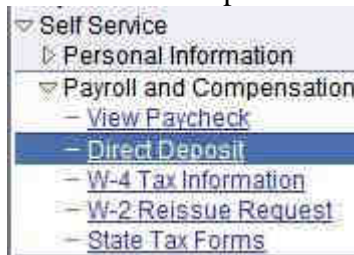


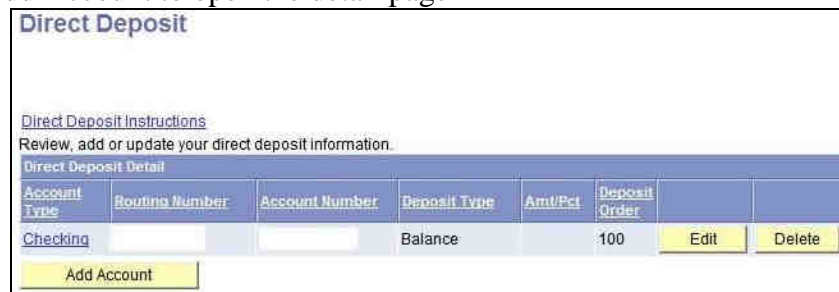
Ongoing Maintenance of Savings Bond Distribution information

After initial go live (9/21/2009), the **employee** will be responsible for making all changes to their savings bond contribution through employee self service using the direct deposit page.

1. Employee signs on to the employee gateway.
2. Select Employee Self Service
3. Select Payroll & Compensation > Direct Deposit

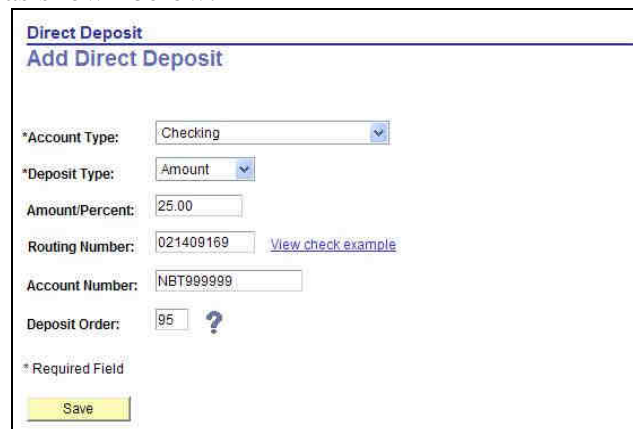


4. Click Add Account to open the detail page



A screenshot of the 'Direct Deposit' detail page. The page title is 'Direct Deposit'. Below the title is a link for 'Direct Deposit Instructions' and a message: 'Review, add or update your direct deposit information.' Below this is a table with the following columns: 'Account Type', 'Routing Number', 'Account Number', 'Deposit Type', 'Amt/Pct', 'Deposit Order', 'Edit', and 'Delete'. The table contains one row with the following values: 'Checking', a text input field, another text input field, 'Balance', '100', and 'Edit' and 'Delete' buttons. Below the table is a yellow 'Add Account' button.

5. Enter the fields as shown below.




A screenshot of the 'Add Direct Deposit' form. The form has the following fields: '*Account Type:' with a dropdown menu set to 'Checking'; '*Deposit Type:' with a dropdown menu set to 'Amount'; 'Amount/Percent:' with a text input field containing '25.00'; 'Routing Number:' with a text input field containing '021409169' and a link 'View check example'; 'Account Number:' with a text input field containing 'NBT999999'; and 'Deposit Order:' with a text input field containing '95' and a question mark icon. Below the fields is a yellow 'Save' button.

- Account Type = Checking
 - Deposit Type = Amount
 - Amount/Percent = Savings Bond deduction amount
 - Routing Number = 021409169
 - Account Number = NBT then your Employee ID number
 - Deposit Order = 95
6. Click Save.
 7. The confirmation page will be shown

Direct Deposit

Save Confirmation

 The Save was successful.
 However, due to timing, your change may not be reflected on the next paycheck.

8. The updated direct deposit summary shows the new distribution

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Am/Pct	Deposit Order		
Checking	021409169	NBT999999	Amount	\$25	95	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>