

NEED HELP MAKING THE CHANGE TO PAPERLESS ADVICE IN ESS?

Follow the step-by-step instructions below

1. Log in to ESS at <https://mustang.nevada.edu/hrip/ccsnlog.htm>
2. Select the "Payroll" tab and then select the "Direct Deposit" link
3. On the next screen, scroll down to the drop-down list and select "Direct Deposit / Web Advice Only"
4. In order to make the change effective, you must scroll to the bottom of the screen and click on the "Enter" button.

After clicking on the "Enter" button, you will be prompted to review your changes - scroll to the bottom and click on the "Enter" button again to confirm.

1009

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

MEMO _____

13250727451 1883421711 1009

Routing #

Account #



CSN
COLLEGE OF
SOUTHERN NEVADA

Department of Human Resources

STEPS TO FOLLOW TO ENROLL IN DIRECT DEPOSIT

All Employees are Eligible

Enroll in paperless direct deposit.

It saves you time, saves the College money and positively impacts the environment.

UTILIZING THE NSHE EMPLOYEE SELF SERVICE (ESS) SYSTEM FOR PAYROLL DIRECT DEPOSIT AND/OR PAPERLESS PAYROLL ADVICES

Paychecks can be deposited automatically to your checking or savings account at any U.S. financial institution and the full amount of the check will be available first thing in the morning on payday!

WHAT IS ESS?

ESS is the online employee self-service component of the NSHE Human Resource Management System. One of the many features of the system is the ability to sign up for direct deposit via the web. Log in to ESS <https://mustang.nevada.edu/hrip/ccsnlog.htm> to sign up for direct deposit. Never worry about rushing to the bank or losing your check again! If you have any questions, please contact the Department of Human Resources at HRcustomerservice@csn.edu or 651-5800 for assistance.

WHAT INFORMATION DO I NEED TO ENROLL?

In addition to your Employee Identification Number and Personal Identification Number (PIN), you will need your account number and the ACH routing number to your banking institution.

WHAT IS MY EMPLOYEE ID NUMBER?

All employees of the Nevada System of Higher Education (NSHE) are assigned an ID number. This can be found in the upper center area of your paycheck stub. What is my PIN (Personal Identification Number)? When an employee is first entered into the human resources database, the system assigns a PIN and a notice of the PIN is sent to the employee. Users should then log into the system and create a password.

WHAT IS THE ACH ROUTING NUMBER?

This is a nine-digit code that identifies which financial institution your funds should be sent to electronically. This is printed along with your account number on the bottom of your personal checks (it is not uniformly printed

on deposit slips). For savings accounts, finding the correct ACH routing transit number can be confusing. We suggest you contact your financial institution for the proper transit number, as it may differ from your other accounts at your local branch bank. If you opened your savings account outside of the Las Vegas area, contact the original branch of your financial institution where you opened the account. Often when you move, the ACH routing transit number for your savings account will remain with the original bank branch. If you change your account number or routing transit code, please be sure to make the applicable changes to your record in a timely manner.

WHEN WILL MY DIRECT DEPOSIT TAKE EFFECT?

Faculty and professional staff (full-time and part-time) who want to have their payroll directly deposited must enroll in direct deposit through the ESS system by the 14th of the month in order for it to be effective for the current monthly payroll, which is the first working day of the month. Classified and hourly/wages employees (full-time and part-time) who want to have their payroll directly deposited must enroll in direct deposit through the ESS system by the 3rd of the month for payroll to be directly deposited on the 25th of the month and by the 17th of the month for payroll to be directly deposited on the 10th of the next month.

A pre-notification transaction is sent to your financial institution prior to sending an actual deposit. The pre-notification process is a test to verify that bank transit numbers and account numbers are valid.

HOW DO I KNOW WHEN MY PAYMENT HAS BEEN DIRECTLY DEPOSITED?

You will receive a notification 1-2 days prior to pay day at the e-mail address you have designated in Employee Self Service (ESS). It will be sent from the sender ESS@nevada.edu and the subject line will be NSHE Payroll Advice. To access your payroll pay receipt, log into the ESS system using your employee ID and password.

