



# Direct Deposit on ESS

After you have logged onto Lawson – Employee Self Service (ESS), you should see this dashboard

Employee Self-Service >

**Employee Self-Service**

Employee Self-Service | Documentation | General | Legacy Reporting | Payroll | Schools/Departments

Search...

**Benefits**

- Benefit Handbook
- Benefit Plan Descriptions
- Benefits Enrollment
- Current Benefits
- Flex Spending Accounts
  - Account Balances
  - Account Contributions
- New Hire Enrollment

**Employment**

- Absence Management
- Inventory
- Inventory Instructions
- Job Profile
- Phone Book
- Policy Manual
- Summer Job Application
- Transfer Request Form
- Work Phone

**Life Events**

- Address Change

**Org Chart**

- Org Chart

**Miscellaneous Tools**

- DQ System **NEW!**
- Official Inventory Progress

**New Hire**

- Benefits
  - Benefit Handbook
  - Benefit Plan Descriptions
  - New Hire Enrollment
- Payment Setup
  - Direct Deposit
  - Tax Withholding
- Personal Data
  - Dependents
  - Emergency
  - Marital Status
  - Personal Profile
  - Veteran Status
- Work Information
  - Job Profile
  - Org Chart
  - Phone Book
  - Policy Manual
  - Work Phone

**Pay**

- 403 and 457 Links
  - 403B Action Form
  - 403B Salary Reduction Info
  - TRS Approved Vendor List
  - Log On To JEM
  - PISD Rules Solicitation
  - 457 Plan Information
- Direct Deposit
- Leave Balances
- Leave Balances Detail
- Pay Checks
- Pay Rate History
- Payment Modeling
- Payroll Deductions
  - Cornerstone Club
  - Houston Chronicle
- Payroll Documents
- Tax Withholding
- Year to Date (Print W2s)

**Personal Information**

- Dependents
- Emergency
- Federal Ethnicity and Race
- Leave Balances
- Marital Status
- Personal Profile
- Veteran Status

- » Select Direct Deposit to make changes to your bank account information. This must be completed prior to the payroll cut-off date to ensure your paycheck is sent to the correct bank. (see Payroll Cycle Schedule on the Payroll BOPM)
- » You will either close an existing account(s), change the amount that is going to a specific account, or add a new account(s).

Close

LAWSON Direct Deposit Welcome, [redacted] ?

Accounts

You may open up to 5 accounts, with 4 remaining accounts. Your direct deposit will become effective on the next payroll processed. Changes to pre-existing Direct Deposits will also become effective on the next payroll processed.

Bank	Account	Description	Type	Amount	
[redacted]	1. [redacted] Default	CHECKING	Checking	100.00%	<a href="#">Close Account</a>

Add

Yellow arrow pointing to the Add button.



- » The Authorization screen will be displayed for both options. You must select **I agree** or you will not be allowed to move forward.

#### Authorization

I understand it is my responsibility to enter correct account and bank information to ensure transactions are deposited to my account.

I hereby authorize my employer, PASADENA IND. SCHOOL DISTRICT, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until PASADENA IND. SCHOOL DISTRICT has received written notification from me of its termination in such timely manner as to give PASADENA IND. SCHOOL DISTRICT and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.



- I agree with the above statement.
- I do not agree with the above statement.



The key to successfully changing your direct deposit information is to use the magnifying glass to filter your routing number.

**Add Account**

Search for your bank by pressing magnifying glass icon. If your Bank Name/Routing number is not listed please contact the payroll department at 713-740-0263.

10/09/2013

Bank

Description  Account Type  Checking  Savings

Flat Amount  or  
Percent of Net

US Deposit \_\_\_\_\_ AMOUNT

\*  \*  
Routing Number Account Number

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http://vmlawweb01.pasadenaisd.org/?recs=...

Routing Number is

Routing Number	Bank
5300019	BANK OF AMERICA IN N. CAROLINA
11000138	BANK OF AMERICA
11500010	BANK OF AMERICA
11600567	PEOPLES TRUST COMPANY
11900571	BANK OF AMERICA
21000021	CHASE BANK
21000089	CITIBANK
21000322	BANK OF AMERICA
21001486	CITIBANK
21200339	BANK OF AMERICA
21202337	JP Morgan Chase Bank NJ
21272655	SALOMON SMITH BARNEY
21272723	WASHINGTON MUTUAL
21313103	CITIZENS BANK
21407912	NORTH FORK BANK
21409169	JP Morgan Chase
22300173	JP MORGAN CHASE BANK, NA

View  << Previous Next >> Records 1 - 25



- » Once you type in your routing number and select Filter, your bank should appear on the screen. Click on your bank and the system will automatically insert your bank name and routing number on the update screen.

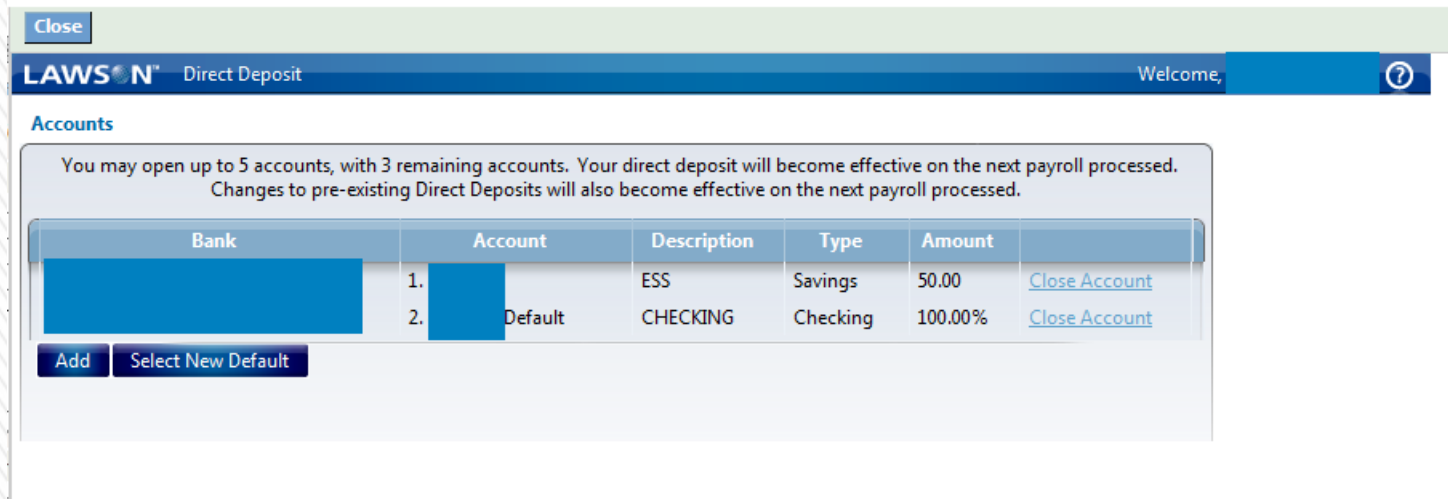
The screenshot shows a web browser window with the URL `http://vmlawweb01.pasadenaisd.org/?recs=...`. Below the address bar is a search form with a dropdown menu set to "Routing Number", a text input field containing "313087286", and a "Filter" button. Below the search form is a table with two columns: "Routing Number" and "Bank". The table contains one row with the values "313087286" and "GULF COAST EDUCATORS FCU". At the bottom of the table, there is a "View" dropdown set to "25", navigation buttons for "<< Previous" and "Next >>", and a "Records 1 - 1" indicator.

The screenshot shows a form for updating bank information. At the top, it says "Search for your bank by pressing magnifying glass icon. If your Bank Name/Routing number is not listed please contact the payroll department at 713-740-0263." Below this is a "Bank" field with a magnifying glass icon and the text "GULF COAST EDUCATORS FCU". A red arrow points to this field. To the right of the "Bank" field is the date "10/09/2013". Below the "Bank" field is a "Description" field with the text "ESS" and a red asterisk. To the right of the "Description" field is an "Account Type" section with two radio buttons: "Checking" (selected) and "Savings". Below the "Description" field is the address: "CONNIE R. WHEELER", "4019 WILLOWIND DR", "PASADENA, TX 77504", "US". To the right of the address is a "Deposit" field. Below the address is a "Flat Amount" field and a "Percent of Net" field, both with a red asterisk. Below the "Flat Amount" and "Percent of Net" fields is a "Routing Number" field with the text "313087286" and a red asterisk, and an "Account Number" field with a red asterisk. A red arrow points to the "Routing Number" field. At the bottom right of the form are "Update" and "Cancel" buttons, with a green checkmark icon next to the "Update" button.

You will need to complete the Account Type, the Flat Amount or Percentage of Net and the Account Number fields. Then select Update or Cancel.



Once you have updated the account information, you will see your direct deposit information on the next screen.



Close

LAWS N Direct Deposit Welcome, ?

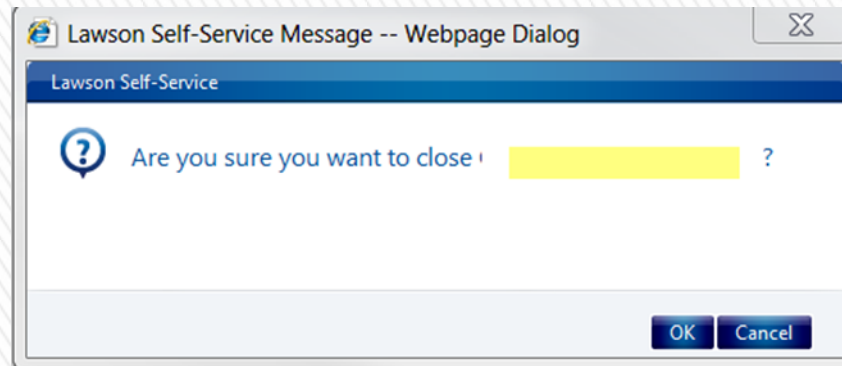
Accounts

You may open up to 5 accounts, with 3 remaining accounts. Your direct deposit will become effective on the next payroll processed. Changes to pre-existing Direct Deposits will also become effective on the next payroll processed.

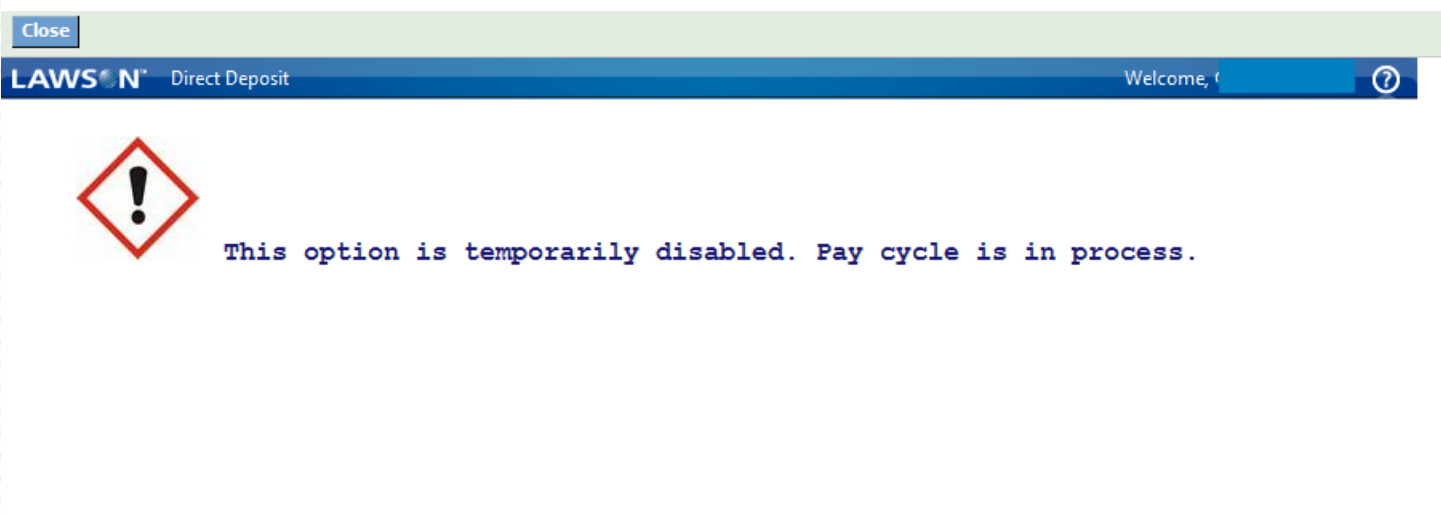
Bank	Account	Description	Type	Amount	
	1.	ESS	Savings	50.00	<a href="#">Close Account</a>
	2.	Default	CHECKING	100.00%	<a href="#">Close Account</a>

Add Select New Default

If you need to remove an account, you will select Close Account. The message below will appear and you will either click OK or Cancel.



When the payroll check is being finalized by Payroll, the following message will be displayed. You will not be able to make changes to your direct deposit information during this time. *You will need to try again in 3 – 5 business days or wait until the actual pay day before you can make changes to your direct deposit on ESS.*



If you have any questions, please contact the payroll department at 713-740-0263.

