How to Route Expense Module Payments to a Different Account than My Paycheck

By default, Expense Module payments are deposited into the same bank account as an employee’s paycheck. If desired, the employee may identify a different account to receive their reimbursements by completing the Authorization for Direct Deposit of Payroll form and submitting it to your payroll and benefits office. Below is screenshot that highlights the information required to establish the desired changes.

Primary Account
e-Reimbursement payments are deposited into an employee’s Primary Account. If a Second Account is not provided, the employee’s paycheck is also deposited into the Primary Account.

Second Account
To deposit payroll checks to a separate account, employees need to provide a Second Account and mark it 100%.