Adding or Changing Direct Deposit or Tax Information

As an employee, you can add or change your Direct Deposit and Tax Information through the Employee Self Service Module.
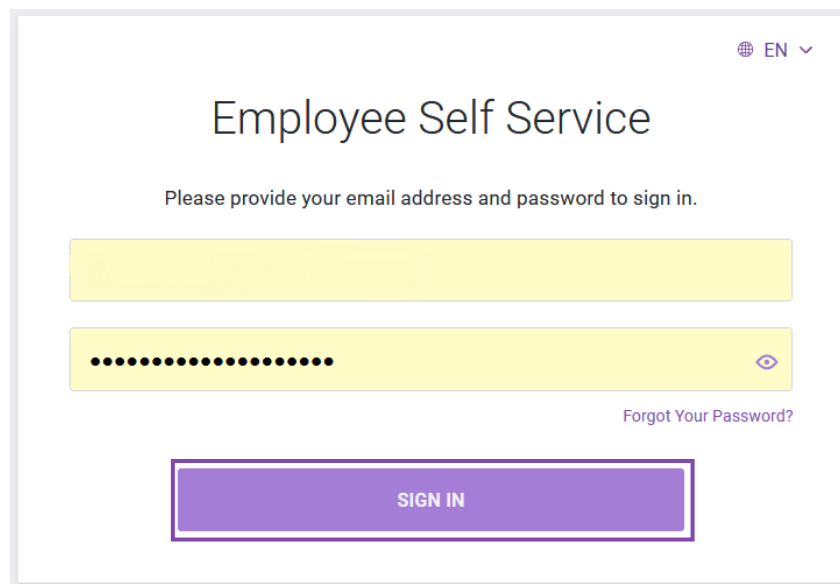
Note: Administrators must allow requests for Direct Deposit or Tax changes. If you do not have the functionality to edit your Direct Deposit or Tax information, please reach out to your Administrator.

Steps:

- **Login to the Employee Self Service portal**
- **My Pay**
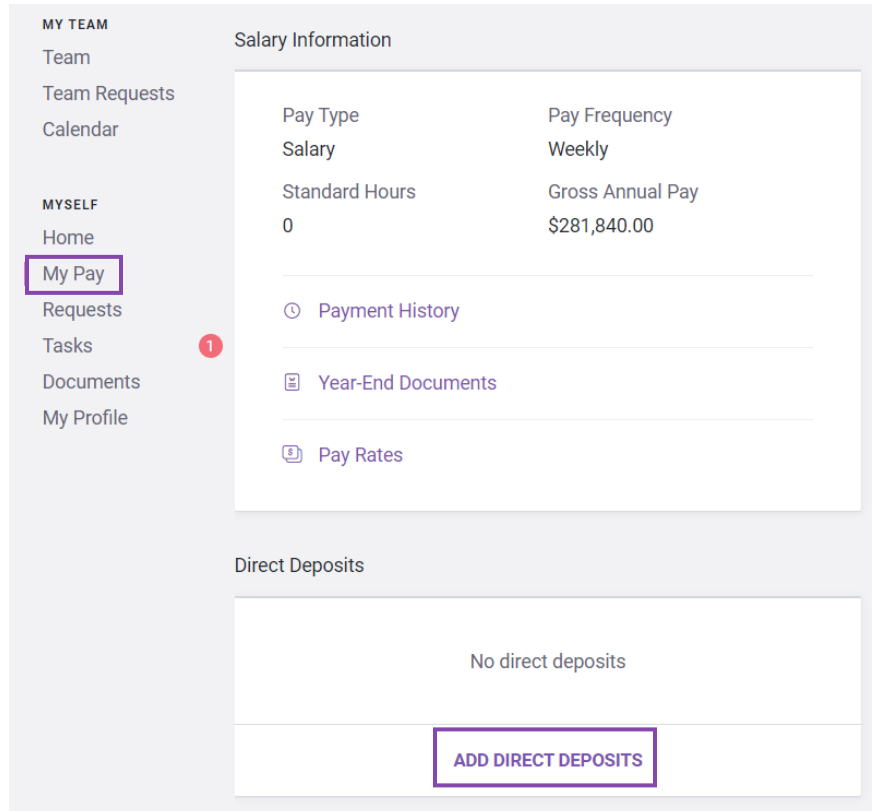- **Add** or **Update** Direct Deposit or Tax Withholdings as needed

Step 1 –

Begin by logging into the Employee Self Service module. This can be done using the mobile application or by going to the desktop version. To access the desktop version, go to Viventium.com, hover over **Login** in the top-right corner, and select **Employee**. Enter your login credentials and click **Sign In.**

Step 2 –

To request changes to your Direct Deposit information, navigate to the **My Pay** section of your profile. Select **ADD/EDIT DIRECT DEPOSITS** in the Direct Deposits section.

MY TEAM
Team
Team Requests
Calendar

MYSELF
Home
My Pay
Requests
Tasks   1
Documents
My Profile

Salary Information

Pay Type	Pay Frequency
Salary	Weekly
Standard Hours	Gross Annual Pay
0	$281,840.00

🕐 Payment History

📄 Year-End Documents

💲 Pay Rates

Direct Deposits

No direct deposits

ADD DIRECT DEPOSITS

JPMORGAN CHASE BANK, NA
Routing #   021000021
Account #   XXXXX1111 👁
Type   Checking
Amount   100.00%

EDIT DIRECT DEPOSITS

Step 3 –

Change Direct Deposit Information

To change Direct Deposit information, enter the information that needs to be updated and select **UPDATE.** Use the pencil icon to edit an existing direct deposit account.

After saving, the Direct Deposit change will be sent to your Administrator for approval. A banner with the message "Changes waiting for approval" will be displayed until approved. To view the changes, click on **View Requests** or the **clock icon**.

Add New Direct Deposit

To add a new Direct Deposit account, select **+Add Account**.

A new screen will open. Enter in the **Account Type, Routing #**, and **Account #** twice. Click **CREATE** to save.

Add Account

Your change will be verified with the bank. This process can take up to 10 business days after HR approval.

Account Type *

Checking

Routing # *

021000021

Account # *

212121212

Re-enter Account # *

212121212

Bank

JPMORGAN CHASE BANK, NA

CANCEL   CREATE

After saving, the Direct Deposit change will be sent to your Administrator for approval. A banner with the message "Changes waiting for approval" will be displayed until approved. To view the changes, click on **View Requests** or the **clock icon**.

🕐 Changes waiting for approval   **View Requests**

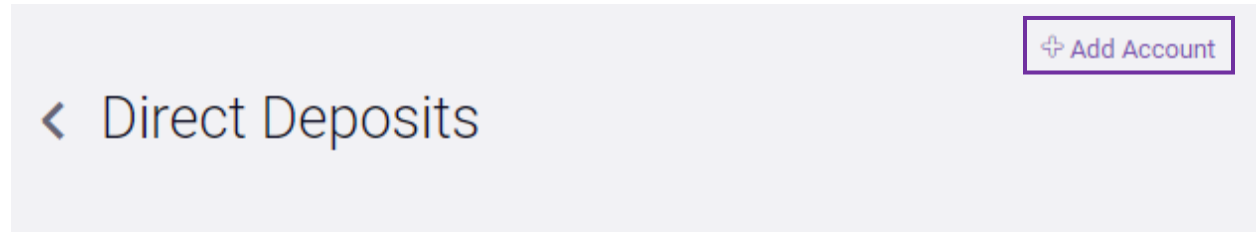**JPMORGAN CHASE BANK, NA**   🕐

Routing #   021000021

Account #   XXXXX1212 👁

Type   Checking

Amount $10.00

JPMORGAN CHASE BANK, NA   🕐

Routing #   021000021

Account #   XXXXX1111 👁

Type   Checking

Amount $250.00

For **Tax Withholdings** changes, select **UPDATE** next to the withholding you would like to update.

Tax Withholdings

Federal Withholding ✏ UPDATE
Single

Dependent Credit	Other Income
$0.00	$0.00

Deductions	Multiple Jobs
$0.00	No

NJ State Withholding ✏ UPDATE
Single, No Exemptions

Edit the information you wish to update, i.e. status, and select **UPDATE** in the bottom-right corner.

Federal Withholding

Your change request will be sent to Human Resources for approval. You will be notified when your request is approved or declined. Remember that a new Form W-4 and state withholding form must be completed and submitted to your employer in order to make any changes to W-4 information.

Status *

Married (M)

Pending approval, current value: **Single (S)**

Dependent Credit ⑦

$0.00

Other Income ⑦

$0.00

Deductions ⑦

$0.00

Additional Percent

0.00 $ %

◯ No   Multiple Jobs ⑦

CANCEL   UPDATE

After saving, the Tax Withholding change will be sent to your Administrator for approval. A banner with the message "Changes waiting for approval" will be displayed until approved. To view the changes, click on **View Requests** or the **clock icon**.

🕐 Changes waiting for approval   **View Requests**

Federal Withholding   🕐 ✎ UPDATE
Married

Dependent Credit	Other Income
$0.00	$0.00

Deductions	Multiple Jobs
$0.00	No

NJ State Withholding   ✎ UPDATE
Single, No Exemptions