

## New EFT / Direct Deposit for newly enrolled

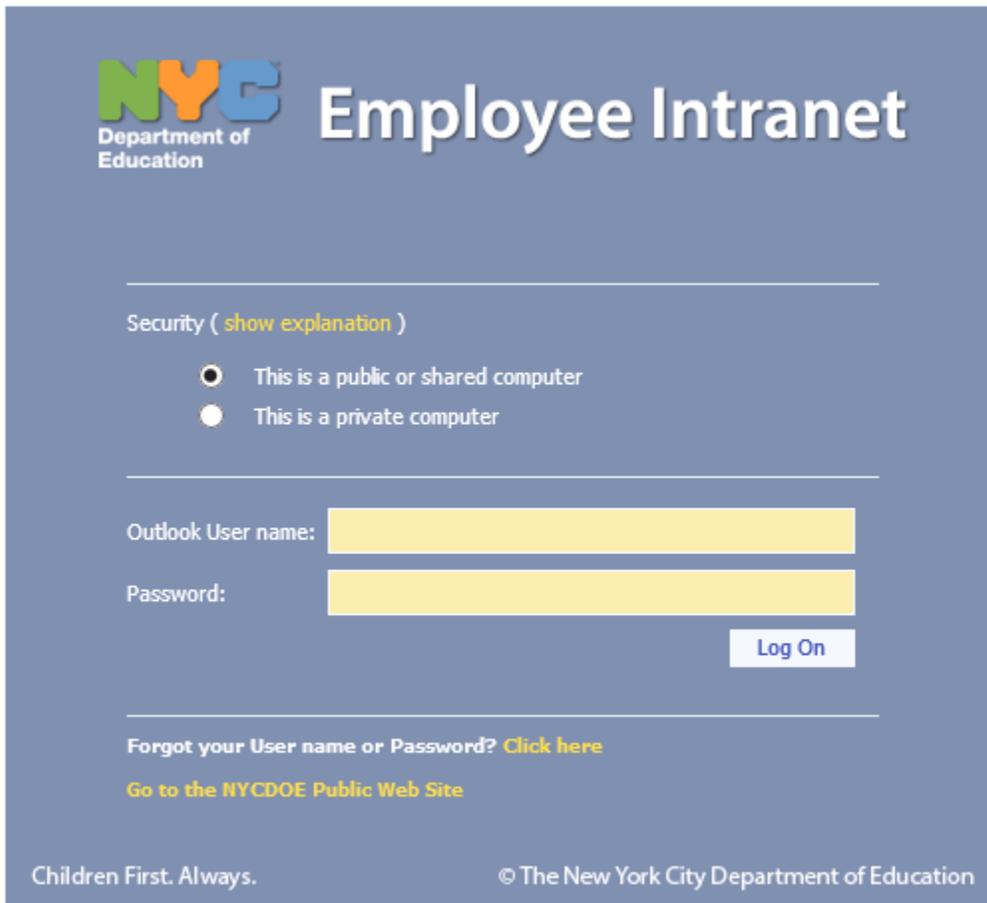
The new EFT / Direct Deposit process for new and existing employees who are attempting to newly enroll or update an existing account.

### **NEW ENROLLMENT**

#### **Step 1 - Login**

Go to the following website: <https://payrollportal.nycboe.net/>

Once at the site, you will be directed to log-in. Enter your Outlook User name (i.e., your DOE Email ID without the “@schools.nyc.gov” part), then enter your Outlook Password (i.e., DOE Email Password). Then select ‘Log On’



The screenshot shows the login interface for the NYC Employee Intranet. At the top left is the NYC Department of Education logo. The main heading is "Employee Intranet". Below this is a "Security" section with a link to "show explanation" and two radio button options: "This is a public or shared computer" (selected) and "This is a private computer". There are two yellow input fields for "Outlook User name:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom, there are links for "Forgot your User name or Password? Click here" and "Go to the NYCDOE Public Web Site". The footer contains the slogan "Children First. Always." and the copyright notice "© The New York City Department of Education".

If your log on is successful, the screen below will be displayed.

- Enter your Network\Email Id (i.e., your DOE Outlook User Name).
- Enter your Password (DOE Email Password).
- Select one of "EMP ID" or "EIS".
- Enter your EMP ID or EIS ID number based on your selection on step 6. (Must be 7 digits; add leading zero, if necessary)
- Click "Sign-in" button.

The screenshot displays the NYC Department of Education Payroll Portal Main Page. The browser address bar shows the URL: <https://payrollportal.nycboe.net/payrollportalweb/>. The page header includes the NYC Department of Education logo and the DFO logo. The time displayed is 11:17:12 AM. The navigation menu on the left includes: Functions (News (Home), Documents, Events, Polls, Training), Employee Self Service, DOE Applications, Other, and LOGIN. The LOGIN section is highlighted with red arrows and numbers 4 through 8, pointing to the Sign-in Help, Network\Email Id field, Password field, Forgot Id/Password? link, EMP ID/EIS ID radio buttons, and the Sign-in button. The main content area displays a 'News' section with two articles: 'Fiscal Year 2018 Bulk Jobs for Pedagogic Per Diem and Per Session Payrolls Open Until 9/15/18 Pay Period' and 'Journal Entries Are Closed in PDPS for Pedagogic Per Diem and Per Session Payrolls'. The page also shows a 'Maintenance work' section at the bottom.

Once logged in user will click on the EFT / Direct Deposit link under Employee Self Service.



The image shows a vertical menu with several sections. The 'Employee Self Service' section is expanded, and the 'EFT/Direct Deposit' option is highlighted with a red border. Below the menu, a 'LOGIN' button is visible, and a message states 'User login successful.'

- Functions**
- Employee Self Service**
  - College Savings
  - Customer Service
  - EFT/Direct Deposit**
  - Payroll Register
  - Sal Diff Step Req
  - W2 System
  - Emp.Records Research
  - Sal Upgrade UFT/DC37
  - WageWrks/Commuter Cd
  - Hurricane Relief
  - Retro Statements
  - E-Bank Hourly Statement
- DOE Applications**
- Administration**
- Other**
- LOGIN**

User login successful.

Step 2 – Select the payroll bank

**Employee Self Service: EFT/Direct Deposit**

**Step 1 - Select an Action**

Current Employee

SSN: \*\*\*\_\*\*\_

Last Name:

First Name:

Select a Payroll Bank

740 (H) - Annual Administrative Employee

**Employee Self Service: EFT/Direct Deposit**

**Step 1 - Select an Action**

Current Employee

SSN: \*\*\*\_\*\*\_

Last Name:

First Name:

Select a Payroll Bank

740 (H) - Annual Administrative Employee

Select an Action

Add EFT/Direct Deposit

Click on the 'Add EFT / Direct Deposit' option.

### Step 3 – Displaying of current information

#### Employee Self Service: EFT/Direct Deposit

**Step 2 - Enter EFT/Direct Deposit Information**

Please be advised that a security code will be sent to your personal email address on file with the DOE, which is required to complete the enrollment. To change or modify your personal email address please contact HR Connect at 718-935-4000.

**Account Name:**

**Last Name:**

**First Name:**

**ABA #:**  [Information](#)

**Bank Account #:**

**Savings / Checking:**  Savings  
 Checking

**Print Check Stub:**  Yes  
 No

### Step 4 – Enter new banking information

#### Employee Self Service: EFT/Direct Deposit

**Step 2 - Enter EFT/Direct Deposit Information**

Please be advised that a security code will be sent to your personal email address on file with the DOE, which is required to complete the enrollment. To change or modify your personal email address please contact HR Connect at 718-935-4000.

**Account Name:**

**Last Name:**

**First Name:**

**ABA #:**  [Information](#)

**Bank Account #:**

**Savings / Checking:**  Savings  
 Checking

**Print Check Stub:**  Yes  
 No

Clicking  
'Continue'  
once  
entered

## Step 5 - If an email is not found

**Employee Self Service: EFT/Direct Deposit**

**Step 2 - Enter EFT/Direct Deposit Information**

Please be advised that a security code will be sent to your personal email address on file with the DOE, which is required to complete the enrollment. To change or modify your personal email address please contact HR Connect at 718-935-4000.

Account Name:

Last Name:

First Name:

ABA #:  [Information](#)

Bank Account #:

Savings / Checking:  Savings  Checking

Print Check Stub:  Yes  No

[Main Screen](#) [Previous Screen](#) [Continue](#)

**Warning**

Your personal email address is currently not on file, which is required to receive the security code to complete your EFT/Direct Deposit enrollment. To add your personal email address please contact HR Connect at 718-935-4000.

[Ok](#)

This pop-up message will appear if a new user tries to enroll and no email address is detected. Once updated in NYCAPS, the user will be able to continue to enroll the following day.

## Step 6 - If an email is found

### Employee Self Service: EFT/Direct Deposit

**Step 3 - Security Verification**

Please enter the security code sent to E\*\*\*\*\*Y@gr

The code will expire in 10 minutes.

Security Code:  [Resend Code](#)

Click on the Resend Code if you have not received or your code expired.

[Main Screen](#) [Previous Screen](#) [Continue](#)

If the 10 minutes has expired, users can click 'Resend Code' to generate a new email.

Step 7 – Enter generated code

## Employee Self Service: EFT/Direct Deposit

**Step 3 - Security Verification**

Please enter the security code sent to E\*\*\*\*\*Y@gmail.com.  
The code will expire in 10 minutes.

Security Code:  [Resend Code](#)

Click on the Resend Code if you have not received or your code expired.

Enter the generated code and click 'Continue'

[↑ Main Screen](#) [← Previous Screen](#) [✓ Continue](#)

Step 8 – Preview entered information before finalizing

## Employee Self Service: EFT/Direct Deposit

**Step 4 - Review EFT/Direct Deposit Information**

**User Information**

SSN: \*\*\*-\*\*-\*\*\*\*  
Last Name:  
First Name:

**EFT/Direct Deposit Information**

Name:  
ABA #:  
Bank Account #:  
Savings / Checking: Checking  
EFT/Direct Deposit Status: Raw  
Print Check Stub: Yes

Please verify your account number. If you are not sure, check with your bank. Incorrect account numbers will result in your check being rejected. Please note it takes 2 to 3 pay periods for the funds to be re-issued.

[↑ Main Screen](#) [← Previous Screen](#) [✓ Continue](#)

## Step 9 - Finalizing transaction

### ■ Employee Self Service: EFT/Direct Deposit

#### Step 5 - Terms & Conditions

I hereby authorize the City of New York to deposit my net pay directly into my checking or savings account as requested and to initiate (if necessary) debit entries and adjustments for any credit entries made in error to my account. I agree that this authorization will remain in effect until I provide to my agency a written cancellation to terminate the service.

⬆ Main Screen

⬅ Previous Screen

✔ Continue

### ■ Employee Self Service: EFT/Direct Deposit

#### Update Completed

You have successfully updated EFT/Direct Deposit Info. Click "Continue" button to go to the Main Screen

**If record updated several times only last updated data will take effect.**

✔ Continue