	1
Add Account .....	2
Change Account.....	3
Delete Account .....	3
Add Direct Deposit Account or Change Payment Elections.....	4
Add or Change Elections.....	4
Remove Elections .....	5
Link Help Desk Contact Information .....	6

## PURPOSE

This is for an employee to manage their own direct deposit information ... add, change, or remove accounts and payment elections.

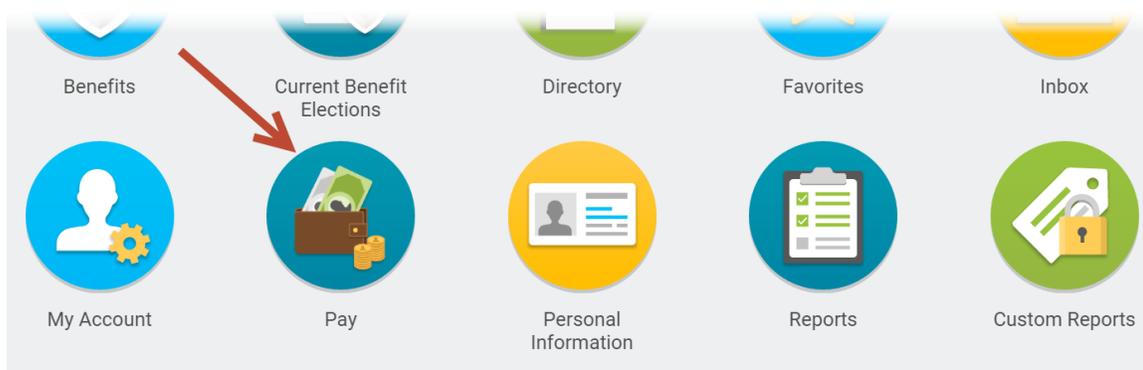
## LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

## ADD, CHANGE, OR DELETE ACCOUNTS

NOTE: For direct deposit, be sure to add accounts prior to changing elections. If no payment elections exist, click Add Elections to set them up.

1. Click the Pay icon on the Home Page.



## Direct Deposit Self-Service

2. Click Payment Elections.

Actions



Payment Elections

3. Continue to the next section based on the appropriate account action that needs to be taken ([Add](#), [Change](#), or [Delete](#) an account).

### ADD ACCOUNT

1. Click Add Account, shown below any existing accounts already in the system ... see red arrow below.

Accounts 1 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
<input type="text"/>	United States of America	Wells Fargo Bank, N.A. Iowa	Checking	<input type="text"/>	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>

←

Payment Elections 1 items

Pay Type	Payment Elections				Distribution	
	Payment Type	Account	Account Number			
Payroll	Direct Deposit	<input type="text"/>	<input type="text"/>	Balance	Yes	<input type="button" value="Change Election"/>

2. Enter the appropriate account information in each field.

NOTE: The fields marked with a red asterisk (\*) are required. The optional fields can be left blank if they do not apply or are unknown.

IMPORTANT: Please double-check (perhaps triple-check) all numbers to verify accuracy.

- Account Nickname (optional)
- Account Type – Select the appropriate account type (\*)
- Bank Name (\*)
- Routing Transit Number (\*)  
NOTE: The system will verify that the Routing Transit Number is valid.
- Account Number (\*)
- Bank Identification Code (optional)

Worker      FirstName LastName      (12345678)

Account Country      United States of America

#### Account Information

Account Nickname (optional)

Account Type      \*  Checking  
    Savings

Bank Name      \*

Routing Transit Number      \*

Account Number      \*

#### Additional Information

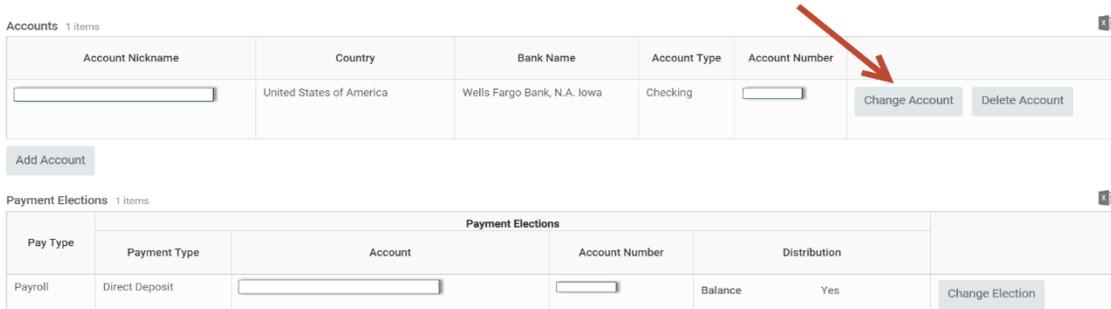
Bank Identification Code

## Direct Deposit Self-Service

3. Click OK.
4. Continue to the [Add Direct Deposit Account or Change Payment Elections](#) section.

### CHANGE ACCOUNT

1. Click Change Account for the specific account from the list that needs to be changed.



The screenshot shows two sections: "Accounts" and "Payment Elections".

**Accounts** (1 items):

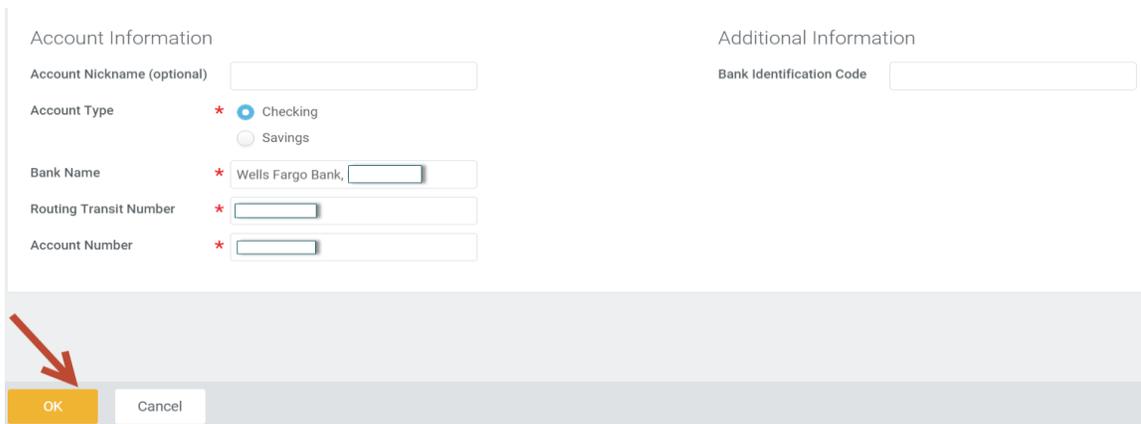
Account Nickname	Country	Bank Name	Account Type	Account Number	
<input type="text"/>	United States of America	Wells Fargo Bank, N.A. Iowa	Checking	<input type="text"/>	<a href="#">Change Account</a> <a href="#">Delete Account</a>

**Payment Elections** (1 items):

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	<input type="text"/>	<input type="text"/>	Balance Yes	<a href="#">Change Election</a>

2. Change the existing account information.

**IMPORTANT:** Please double-check (perhaps triple-check) all numbers to verify accuracy.



The screenshot shows the "Account Information" form with the following fields:

- Account Nickname (optional):
- Account Type:  Checking,  Savings
- Bank Name:  Wells Fargo Bank,
- Routing Transit Number:
- Account Number:
- Additional Information: Bank Identification Code

At the bottom, there are two buttons: **OK** (highlighted with a red arrow) and **Cancel**.

3. Click OK.

### DELETE ACCOUNT

1. Click Delete Account from the Payment Elections screen.

**NOTE:** There must be at least one account listed for direct deposit. If only one account is listed, it cannot be deleted.



The screenshot shows the "Accounts" table with one row:

Account Nickname	Country	Bank Name	Account Type	Account Number	
<input type="text"/>	United States of America	Wells Fargo Bank, N.A. Iowa	Checking	<input type="text"/>	<a href="#">Change Account</a> <a href="#">Delete Account</a>

A red arrow points to the "Delete Account" button.

## Direct Deposit Self-Service

### 2. Review the Delete Bank Account information.

Confirm you would like to delete the account shown below. If the account is in use remove the account from any elections before deleting.

Worker

Account Country United States of America

Currency USD

Used by Pay Types (empty)

Account for Delete 1 items

Account Nickname	Bank Name	Account Type	Account Number
Test	Test Bank	<input checked="" type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> None of the above	*****9012



### 3. Click OK.

## ADD DIRECT DEPOSIT ACCOUNT OR CHANGE PAYMENT ELECTIONS

### 1. On the Payment Elections screen, scroll to the bottom, and click Change Election on the right side of the page.

Payment Elections 1 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	<input type="text"/>	<input type="text"/>	Balance Yes	 <input type="button" value="Change Election"/>

### 2. On the next screen, accounts can be added or payment elections can be changed for direct deposit. Once one account has been added, the balance of the payroll check will be directly deposited into this account. If there is more than one account listed, elections must be changed. If you wish to have just the one account, click **Close**.

NOTE: Your Agency's Human Resources Partner will receive a notification about changes you make to your direct deposit information.

## ADD OR CHANGE ELECTIONS

### 1. Click the plus sign (on the left side of the table) to add a row.

Payment Elections 2 items

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
		United States of America	USD	Direct Deposit	Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
						<input type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

## Direct Deposit Self-Service

2. Complete the following fields:

- a. Country – only option is United States of America.
- b. Currency – defaults to USD when United States of America is selected.
- c. Payment Type – only option is Direct Deposit.
- d. Account – click the search prompt and select the account from the list of your previously entered accounts.
- e. Balance/Amount/Percent – enter how you want the payroll deposited into the specific account. Choose one of the following:
  - i. If there is only one account listed, choose “Balance” to designate that the entire amount be deposited into the account (see NOTE below about Balance).
  - ii. Choose “Amount” if a certain amount needs to go into this account (see NOTE below about Balance).
  - iii. Choose Percent if you want a percentage to go into this account (see NOTE below about Balance).

NOTE: If you have more than one Direct Deposit account, and you are entering dollar amounts for the deposits, the account that will get the balance must be indicated.

1. To designate the balance, the "balance" account needs to be last in the list AND you need to click the “Balance” radio button for that item.
2. If you are using percentages, the total for the percentages must add up to 100%.

3. After adding/editing the new direct deposit account, click OK.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	Checking	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 100.00 <input type="radio"/> Percent 0
+	United States of America	USD	Direct Deposit	test	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

4. Click Close.

### REMOVE ELECTIONS

1. To remove an account from the payment elections list, click the minus sign next to that account.

NOTE: There must at least be one account listed on the Payment Elections page. If there will be only one account remaining after deleting another, then the remaining account must be set to Balance.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	Checking	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 100.00 <input type="radio"/> Percent 0
+	United States of America	USD	Direct Deposit	test	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

## Direct Deposit Self-Service

2. Click OK.
3. Click Close.

### **LINK HELP DESK CONTACT INFORMATION**

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234