



How To: Submit Direct Deposit Information

This job aid provides an overview of the steps required to change or update your direct deposit information in PeopleSoft

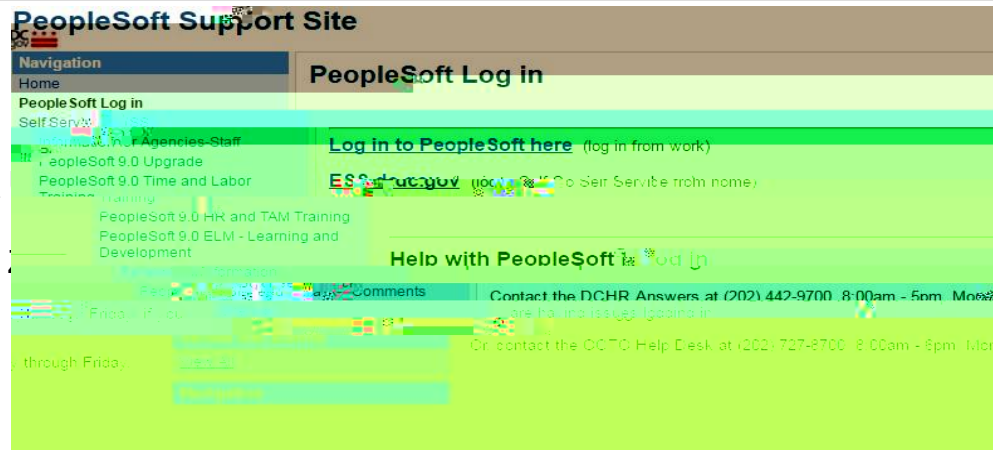
Step 1:

Log into your PeopleSoft account via pshcm.dc.gov while at a DCPS location.

Select the Direct Deposit icon in the navigation menu.

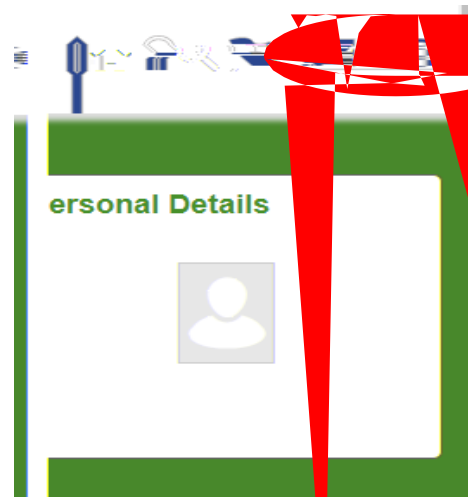
In this section, you will see a list of direct deposit information which you will select to edit or add direct deposit information.

Note: Direct Deposit information cannot be submitted via the out-of-network web address, ess.dc.gov while at home.



Step 2:

Select the Navigation Icon (the slanted diamond) at the top right corner of your page. Once you click this icon, a drop-down menu will appear. Then select the Direct Deposit icon to pull up the full navigation menu.





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Note: Direct Deposit changes will reflect on the following pay period after submission, provided the changes are made before payroll was processed for the following paycheck. To review the DC Government pay schedule and processing deadlines, here: [2016 Payroll Schedule](#)

Questions regarding the Direct Deposit process can be directed to the PeopleSoft HelpDesk (202) 727-8700.