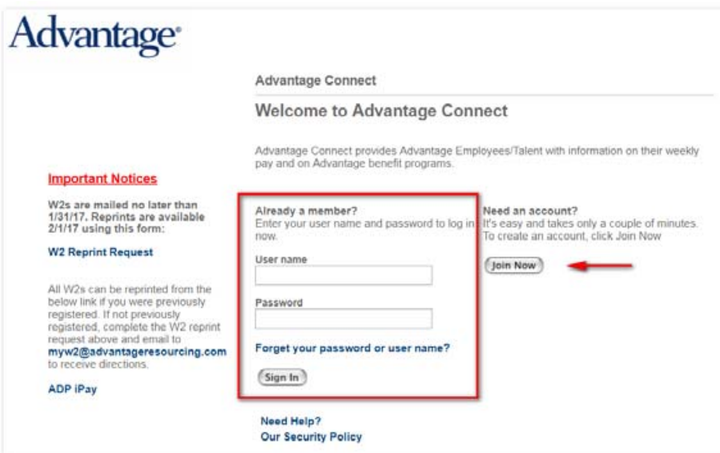
Pay Stub and Direct Deposit Self-Service

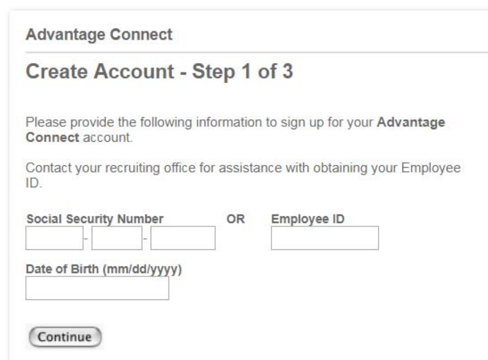
Our Self Service site allows you to view pay stubs and create and update Direct Deposit information on your employee record directly. The **Self Service** site is accessible via **Advantage Connect**. After signing into Advantage Connect click the **Self Service** link.

Accessing Advantage Connect and Self-Service

Before accessing this site, please close all other browsers to avoid technical issues.

Go to https://connect.advantageresourcing.com to access Advantage Connect. If this is your first time logging in, click the “Join Now” button to create an account. If you have already set up an account, enter your User name and Password and click the Sign In button.

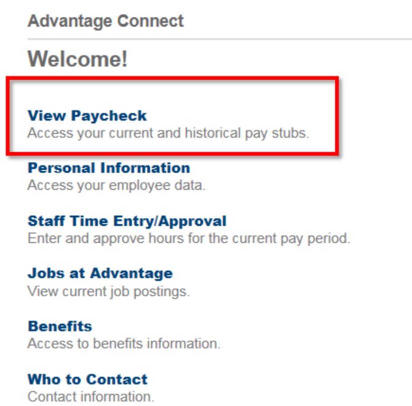




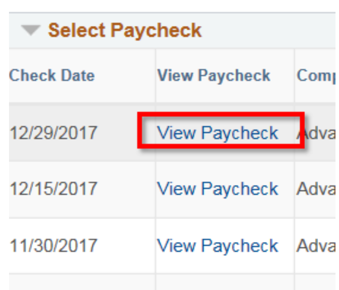
IMPORTANT: Please wait two days after you begin your assignment if you are a first time user and follow the steps requested to create an account. If your SSN is not found and you have started your assignment, your record has not been created yet. If you are on the third day of your assignment and still cannot access this site using your SSN, please send an email to directdeposit.nssc@advantageresourcing.com for assistance.

Accessing your Pay Stub

Once in Advantage Connect, select **View Paycheck** to access your pay stubs.

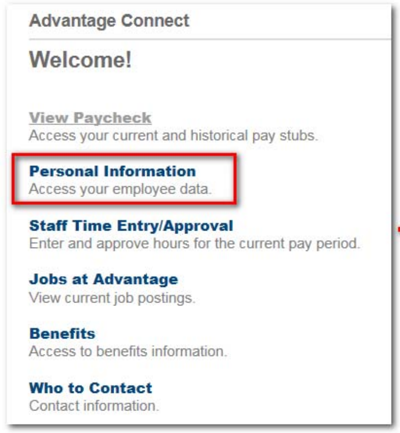


Locate the check you wish to print and click “View Paycheck” to see the detail. You may print or save your pay stub by making a selection from the menu that will appear on your screen. You may also print your stub by clicking “File”, then “print”.



Direct Deposit Creation and Updates

Once in Advantage Connect, select **Personal Information** to access the Self Service portal



Managing your payroll details are available in Self Service in the Payroll and Compensation folder. To navigate to this page:

Advantage Connect> Self Service > Payroll and Compensation > Direct Deposit.

- You may direct deposit your paycheck into ***3*** different accounts. This limitation is enforced on this **Self Service** page.
- Have a copy of a check or savings account details available while making your Direct Deposit changes. You will not be able to save your direct deposit changes with an invalid routing number or account number.
- Changes made to the Direct Deposit ***may not be*** reflected in the next payroll. Depending on the timing of your changes and pay frequency it may take at least one pay-cycle to see the changes. Allow up to 3 weeks for the first Direct Deposit entry to take effect.
- If you have selected to be paid via PayCard or MoneyCard, the Account information will be entered following the same process listed below.

- ***Important! Only one direct deposit change can be made per day.*** If you are adding a new account and editing an existing account to your direct deposit:
  - Add the new Account first
  - Then Edit the existing account information.
  - If the edit is completed first the system will view the adding of an account as two changes.

Splitting Direct Deposit across Multiple Accounts

If you are splitting your direct deposit between multiple accounts the following steps are required:

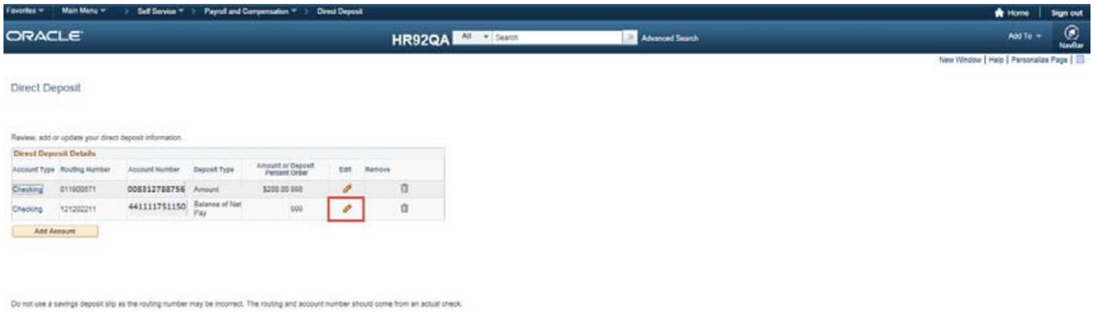
- One account must have a **Deposit Type** of **'Net Pay'**. This should be the account where the balance of your paycheck should be deposited.
- The **Deposit Order** is important. The Deposit Order number is 997, 998, and 999. The account with the **Deposit Type** of '**Net Pay**" should be the highest number (999). This indicates it will be the last Deposit made.

To Add an Account:

1. Click **Add Account** button. The **Add Direct Deposit** page will appear.
2. Enter a **valid Routing Number**.
3. Enter a **valid Account Number**.
4. Retype the **Account Number**.
5. Use the dropdown to select the **Account type**.
6. Use the dropdown to select the **Deposit type**.
7. Enter the **Amount** or **Percentage**.
8. Enter the **Deposit Order**. The **Deposit Order** is important. The **Deposit Order** number is 997, 998, and 999. The account with the **Deposit Type** of '**Net Pay**" should be the highest number (999). This indicates it will be the last Deposit made.
9. Click **Submit**. The system will validate the provided routing number and account number, if it is invalid an error message will appear.
10. Click **Ok**.

To Edit an Account:

1. Click **Edit (Pencil icon)**. The **Change Direct Deposit** page will appear.
2. Update the applicable fields.
3. Click **Submit**.
4. Click O**k**.



To Delete an Account:

1. Click **Delete (Trash can icon)**. A message appears to confirm you want to delete the account.
2. Click **Yes Delete**.

3. Click **Ok**.