Direct Deposit on ESS
After you have logged onto Lawson – Employee Self Service (ESS), you should see this dashboard.
Select Direct Deposit to make changes to your bank account information. This must be completed prior to the payroll cut-off date to ensure your paycheck is sent to the correct bank. (see Payroll Cycle Schedule on the Payroll BOPM)

You will either close an existing account(s), change the amount that is going to a specific account, or add a new account(s).
The Authorization screen will be displayed for both options. You must select **I agree** or you will not be allowed to move forward.
The key to successfully changing your direct deposit information is to use the magnifying glass to filter your routing number.
Once you type in your routing number and select Filter, your bank should appear on the screen. Click on your bank and the system will automatically insert your bank name and routing number on the update screen.

You will need to complete the Account Type, the Flat Amount or Percentage of Net and the Account Number fields. Then select Update or Cancel.
Once you have updated the account information, you will see your direct deposit information on the next screen.

If you need to remove an account, you will select Close Account. The message below will appear and you will either click OK or Cancel.
When the payroll check is being finalized by Payroll, the following message will be displayed. You will not be able to make changes to your direct deposit information during this time. *You will need to try again in 3 – 5 business days or wait until the actual pay day before you can make changes to your direct deposit on ESS.*

If you have any questions, please contact the payroll department at 713-740-0263.