Direct Deposit Overview

Self Service Direct Deposit gives you the ability to manage your own electronic direct deposit accounts for your pay and travel claim checks. You have the ability to:

 - ➢ Update your information online without having to complete a manual EMACS form and submit for processing,
 - ➢ Distribute your net pay electronically to a maximum of seven different bank accounts (checking and/or savings at the same or different financial institutions, a 529 Education Savings Plan account or Treasury Direct Electronic Savings Bond Program)
 - ➢ Discontinue receiving your paper pay (Leave and Earnings) statement each pay period.

Direct Deposit Navigation

Sign on to EMACS:
EMACS sign on link: https://emacsapp.sbcounty.gov/

Navigate to the Direct Deposit page:
Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Adding a Direct Deposit Account

You only need to enter the following information:

 - ➢ Account Type: (checking or savings)
 - ➢ Transit/ABA number
 - ➢ Account number of your checking or savings account
 - ➢ Amount or Percent of deposit each pay period
 - ➢ Priority number (Order of processing for multiple accounts)

Self Service Direct Deposit Deadlines

For most pay periods, you will have until Thursday following **the pay period end date to make changes** to your direct deposit information. A holiday may move the deadline up one (1) day for each holiday.

Instructions - Once signed into EMACS, a link on the Direct Deposit page will take you to detailed instructions on how to use the page. The instructions are also available through the following links:

Direct Deposit Instructions - Provides general assistance for adding a new account
http://www.sbcounty.gov/Uploads/EMACS/forms/Direct%20Deposit%20Instructions.pdf
Self Service Deadlines
http://www.sbcounty.gov/Uploads/EMACS/forms/Self%20Service%20Deadlines.pdf

Manual Form Submission

As an alternative to Self Service, you may complete and submit the **Direct Deposit Authorization Form** for processing your direct deposit information. The instructions are attached to the form. You may set up only one direct deposit account using this form. Up to seven (7) accounts are permitted using self service.

Getting Help

Please contact the ISD Help Desk for assistance by either clicking on the link or directly calling their number. The operator will route your question to the appropriate group.

 - ➢ (909) 884-4884
 - ➢ http://countyline.sbcounty.gov/isd/helpdesk