

MySCEmployee

powered by **SC EIS**

Managing Your Bank Accounts

In the My Pay area employees will be able to, among other things, maintain a primary and a supplemental bank account for direct deposit. Currently employees can set up two direct deposit accounts through MySCEmployee.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Pay from the submenu or from the body of the overview page.

2. Select the **Bank Information** link to manage your accounts.

3. You will be taken to a screen that displays your existing bank account(s) you have set up for direct deposit.

Main bank	
Name:	Johnny Paul Brady (xSS)
Bank Name:	SUN NATIONAL BANK
<input type="button" value="Edit"/>	

Other bank	
Name:	Johnny Paul Brady (xSS)
Bank Name:	WACHOVIA BANK N.A.
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

4. You can now choose to Edit your Main Bank account information, or Edit or Delete your Other Bank information by clicking the appropriate link. The image to the right shows what you would see if you chose to **Edit your Main Bank**.

5. Enter your new account information (**routing number and bank account number**)

in the appropriate fields and choose **the account type**. A sample check illustrates where the routing number and account number are displayed on most checks. Once the information is entered, you will be able to review your entry before saving it.

Note: If you change account information, it is advisable to ensure money is deposited into the new bank account before closing the old account.

Pay Information	
	Pay Statements View your pay statements (current or historical).
	Employment Verification Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).
	Direct Deposit and Banking
	Direct Deposit Authorization Read this prior to maintaining direct deposit.
	Bank Information Maintain your banks for direct deposit. NOTE: Changes made might not be in effect for up to two weeks.

Name:	Johnny Paul Brady (xSS)																																		
Bank Key / Routing Number:	<input type="text" value="011102094"/>	<input type="checkbox"/> WACHOVIA BANK																																	
Bank Account:	<input type="text" value="1509912345"/>																																		
Account Type:	<input type="text" value="Checking"/>																																		
Payment Method:	<input type="text" value="Direct Deposit: PA..."/>																																		
Example Check																																			
<table border="1"><tbody><tr><td colspan="2">YOUR NAME</td><td>1001</td></tr><tr><td colspan="2">5555 Street Name</td><td></td></tr><tr><td colspan="2">City, ST 12345</td><td>DATE _____</td></tr><tr><td>Pay to the</td><td></td><td>\$ <input type="text"/></td></tr><tr><td>Order of</td><td></td><td>Dollars <input type="checkbox"/></td></tr><tr><td colspan="3">Financial Institution</td></tr><tr><td colspan="3">1000 Street Name</td></tr><tr><td colspan="3">City, ST 12345</td></tr><tr><td colspan="3">For _____</td></tr><tr><td colspan="3">⑆004185835⑆ ⑆003527942⑆ 1001⑆</td></tr><tr><td>Routing Number</td><td>Account Number</td><td>Check Number</td></tr></tbody></table>			YOUR NAME		1001	5555 Street Name			City, ST 12345		DATE _____	Pay to the		\$ <input type="text"/>	Order of		Dollars <input type="checkbox"/>	Financial Institution			1000 Street Name			City, ST 12345			For _____			⑆004185835⑆ ⑆003527942⑆ 1001⑆			Routing Number	Account Number	Check Number
YOUR NAME		1001																																	
5555 Street Name																																			
City, ST 12345		DATE _____																																	
Pay to the		\$ <input type="text"/>																																	
Order of		Dollars <input type="checkbox"/>																																	
Financial Institution																																			
1000 Street Name																																			
City, ST 12345																																			
For _____																																			
⑆004185835⑆ ⑆003527942⑆ 1001⑆																																			
Routing Number	Account Number	Check Number																																	