



Office of Human Resources

UTILIZING THE NSHE 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 at 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! Please see the list of frequently asked questions below or contact the Office of Human Resources at HRcustomerservice@csn.edu or 651-5800 for assistance.

WHAT INFORMATION DO I NEED TO ENROLL?

In addition to your Employee ID 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, or, if you already have direct deposit, the ID number appears in the upper right corner of your deposit advice receipt. You may also ask your department administrative assistant or contact the Office of Human Resources.

NAME SMITH, JANE G		SOCIAL SEC. NO. 000012345	
ACCOUNT	HOURS	RATE	GROSS
REG PAY			1947.06
OVERTIME	8.00		295.12

Sample of Paystub

OF EARNINGS	
000012345	
Date: 01/31/06	ADVICE NUMBER A111111
/06	TAX DATA
Amount	Federal State

Sample of Advice Statement

What's 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.

I don't know my PIN.

For those employees that have logged into ESS prior to March 31, 2006 using their PIN, they must register for a password. **Click the orange Register button** on the main log-in page. Then, if you cannot remember your PIN, **click "Forgot your PIN?"** You will then be prompted to answer your hint question. Once successfully answered, your PIN will be sent via your e-mail address recorded in your ESS employee file.

**** FIRST-TIME USERS:** If you have not previously logged into ESS and do not have any payroll material notifying you of the PIN the system generated for you, then you will need to contact Human Resources...

WHAT IS THE ACH ROUTING NUMBER?

Sample Check

The image shows a sample check with the following details:

- Payee: RUFUS MAPLE, MARY MAPLE, 123 Main Street, Anyplace, LA 70000
- Pay to the order of: _____
- Amount: \$ 1234 (with a note "Do not include the check number" pointing to the amount)
- Bank: ANYPLACE BANK, Anyplace, LA 70000
- Routing Number: 250250025
- Account Number: 20202086
- Check Number: 1234
- Microprint: 15-00000000

Annotations include circles around the routing and account numbers, and arrows pointing to the check number and the amount field.

Note: The routing and account numbers may appear in different places on your check.

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 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 employee self service system by the 14th of the month in order for it to be effective for the current monthly payroll, which is the last 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 employee self service 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.

Please note that if there are any problems with the banking institution and the online direct deposit request, the NSHE Business Center South Payroll Center will inform employees within a couple of days after the bank sends them a report of rejections.

ALREADY HAVE DIRECT DEPOSIT BUT STILL RECEIVING HARDCOPY ADVICES?

Why wait until payday to receive your direct deposit advice? Log in to employee self service at <https://mustang.nevada.edu/hrip/ccsnlog.htm> to make the switch to receive your advice over the web!

Electronic advices are available the day after payroll is processed, typically two full days before payday. You will receive an email to remind you to log in to ESS to view and print your payroll advice. You will also find past advices available on the website.

NEED HELP MAKING THE CHANGE TO PAPERLESS ADVICE IN ESS?

Follow the step-by-step instructions below or contact the Office of Human Resources at HRcustomerservice@csn.edu or 651-5800 for assistance.

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.
5. 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.