

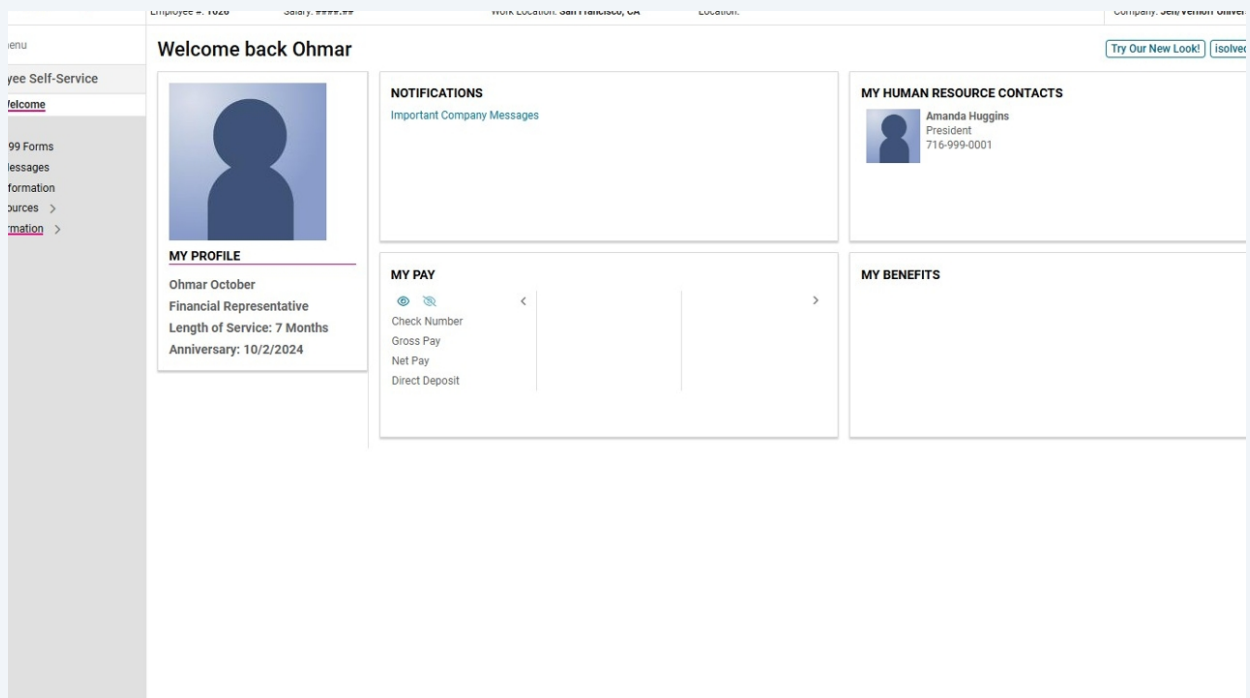
Updating Direct Deposit Information - Classic Desktop View



This guide will walk you through updating direct deposit information from the isolated Classic View.

1

Navigate to <https://connect.threadhcm.com/default.aspx>



2 Go to Employee Self Service > and Click "Update Information"

The screenshot shows the Employee Self-Service portal for Ohmar October. The top header displays the user's name, employee number (1026), pay group (Biweekly), salary (####.##), hire date (10/2/2024), work location (San Francisco, CA), and division (40 - 40). The left sidebar contains a search bar and a list of menu items: Employee Self-Service, Employee Welcome, Pay History, W2/ACA/1099 Forms, Employee Messages, Company Information, Human Resources >, Update Information > (highlighted with an orange circle), Time >, and Turbo Tax. The main content area is titled 'Welcome back Ohmar' and features a profile picture placeholder, a 'MY PROFILE' section with details (Ohmar October, Financial Representative, Length of Service: 7 Months, Anniversary: 10/2/2024), a 'NOTIFICATIONS' section with a link to 'Important Company Messages', and a 'MY PAY' section with a table of pay details.

MY PAY	
Check Number	
Gross Pay	
Net Pay	
Direct Deposit	

3 Click "Direct Deposit Updates"

The screenshot shows the Employee Self-Service portal for Ohmar October. The top header displays the user's name, employee number (1026), pay group (Biweekly), salary (####.##), hire date (10/2/2024), work location (San Francisco, CA), and division (40 - 40). The left sidebar contains a search bar and a list of menu items: Employee Self-Service, Employee Welcome, Pay History, W2/ACA/1099 Forms, Employee Messages, Company Information, Human Resources >, Update Information >, Name and Contact Information, Tax Updates Wizard, Direct Deposit Updates > (highlighted with an orange circle), Time >, and Turbo Tax. The main content area is titled 'welcome back Ohmar' and features a profile picture placeholder, a 'MY PROFILE' section with details (Ohmar October, Financial Representative, Length of Service: 7 Months, Anniversary: 10/2/2024), a 'NOTIFICATIONS' section with a link to 'Important Company Messages', and a 'MY PAY' section with a table of pay details.

MY PAY	
Check Number	
Gross Pay	
Net Pay	
Direct Deposit	

4 To edit an existing account, click on the Pencil icon.

Ohmar October
Employee #: 1026
Pay Group: Biweekly
Salary: ####.##
Hire Date: 10/2/2024
Work Location: San Francisco, CA
Division: 40 - 40
Location:
Department: 30 - Payroll
Client: 2 Jen Demo - Jen/Verhoff Universit...
Company: Jen/Verhoff University Training ...

Direct Deposit Updates

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing Number	Account Number	Description	Actions
Active	Checking	Remaining Net	Every Pay			044000037	0000000		

5 From this screen you can update any of the fields shown. The most common being the account number. To update the account number, click into the "Update Acct. Number" field and enter the updated account number.

Search the menu

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Messages
- Company Information
- Human Resources >
- Update Information ▾
 - Name and Contact Information
 - Tax Updates Wizard
 - Direct Deposit Updates**
- Time >
- Turbo Tax

Direct Deposit Updates

Save Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: Checking ▾

* Sequence: Remaining Net ▾

* Frequency: Every Pay ▾

Amount:

Percent:

* Routing Number: 044000037

Account Number: 0000000

Update Acct. Number:

Description:

6 Click "Save"

DELIVERED BY thread

Ohmar October
Employee #: 1026

Pay Group: Biweekly
Salary: ####.##

Hire Date: 10/2/2024
Work Location: San Francisco, CA

Division: 40 - 40
Location:

Search the menu

Employee Self-Service

Employee Welcome
Pay History
W2/ACA/1099 Forms
Employee Messages
Company Information
Human Resources >
Update Information v

Name and Contact Information
Tax Updates Wizard

Direct Deposit Updates

Time >
Turbo Tax

Direct Deposit Updates

Save
Go Back to List

Direct Deposit

* Status: Active v

* Account Type: Checking v

* Sequence: Remaining Net v

* Frequency: Every Pay v

Amount:

Percent:

* Routing Number: 044000037

Account Number: 0000000

Update Acct. Number: 00001

Description:

7 To add an additional account, click "Add New"

DELIVERED BY thread

Ohmar October
Employee #: 1026

Pay Group: Biweekly
Salary: ####.##

Hire Date: 10/2/2024
Work Location: San Francisco, CA

Division: 40 - 40
Location:

Search the menu

Employee Self-Service

Employee Welcome
Pay History
W2/ACA/1099 Forms
Employee Messages
Company Information
Human Resources >
Update Information v

Name and Contact Information
Tax Updates Wizard

Direct Deposit Updates

Time >
Turbo Tax

Direct Deposit Updates

Add New
Expand All Groups
Collapse All Groups
Clear Grouping/Filters

Drag a column header here to group by that column

Status	Account Type	Sequence	Frequency	Amount	Per
Active	Checking	Remaining Net	Every Pay		

8 Select the "Active" option on the Status drop down.

isolved

DELIVERED BY
thread

Ohmar October

Pay Group: Biweekly

Hire Date: 10/2/2024

Division: 40 - 40

Employee #: 1026

Salary: ####.##

Work Location: San Francisco, CA

Location:

Search the menu

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Messages

Company Information

Human Resources >

Update Information ▾

Name and Contact Information

Tax Updates Wizard

Direct Deposit Updates

Time >

Turbo Tax

Direct Deposit Updates

Save

Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: ▾

* Sequence: ▾

* Frequency: Every Pay ▾

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

9 Select "Savings or Checking" on the Account Type drop down.

isolved

DELIVERED BY
thread

Ohmar October

Pay Group: Biweekly

Hire Date: 10/2/2024

Division: 40 - 40

Employee #: 1026

Salary: ####.##

Work Location: San Francisco, CA

Location:

Search the menu

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Messages

Company Information

Human Resources >

Update Information ▾

Name and Contact Information

Tax Updates Wizard

Direct Deposit Updates

Time >

Turbo Tax

Direct Deposit Updates

Save

Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: Savings ▾

* Sequence: ▾

* Frequency: Every Pay ▾

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

- 10 Select "1" (or 2 or 3 if multiple accounts already) on the Sequence drop down.

solved DELIVERED BY thread

Ohmar October ▾ Ohmar October Pay Group: Biweekly Hire Date: 10/2/2024 Division: 40 - 40
Employee #: 1026 Salary: ####.## Work Location: San Francisco, CA Location:

Search the menu

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Messages

Company Information

Human Resources >

Update Information ▾

Name and Contact Information

Tax Updates Wizard

Direct Deposit Updates

Time >

Turbo Tax

Direct Deposit Updates

Save Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: Savings ▾

* Sequence: 1 ▾

* Frequency: Every Pay ▾

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

- 11 Enter *either* an Amount or a Percent to be withheld.

Employee #: 1026 Salary: ####.## Hire Date: 10/2/2024 Division: 40 - 40
Work Location: San Francisco, CA Location:

Search the menu

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Messages

Company Information

Human Resources >

Update Information ▾

Name and Contact Information

Tax Updates Wizard

Direct Deposit Updates

Time >

Turbo Tax

Direct Deposit Updates

Save Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: Savings ▾

* Sequence: 1 ▾

* Frequency: Every Pay ▾

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

12

Enter the "Routing and Account Numbers" in the Routing and Account number fields.

Ohmar October

Ohmar October Pay Group: Biweekly
 Employee #: 1026 Salary: ####.##

Hire Date: 10/2/2024
 Work Location: San Francisco, CA

Division: 40 - 40
 Location:

Search the menu

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Messages
- Company Information
- Human Resources >
- Update Information ▾
 - Name and Contact Information
 - Tax Updates Wizard
- Direct Deposit Updates**
- Time >
- Turbo Tax

Direct Deposit Updates

Save
 < Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: Savings ▾

* Sequence: 1 ▾

* Frequency: Every Pay ▾

Amount:

Percent: 10

* Routing Number:

* Account Number:

Description:

13

Click Save.

Ohmar October

Ohmar October Pay Group: Biweekly
 Employee #: 1026 Salary: ####.##

Hire Date: 10/2/2024
 Work Location: San Francisco, CA

Division: 40 - 40
 Location:

Search the menu

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Messages
- Company Information
- Human Resources >
- Update Information ▾
 - Name and Contact Information
 - Tax Updates Wizard
- Direct Deposit Updates**
- Time >
- Turbo Tax

Direct Deposit Updates

Save
 < Go Back to List

Direct Deposit

* Status: Active ▾

* Account Type: Savings ▾

* Sequence: 1 ▾

* Frequency: Every Pay ▾

Amount:

Percent: 10

* Routing Number: 044000037

* Account Number: 0000002

Description:

14 To Inactivate an account, click on the Pencil icon.



DELIVERED BY thread

Ohmar October Employee #: 1026 Pay Group: Biweekly Salary: ####.## Hire Date: 10/2/2024 Work Location: San Francisco, CA Division: 40 - 40 Location: Department: 30 - Payroll Client: 2 Jen Demo - Jen/Verhoff Universit... Company: Jen/Verhoff University Training ...

Direct Deposit Updates

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing Number	Account Number	Description	Actions
Active	Checking	Remaining Net	Every Pay			044000037	00001		
Active	Savings	1	Every Pay		10.0000	044000037	0000002		

15 Choose the "Inactive" option on the Status drop down.

olived DELIVERED BY thread

Ohmar October Employee #: 1026 Pay Group: Biweekly Salary: ####.## Hire Date: 10/2/2024 Work Location: San Francisco, CA Division: 40 - 40 Location: Department: 30 - Payroll Client: 2 Jen Demo - Jen/Verhoff Universit... Company: Jen/Verhoff University Training ...

Direct Deposit Updates

Save Go Back to List

Direct Deposit

* Status: Inactive

* Account Type: Savings

* Sequence:

* Frequency: Every Pay

Amount:

Percent: 10.0000

* Routing Number: 044000037

Account Number: 0000002

Update Acct. Number:

Description:

16 Click "Save"

DELIVERED BY
thread

Ohmar October

Employee #: 1026

Pay Group: Biweekly

Salary: ####.##

Hire Date: 10/2/2024

Work Location: San Francisco, CA

Division: 40 - 40

Location:

Search the menu

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Messages

Company Information

Human Resources >

Update Information ▾

Name and Contact Information

Tax Updates Wizard

Direct Deposit Updates

Time >

Turbo Tax

Direct Deposit Updates

Save

Go Back to List

Direct Deposit

* Status: Inactive ▾

* Account Type: Savings ▾

* Sequence: ▾

* Frequency: Every Pay ▾

Amount:

Percent: 10.0000

* Routing Number: 044000037

Account Number: 0000002

Update Acct. Number:

Description:

17 To Delete an account, click on the Red X on the line of the account to be deleted.

DELIVERED BY
thread

Ohmar October

Employee #: 1026

Pay Group: Biweekly

Salary: ####.##

Hire Date: 10/2/2024

Work Location: San Francisco, CA

Division: 40 - 40

Location:

Department: 30 - Payroll

Client: 2 Jen Demo - Jen/Verhoff Universit...

Company: Jen/Verhoff University Training ...

Save Complete.

Explore isolved People Cloud

Direct Deposit Updates

+ Add New

Expand All Groups

Collapse All Groups

Clear Grouping/Filters

Drag a column header here to group by that column

Search...

Status ▾	Account Type ▾	Sequence ▾	Frequency ▾	Amount ▾	Percent ▾	Routing Number ▾	Account Number ▾	Description ▾	Actions
Active	Checking	Remaining Net	Every Pay			044000037	00001		
Inactive	Savings		Every Pay		10.0000	044000037	0000002		

18 Click "Yes", the account is now deleted.

Account Type ▼	Sequence ▼	Frequency ▼	Amount ▼	Percent ▼	Routing Number ▼	Account Number ▼
Checking	Remaining Net	Every Pay			044000037	00001
Savings		Every Pay		10.0000	044000037	0000002

Delete

Are you sure you want to delete this record?

Yes

No