MySCEmployee
powered by **SCEIS**

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.

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.