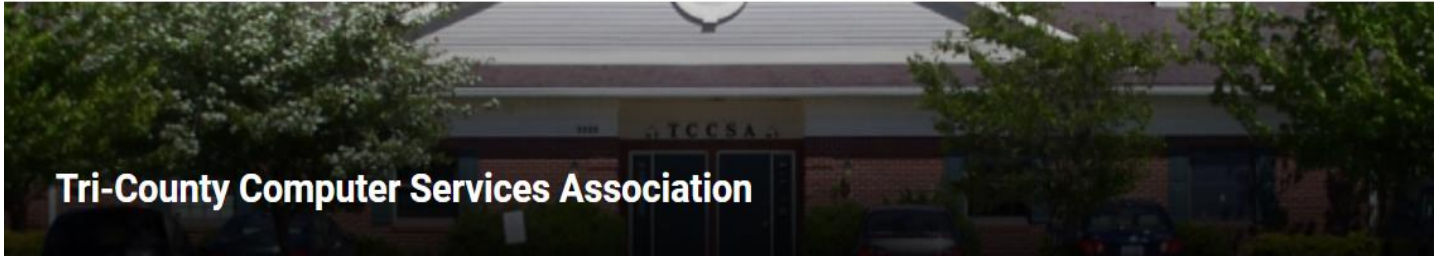


1. To access your information, log on to [www.tccsa.net](http://www.tccsa.net) or you may also access by clicking the TCCSA link provided on the Tri-County website @ <http://www.youresc.k12.oh.us/>.
2. Click on the **eFinance EAC picture**



APPLICATION LOGINS

TRAINING CALENDAR

NEWS

MEMBER SCHOOLS



Email Login



ProgressBook Suite



eFinance EAC



eFinancePLUS



SameGoal



Employee Kiosk



EMIS R



OnBase



Password Reset



CrossCheck



Event Scheduler



Library Catalogs



Remote Assistance



User Authorization



Email Archive



EMIS FFE



INFOhio



MailMarshall



IPDP Manager



Help Desk Support

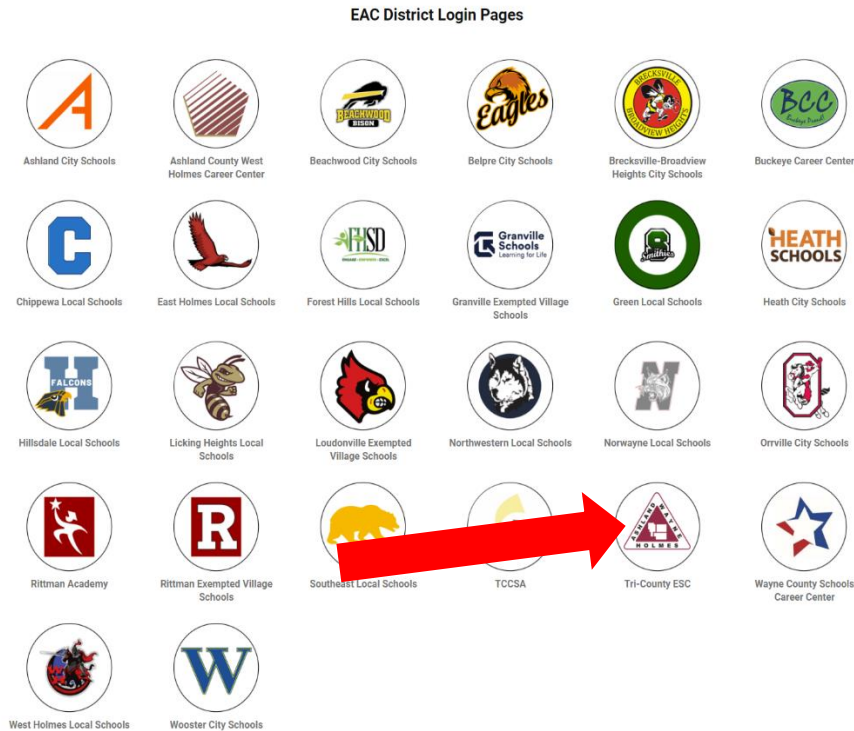


ListServ



Library Staff

3. Click on **Tri-County ESC logo**



4. This window will open

- Your user ID is your **COMPLETE** email address (ex: [tesc\\_jdoe@tccsa.net](mailto:tesc_jdoe@tccsa.net))

**NOTE: This is the email address where you receive your pay stub**

- Enter your password: last 4 of your SS# or new one if changed (**NOT your email password**)

Welcome to eFinancePlus

District: Tri-County ESC

Profile: Tri-County ESC - Live

User ID: Your ENTIRE email address

Password: Last 4 digits of your SS# (Unless you have changed or had your password re-set)

Sign In

Login Page Instructions

- Please use your id and password
- Or, use e-mail and password



**If you cannot remember your password,**  
EMAIL [tesc\\_payroll@tccsa.net](mailto:tesc_payroll@tccsa.net) to get your password reset or for additional help.

5. Here is where you can access all of your personal and payroll information.

- **Upon logging in, the first page is ALL demographic information.**
  - o **You must scroll down in order to see it all.**

The screenshot displays the 'eFinancePlus Employee Access Center' interface. On the left, a navigation menu is circled in red, containing icons for 'Personal Information', 'Salary and Benefits', 'Leave Information', and 'Links'. The main content area is titled 'Demographic Information' and features an 'Update Information' button. Below this is a message: 'Please contact the Treasurer's Office to report inaccuracies.' The form contains several input fields: Employee ID, First Name, Middle Name, Last Name, Suffix, Previous Last Name, Preferred Name, Birth Date, and Effective Date. At the bottom, there is a logo for '12 Years in State'.

- **This page contains the following demographic information:**
  - o **Employee ID info**
    - **Name/Birth Date/Years worked in State**
  - o **General info**
    - **Address/Phone #'s/Personal Email**
  - o **Employee Info**
    - **Hire Date/Department Assignment/ODE#/Work Email**
  - o **Primary Emergency Contact Info**
  - o **Spouse Contact Info**

6. All changes to **demographic** information should be made here.

- Click on the UPDATE INFORMATION button. When you do that, it will open up the fields that you are permitted to change.

- **Address**
- **ALL Phone numbers**
- **Emergency Contact**
- **Physician Info**
- **Spouse Info**

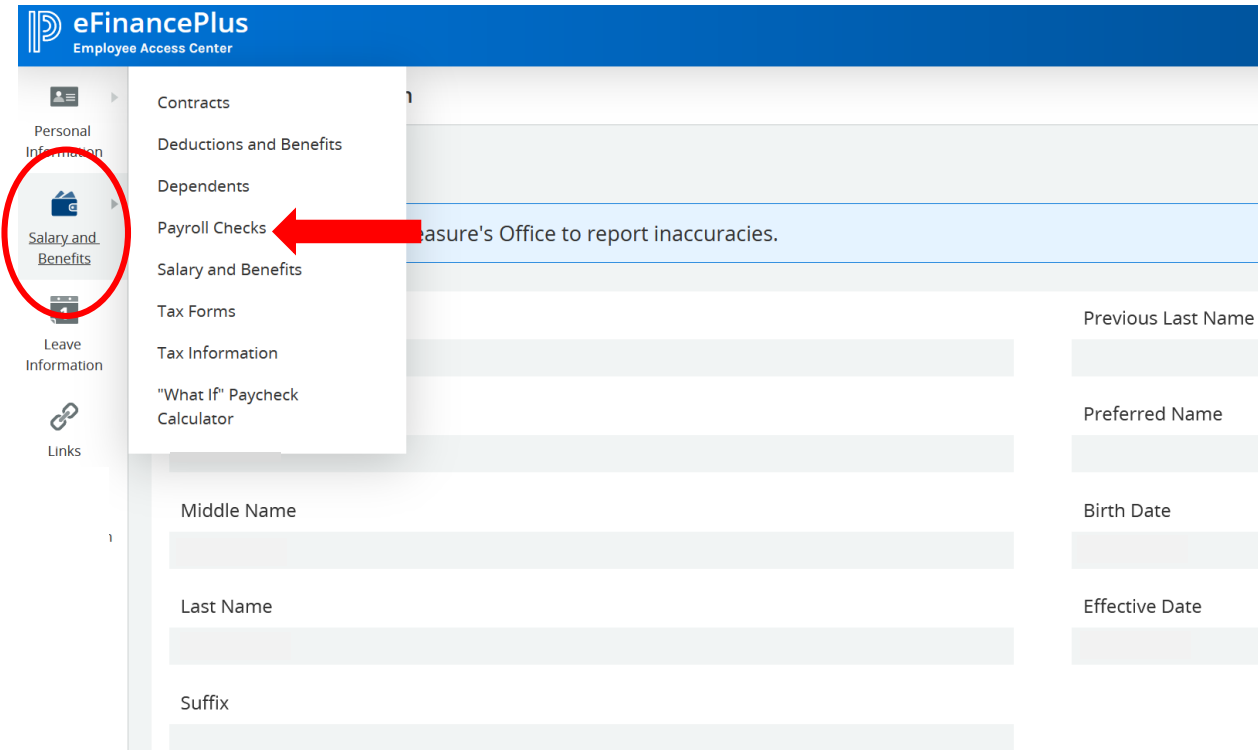
- **Once you have made all of the updates that you wish to make, scroll to the very bottom of the page and click on the **SAVE** button as shown below.**

- **You will see a message display at the top of your screen that says**

**Your updated information has been saved successfully**

7. You may review current and past pay stubs and re-print them at any time.

- **Click on the SALARY AND BENEFITS tab and then on the PAYROLL CHECKS link**
  - o **This will then open up ALL of your payroll check history**



The screenshot shows the eFinancePlus Payroll Checks page. At the top, there is a notification: "New paychecks will be posted each Friday morning. Net Pay value for Direct Deposit checks shows the Net Pay before the direct deposit deduction(s)." Below the notification is a table of payroll checks. A red arrow points to the first row of the table, which has a check number of V678312.

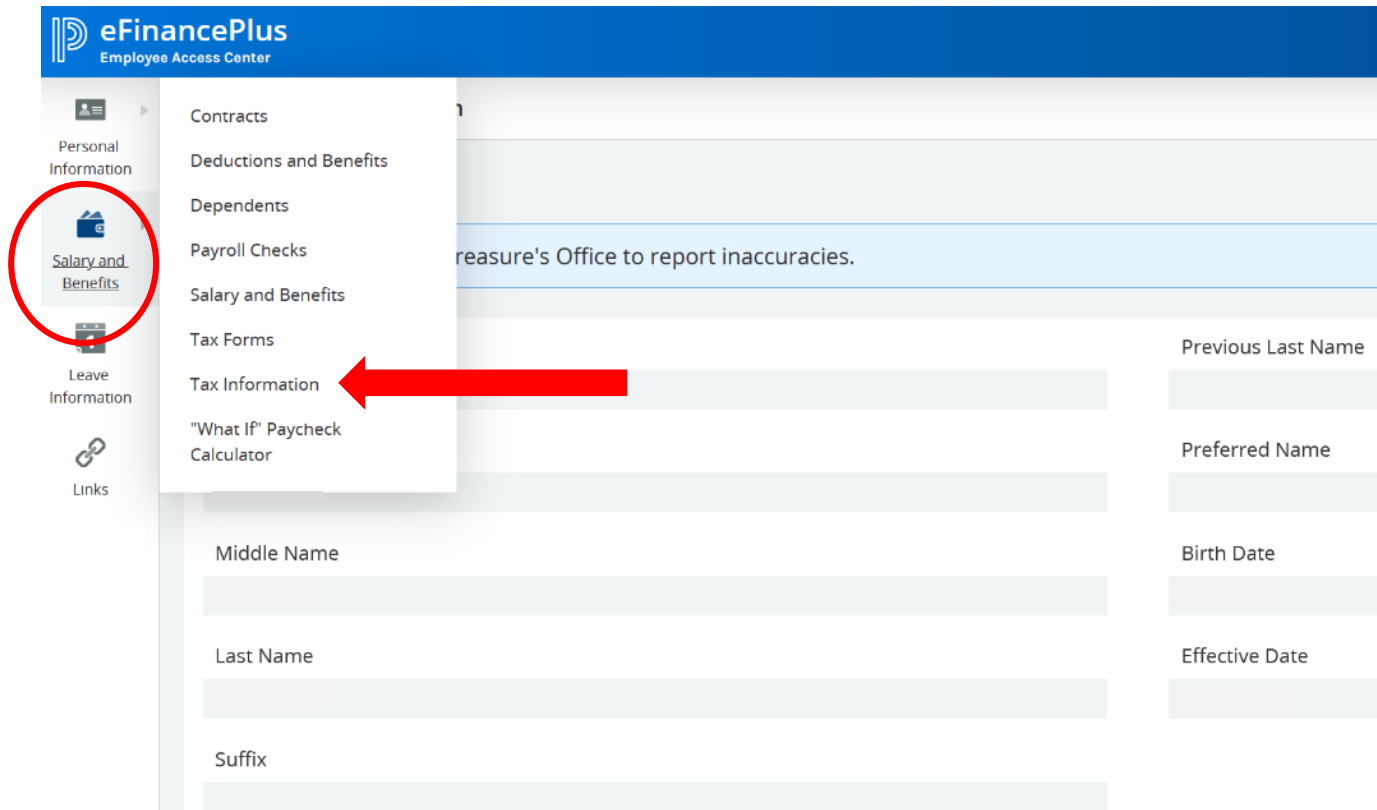
Check Number	Check Date	Pay Type	Check Type	Net Pay
V678312	12/05/2022	Direct Deposit	Regular	\$0.00
V678047	11/18/2022	Direct Deposit	Regular	\$0.00
V677774	11/04/2022	Direct Deposit	Regular	\$0.00
V677500	10/20/2022	Direct Deposit	Regular	\$0.00
V677226	10/05/2022	Direct Deposit	Regular	\$0.00
V676961	09/20/2022	Direct Deposit	Regular	\$0.00
V676707	09/02/2022	Direct Deposit	Regular	\$0.00
V676488	08/19/2022	Direct Deposit	Regular	\$0.00
V676281	08/05/2022	Direct Deposit	Regular	\$0.00
V676073	07/20/2022	Direct Deposit	Regular	\$0.00

Items per page: 10 20 Showing 1 - 10 of 132 Page 1 of 14

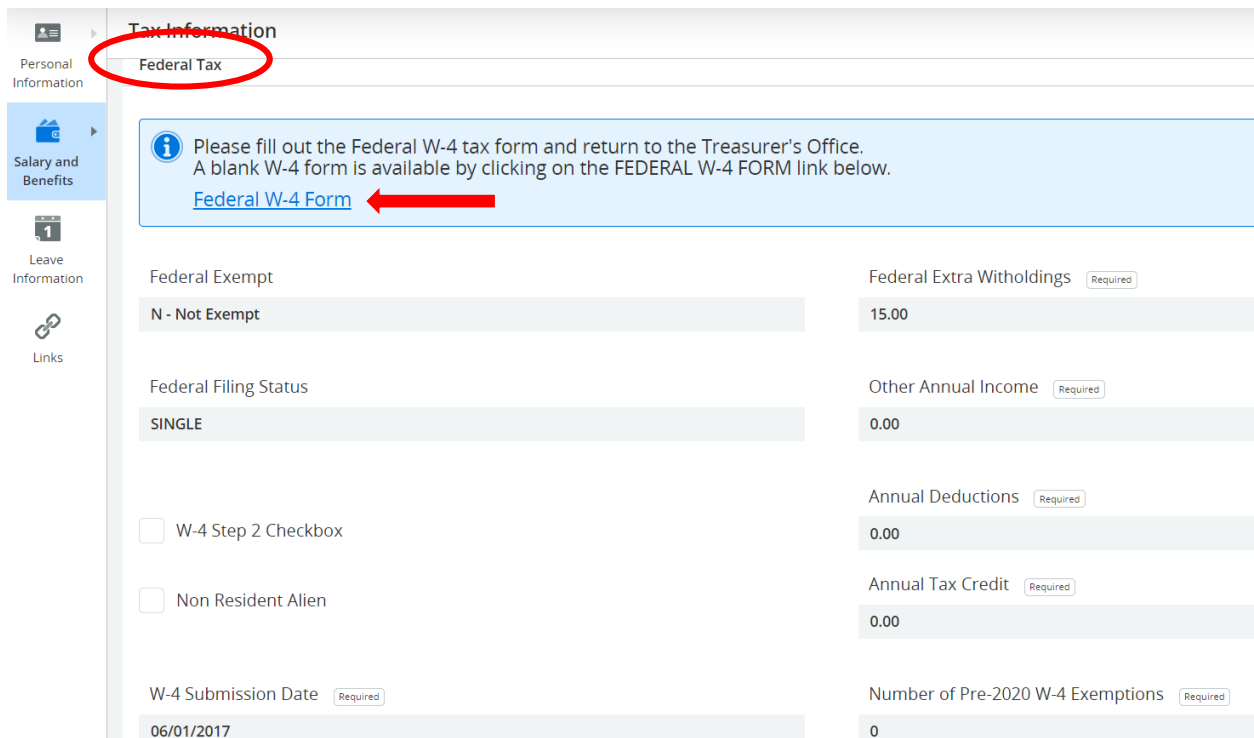
- **By clicking on the *Check Number*, it will then open up the detailed check stub to be viewed and/or printed.**

8. You may review all of your TAX INFORMATION: Filing status, exemptions, additional withholding, etc.

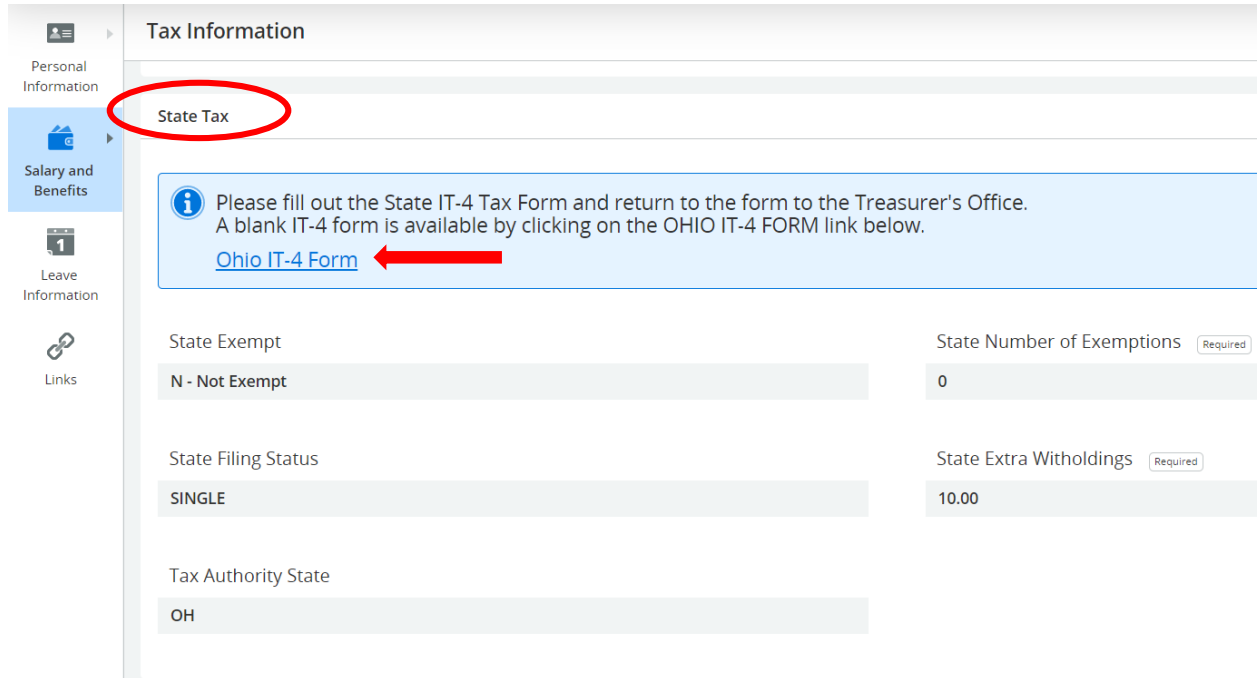
- **Click on the SALARY AND BENEFITS tab and then on the TAX INFORMATION link**



- **This will then open up your current tax information as submitted on your W-4 Federal & IT-4 State of Ohio Tax forms to the treasurer's office**



- **If you need to make changes to your Federal or State withholding taxes, you will need to **submit a NEW form**. You may obtain blank forms by clicking on the links shown here or from the Tri-County Website.**
  - o **Mail, drop off or email completed forms to [tesc\\_payroll@tccsa.net](mailto:tesc_payroll@tccsa.net)**



**Tax Information**

Personal Information

**State Tax**

Please fill out the State IT-4 Tax Form and return to the form to the Treasurer's Office. A blank IT-4 form is available by clicking on the OHIO IT-4 FORM link below.

[Ohio IT-4 Form](#)

State Exempt: N - Not Exempt

State Number of Exemptions: 0

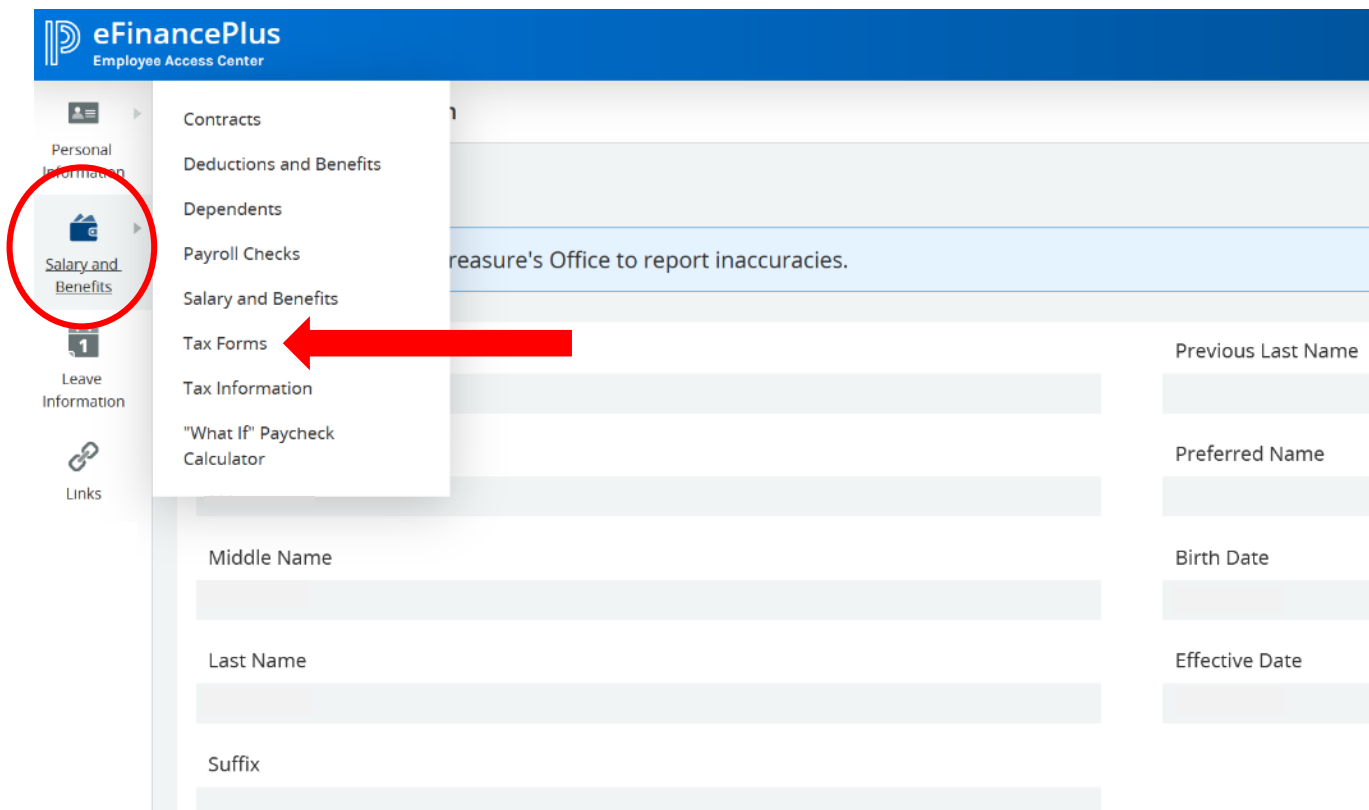
State Filing Status: SINGLE

State Extra Withholdings: 10.00

Tax Authority State: OH

9. You may review your past or most recent W-2 forms.

- **Click on the SALARY AND BENEFITS tab and then on the TAX FORMS link**



**eFinancePlus**  
Employee Access Center

Personal Information

**Salary and Benefits**

Leave Information

Links

- Contracts
- Deductions and Benefits
- Dependents
- Payroll Checks
- Salary and Benefits
- Tax Forms**
- Tax Information
- "What If" Paycheck Calculator

Previous Last Name

Preferred Name

Middle Name

Birth Date

Last Name

Effective Date

Suffix

- This will then open up all of your W-2 records.

The screenshot shows the 'Tax Forms' section of the eFinancePlus Employee Access Center. At the top, there is a blue header with the eFinancePlus logo and 'Employee Access Center'. Below the header, there is a navigation menu on the left with icons for Personal Information, Salary and Benefits, Leave Information, and Links. The main content area is titled 'Tax Forms' and contains a table with the following columns: Year, Tax Form, Sequence Number, and Control Number/Batch. The table lists W-2 forms for the years 2021, 2020, 2019, 2018, and 2017. The '2021' year is circled in red, and a red arrow points to the 'W2' link for that year.

Year	Tax Form	Sequence Number	Control Number/Batch
2021	W2	0	2021W2
2020	W2	0	2020W2
2019	W2	0	2019W2
2018	W2	0	2018W2
2017	W2	0	2017W2

- By clicking on the **W-2**, it will then open up the detailed W-2 form to be viewed and/or printed, for the year that you have chosen.

10. To view your current leave balances or pending leave to be posted:

- **Click on the LEAVE INFORMATION TAB on the home screen**

The screenshot shows the 'Demographic Information' section of the eFinancePlus Employee Access Center. At the top, there is a blue header with the eFinancePlus logo and 'Employee Access Center'. Below the header, there is a navigation menu on the left with icons for Personal Information, Salary and Benefits, Leave Information, and Links. The 'Leave Information' tab is circled in red. The main content area is titled 'Demographic Information' and contains a form with the following fields: Employee ID, First Name, Middle Name, Last Name, Suffix, Previous Last Name, Preferred Name, Birth Date, and Effective Date. There is also a 'Please contact the Treasurer's Office to report inaccuracies.' message.

12 Years in State



- **Once the leave window opens, you will need to click on the [LIST](#) tab at the top to open your leave banks.**
  - o **Here you will be able to see all of your leave records: amount earned, amount taken and all balances** *(accurate through the end of the last pay run and the ending date of that specific pay period)*

**PERSONL LV 180+ AUG CLASS**

Earned YTD	3.0000	Taken YTD	1.5000	Current Balance	1.5000	Pending Leave	0.0000	Pending Balance	1.5000
------------	--------	-----------	--------	-----------------	--------	---------------	--------	-----------------	--------

Status	Leave Type	Start Date	End Date	Units	Unit Type	Notes
✓	706 - PERSONAL LEAVE CLASSIFIED	11/15/2022	11/15/2022	0.5000	Days	
✓	706 - PERSONAL LEAVE CLASSIFIED	09/16/2022	09/16/2022	1.0000	Days	

**SICK LEAVE CLASS 1.25**

Earned YTD	6.2500	Taken YTD	1.7500	Current Balance	181.5000	Pending Leave	0.0000	Pending Balance	181.5000
------------	--------	-----------	--------	-----------------	----------	---------------	--------	-----------------	----------

Status	Leave Type	Start Date	End Date	Units	Unit Type	Notes
✓	704 - SICK LEAVE CLASSIFIED PAY	09/23/2022	09/23/2022	0.7500	Days	

- **To view specific leave notes for a given date, you may click on the [NOTES](#) tab to open and view.** *(notes are not entered for all leave taken)*

**PERSONL LV 180+ AUG CLASS**

Earned YTD	3.0000	Taken YTD	1.5000	Current Balance	1.5000	Pending Leave	0.0000	Pending Balance	1.5000
------------	--------	-----------	--------	-----------------	--------	---------------	--------	-----------------	--------

Status	Leave Type	Start Date	End Date	Units	Unit Type	Notes
✓	706 - PERSONAL LEAVE CLASSIFIED	11/15/2022	11/15/2022	0.5000	Days	
✓	706 - PERSONAL LEAVE CLASSIFIED	09/16/2022	09/16/2022	1.0000	Days	

**SICK LEAVE CLASS 1.25**

**PERSONL LV 180+ AUG CLASS**

Earned YTD	3.0000	Taken YTD	1.5000	Current Balance	1.5000	Pending Leave	0.0000	Pending Balance	1.5000
------------	--------	-----------	--------	-----------------	--------	---------------	--------	-----------------	--------

Status	Leave Type	Start Date	End Date	Units	Unit Type	Notes
✓	706 - PERSONAL LEAVE CLASSIFIED	11/15/2022	11/15/2022	0.5000	Days	
✓	706 - PERSONAL LEAVE CLASSIFIED	09/16/2022	09/16/2022	1.0000	Days	

**SICK LEAVE CLASS 1.25**

11. To view your current work calendar and to see days taken off or days credited with attendance/payment.

- **Click on the LEAVE INFORMATION TAB on the home screen**

**eFinancePlus**  
Employee Access Center

Personal Information

Salary and Benefits

**1**  
Leave Information

Links

### Demographic Information

[Update Information](#)

Please contact the Treasure's Office to report inaccuracies.

Employee ID: 100003760

First Name: [ ]

Middle Name: [ ]

Last Name: [ ]

Previous Last Name: [ ]

Preferred Name: [ ]

Birth Date: [ ]

Effective Date: [ ]

- **Once the leave window opens, you will need to click on the **CALENDAR** tab at the top to open your current work calendar.**
  - o **Here you will be able to see your scheduled work days, days taken off & credited days of attendance/payment (timesheet employees)**

Leave List

List **Calendar**

View 2022 - 2023

WORK DAY  
NON WORK DAY  
HOLIDAY  
WEEKEND DAY  
WEEKEND WORKING DAY  
PENDING LEAVE  
PERSONL LV 180+ AUG CLASS  
VAC LEAVE CLASS 12M 19-  
SICK LEAVE CLASS 1.25

August 2022							September 2022							October 2022							November 2022									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6				1	2	3							1							1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30						

December 2022							January 2023							February 2023							March 2023								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	1	2	3	4	5	6	7							1									
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31			

- **Please note that this information shown is specific to your work days, non-work days, holidays, sick leave, personal leave, jury duty, other leaves and attendance dates.**

**PLEASE NOTE THE FOLLOWING FOR DIRECT DEPOSIT ACCOUNTS:**

The image shows a sample check form with the following fields and labels:

- NAME**, **ADDRESS**, **CITY, STATE ZIP**
- DATE**
- PAY TO THE ORDER OF**
- BANK NAME**, **ADDRESS**, **CITY, STATE ZIP**
- FOR**
- MICR Line:** ⑆012345678⑆ 01234567890123⑆ 0123
- Bank Routing Number** (under 012345678)
- Bank Account Number** (under 01234567890123)
- Check Number** (under 0123)

- The bank ROUTING number is ALWAYS 9 digits in length.
- The bank ACCOUNT number may be in front of **OR** after the routing number. Each banking institution is different.

**IMPORTANT:**

Any changes to your direct deposit information should be submitted at least 1 week prior to a pay date in order to be effective for that pay date. *This includes completing the required form and receipt of that form by the payroll office.*

- No changes will be made until that form has been received so that we can confirm your instructions and more importantly, your identity.

- It doesn't matter which code you choose when adding a new account, as long as you are choosing at least 1 for each account that you wish to add. You just have to make sure that if you want a specific amount of money (\$) to be deposited that you choose an account with the \$ designation. If you are choosing a % to be deposited, then you have to choose an account with the % designation behind it
  - See the complete list below
  - The accounts that you already have set up in our system will *NOT* show in the drop down box. You cannot choose the same one twice.
- **ONLY 1 direct deposit form will need to be completed and returned, regardless of the number of accounts that you are adding/changing.** *The form should reflect the correct deposit designation for your ENTIRE deposit of your payment.*

## Direct Deposit Code Choices

**9990 – Direct Deposit \$** - Use this one when specifying an **AMOUNT** of money to be withheld

**9991 – Direct Deposit \$** - Use this one when specifying an **AMOUNT** of money to be withheld

**9992 – Direct Deposit \$** - Use this one when specifying an **AMOUNT** of money to be withheld

**9993 – Direct Deposit \$** - Use this one when specifying an **AMOUNT** of money to be withheld

**9994 – Direct Deposit \$** - Use this one when specifying an **AMOUNT** of money to be withheld

**9995 – Direct Deposit %** - Use this one when specifying a % of money to be withheld

**9996 – Direct Deposit %** - Use this one when specifying a % of money to be withheld

**9997 – Direct Deposit %** - Use this one when specifying a % of money to be withheld

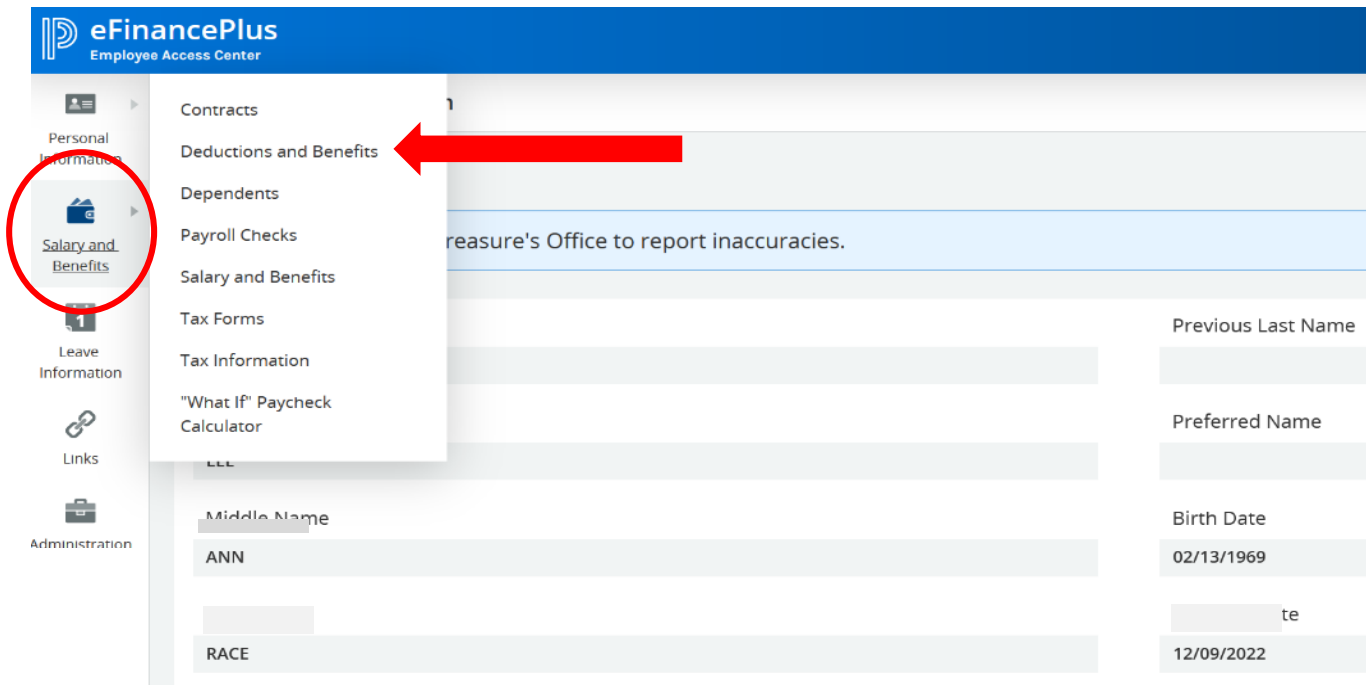
**9998 – Direct Deposit %** - Use this one when specifying a % of money to be withheld

**9999 - This is your PRIMARY direct deposit account.**

- You may NOT add this account, you may only make a change to it.

12. All changes to your **DIRECT DEPOSIT INFORMATION** must be initiated here.

- **Click on the LEAVE INFORMATION TAB on the home screen and then on the DEDUCTIONS and BENEFITS link to begin. (Regardless of change A, B or C)**



- **This will then open up all of your current deduction information, including your direct deposit accounts.**

The screenshot shows the 'Deductions and Benefits' page. A blue banner at the top says 'Add New Direct Deposit'. Below it, a message states: 'You can make changes only to certain deductions or benefits throughout the year. The rest, you can review the information about the deduction or benefit'. A table lists deductions and benefits with columns for Status, Deduction Title, Employee Paid, Employee YTD, Employer Paid, and Employer YTD. The last four rows are circled in red:

Status	Deduction Title	Employee Paid	Employee YTD	Employer Paid	Employer YTD
Active	SERS				
Active	SERS BOE				
Active	CLAS MEDICAL FT FAMILY				
Active	CLAS BOE MEDICAL FT FAMIL				
Active	CLAS DENTAL FT FAMILY				
Active	CLAS BOE DENTAL FT FAMILY				
Active	OHIO DEFERRED COMP				
Active	PNCBANK	\$100.00			
Active	PNCBANK	\$10.00			
Active	PNCBANK	\$50.00			
Active	PNCBANK	100.00%			

- **To open and view specific account information, you will need to click on the **BANK NAME** ( ie: **PNCBANK**) to open/view that specific account.**
  - o **NOTE: your PRIMARY account is ALWAYS the last one listed.**
    - ie: 100%

# A. TO INITIATE A CHANGE TO AN EXISTING SECONDARY DIRECT DEPOSIT ACCOUNT:

- **You must FOLLOW the steps outlined here**

**Deductions and Benefits**

Personal Information | Add New Direct Deposit

Salary and Benefits | You can make changes only to certain deductions or benefits throughout the year. The rest, you can review the information about the deduction or benefit

Status	Deduction Title	Employee Paid	Employee YTD	Employer Paid	Employer YTD
Active	SERS				
Active	SERS BOE				
Active	CLAS MEDICAL FT FAMILY				
Active	CLAS BOE MEDICAL FT FAMIL				
Active	CLAS DENTAL FT FAMILY				

1. Click on the name of the account/bank that you wish to change.

Active	PNCBANK	\$10.00			
Active	PNCBANK	\$10.00			
Active	PNCBANK	\$50.00			
Active	PNCBANK	100.00%			

## Deductions and Benefits Detail

Deduction and Benefit Information

Deduction and Benefit Title	Status
PNCBANK	Active

Deduction and Benefit Code	Effective Date
9991	12/13/2022

2. Change the current amount listed here to the new amount that you wish to be deposited

Employee Paid	Maximum Deduction
15.00	

Employer Paid	Maximum Benefit

3. Choose the type of account this is from the drop down box: CHECKING or SAVINGS

Account Type	Account Number
Checking	XXXXXXXXXXXX12345

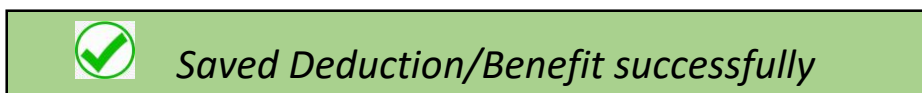
Routing Number	Confirm Account Number
041000124	

Bank	New Account Number
PNC BANK	

4. Click **SAVE** button as shown below

Cancel Save

- You will see a message display at the top of your screen that says



**5. Scroll to the bottom of the page and locate the ADDITIONAL INFORMATION SECTION**

**- Click on the link to open up the direct deposit form**

Additional information

Additional Information  
[http://www.youresc.k12.oh.us/sites/default/files/2018-06/DirectDepositForm%2808-2018%29\\_0.pdf](http://www.youresc.k12.oh.us/sites/default/files/2018-06/DirectDepositForm%2808-2018%29_0.pdf)

<b><i>This is secondary direct deposit account information.</i></b><br><br>In addition to changing your direct deposit information on this page, you MUST submit the form linked to above along with specific \$ allocations outlined to the payroll office. The change will not be effective for payroll processing until all of the preceding steps have been completed & the payroll office has reviewed the change.<br><br>Note:<b><i>Changes made will NOT be immediately effective.</i></b></p>

Attachment  
 Add Attachment

**6. Complete the paper form with the same information that you just entered into the EAC system.**

- **Attach a voided check or document provided by the bank**
- **MAIL or DELIVER to:  
Tri-County ESC  
Attn: Payroll Dept.  
741 Winkler Dr.  
Wooster, OH 44691**

**Tri-County Educational Service Center  
Direct Deposit Payroll Authorization**

Tri-County Educational Service Centers requires all employees to have payroll checks deposited directly into personal accounts through electronic wiring.

**Authorization**

I authorize the Tri-County Educational Service Center Treasurer to initiate electronic entries to the following accounts:

- To have 100% of your check deposited in one account, complete Section 1.
- To have your check deposited into more than one account, complete Section 2.
- \*\*\*\*Please supply a voided check for any checking accounts to ensure accuracy.\*\*\*\***

If a "voided" check is not provided a check will be issued until account information can be verified

**Section 1.**

Financial Institution Name \_\_\_\_\_  
 Routing Transit Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Type of Account (Check One)  Checking  Savings  
 Distribution  100% in Account

**Section 2. Please Note: Distribution must total 100%.**

Financial Institution Name \_\_\_\_\_  
 Routing Transit Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Type of Account (Check One)  Checking  Savings  
 Distribution  Enter % for this account

Financial Institution Name \_\_\_\_\_  
 Routing Transit Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Type of Account (Check One)  Checking  Savings  
 Distribution  Enter % for this account

Financial Institution Name \_\_\_\_\_  
 Routing Transit Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Type of Account (Check One)  Checking  Savings  
 Distribution  Enter % for this account

This authority shall remain in effect until the Treasurer of the Tri-County Educational Service Center has received written notification from me of its change in such time and manner as to afford the employer and financial institution a reasonable opportunity to act on it.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Last four digits of social security number \_\_\_\_\_

**NO CHANGES TO YOUR DIRECT DEPOSIT ACCOUNTS CAN BE MADE UNTIL YOU HAVE COMPLETED BOTH STEPS IN THIS PROCESS FOR SECURITY PURPOSES.**

## B. TO INITIATE A CHANGE TO AN EXISTING PRIMARY DIRECT DEPOSIT ACCOUNT:

- **This is your PRIMARY or MAIN ACCOUNT**
- **You must FOLLOW the steps outlined here**

The screenshot shows the 'Deductions and Benefits' section of a web portal. On the left, there are navigation links for 'Personal Information', 'Salary and Benefits', and 'Leave Information'. The main content area has a header 'Deductions and Benefits' and a button 'Add New Direct Deposit'. Below this is an information box stating: 'You can make changes only to certain deductions or benefits throughout the year. The rest, you can review the information about the deduction or benefit'. A table lists active deductions:

Status	Deduction Title
Active	SERS
Active	SERS BOE
Active	CLAS MEDICAL FT FAMILY

1. Click on the name of the account/bank that you wish to change. ( It is the LAST one listed, usually with 100% beside it)

The screenshot shows a table of direct deposit accounts. The last row is highlighted with a red arrow pointing to it, and the '100.00%' value in the percentage column is circled in red.

Active	PNCBANK	\$100.00
Active	PNCBANK	\$10.00
Active	PNCBANK	2500.00
Active	PNCBANK	100.00%

2. Choose the new type of account from the drop down box: CHECKING or SAVINGS

The screenshot shows the 'Add New Direct Deposit' form. The 'Account type' dropdown menu is set to 'Checking' and is circled in red. A red arrow points to the dropdown. Other fields include 'Routing Number' (241272040), 'Bank' (WAYNE SAVINGS COMM BANK), and 'Account Number' (XXXX620012).

3. Type in the NEW routing number & the NEW bank should automatically pop into the bank field

The screenshot shows the 'Add New Direct Deposit' form. The 'Routing Number' field (241272040) and the 'Bank' field (WAYNE SAVINGS COMM BANK) are circled in red. A red arrow points to the bank name. The 'Account type' dropdown is also circled in red.

4. Confirm the OLD account number that you are changing in the CONFIRM ACCOUNT NUMBER field.

- It should match the one listed above it in the ACCOUNT NUMBER field
- This verifies that you are changing that account

The screenshot shows the 'Add New Direct Deposit' form. The 'Confirm Account Number' field (555620012) is highlighted with a red box and a red arrow. The 'Account Number' field (XXXX620012) is also visible. The 'Confirm New Account Number' field is empty.



5. Add the NEW account number in the new account number field and the confirm new account number field.

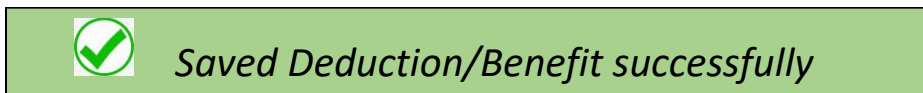
Bank Account Information

Account Type <small>Required</small> Checking	Account Number <small>Required</small> X000620012
Routing Number <small>Required</small> 241272040	Confirm Account Number .
Bank <small>Required</small> WAYNE SAVINGS COMM BANK	New Account Number 12345678
	Confirm New Account Number 12345678

Cancel Save

6. Click **SAVE** button as shown below

- You will see a message display at the top of your screen that says



7. Scroll to the bottom of the page and locate the **ADDITIONAL INFORMATION SECTION**

- Click on the link to open up the direct deposit form

Additional information

Additional Information  
[http://www.youresc.k12.oh.us/sites/default/files/2018-04/DirectDepositForm%2808-2018%29\\_0.pdf](http://www.youresc.k12.oh.us/sites/default/files/2018-04/DirectDepositForm%2808-2018%29_0.pdf)

<b><i>This is secondary direct deposit account information.</i></b><br><br><b>In addition to changing your direct deposit information on this page, you MUST submit the form linked to above along with specific \$ allocations outlined to the payroll office.The change will not be effective for payroll processing until all of the preceding steps have been completed & the payroll office has reviewed the change.</b><br><b>Note:</b><u>Changes made will NOT be immediately effective.</u>

Attachment  
Add Attachment

8. Complete the paper form with the same information that you just entered into the EAC system.

- Attach a voided check or document provided by the bank
- MAIL or DELIVER to:  
**Tri-County ESC**  
**Attn: Payroll Dept.**  
**741 Winkler Dr.**  
**Wooster, OH 44691**

**Tri-County Educational Service Center  
 Direct Deposit Payroll Authorization**

Tri-County Educational Service Centers requires all employees to have payroll checks deposited directly into personal accounts through electronic wiring.

**Authorization**

I authorize the Tri-County Educational Service Center Treasurer to initiate electronic entries to the following accounts:

To have 100% of your check deposited in one account, complete Section 1.

To have your check deposited into more than one account, complete Section 2.

**\*\*\*\*Please supply a voided check for any checking accounts to ensure accuracy.\*\*\*\***

If a "voided" check is not provided a check will be issued until account information can be verified

**Section 1.**

Financial Institution Name \_\_\_\_\_

Routing Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account (Check One)       Checking       Savings

Distribution       100% in Account

**Section 2.**      *Please Note: Distribution must total 100%.*

Financial Institution Name \_\_\_\_\_

Routing Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account (Check One)       Checking       Savings

Distribution       Enter % for this account

Financial Institution Name \_\_\_\_\_

Routing Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account (Check One)       Checking       Savings

Distribution       Enter % for this account

Financial Institution Name \_\_\_\_\_

Routing Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account (Check One)       Checking       Savings

Distribution       Enter % for this account

This authority shall remain in effect until the Treasurer of the Tri-County Educational Service Center has received written notification from me of its change in such time and manner as to afford the employer and financial institution a reasonable opportunity to act on it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last four digits of social security number      \_\_\_\_\_

**NO CHANGES TO YOUR DIRECT DEPOSIT ACCOUNTS CAN BE MADE UNTIL YOU HAVE COMPLETED BOTH STEPS IN THIS PROCESS FOR SECURITY PURPOSES.**

## C. TO ADD A NEW/ADDITIONAL DIRECT DEPOSIT ACCOUNT:

- **You must FOLLOW the steps outlined here**

1. Click on the **ADD NEW DIRECT DEPOSIT** tab at the top of the screen

The screenshot shows the 'Deductions and Benefits' page. On the left sidebar, there are navigation options: Personal Information, Salary and Benefits, Leave Information, Links, and Administration. The main content area has a header 'Deductions and Benefits' and a sub-header 'Add New Direct Deposit' with a red arrow pointing to it. Below this is an information box: 'You can make changes only to certain deductions or benefits throughout the year. The rest, you can review the information about the deduction or benefit'. A table lists several active deductions:

Status	Deduction Title	Employee Paid	Employee YTD	Employer Paid	Employer YTD
Active	SERS				
Active	SERS BOE				
Active	CLAS MEDICAL FT FAMILY				
Active	CLAS BOE MEDICAL FT FAMIL				
Active	CLAS DENTAL FT FAMILY				
Active	CLAS BOE DENTAL FT FAMILY				

- This will then open up a new window for you to add the new account

2. Choose the direct deposit **CODE** for the type of account this is from the drop down box: **REFER TO THE LISTING OF CODES** Titled **Direct Deposit Code Choices**

- **9990-9994: set AMOUNT \$**

- **9995-9998: PERCENTAGE % (ALL direct deposit accounts must = 100%)**

The screenshot shows the 'Add New Direct Deposit' form. The title 'Add New Direct Deposit' is circled in red. Below it is an important note: 'Important Note: This new direct deposit deduction will be saved in a batch for the payroll department to post. This will not be active immediately.' The 'Select Direct Deposit Option' dropdown menu is also circled in red and set to '9993 - DIRECT DEPOSIT \$'. A red arrow points to the dropdown arrow. The form includes the following fields:

- Status (Required): Active
- Employee Paid (Required): 0 \$
- Routing Number (Required):
- Account Type (Required): Checking
- Bank Name (Required):
- Account Number (Required):
- Effective Date (Required): 11/17/2023
- Confirm Account Number (Required):

Additional Information: [http://www.vouresc.k12\\_oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29\\_0.pdf](http://www.vouresc.k12_oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29_0.pdf)

Buttons: Cancel, Add

3. Fill in ALL of the boxes with the information for the new account:

- Amount or percentage to be distributed to that account (Employee Paid field)
- Routing Number
  - o The Bank Name will autofill
- Account Type: Checking or Savings (Use drop down box to choose)
- Account Number
- Confirm Account Number

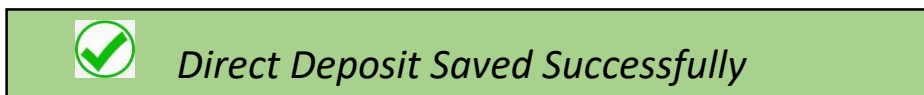
The screenshot shows a web form titled "Add New Direct Deposit". At the top, there is an "Important Note" in a blue box: "This new direct deposit deduction will be saved in a batch for the payroll department to post. This will not be active immediately." Below this, the form has several sections:

- Select Direct Deposit Option:** A dropdown menu with "9993 - DIRECT DEPOSIT \$" selected.
- Status:** A dropdown menu with "Active" selected.
- Employee Paid:** A text input field containing "25.00" followed by a "\$" symbol.
- Routing Number:** A text input field containing "041000124".
- Account Type:** A dropdown menu with "Checking" selected.
- Bank Name:** A text input field containing "PNC BANK".
- Account Number:** A text input field containing "0000999000".
- Confirm Account Number:** A text input field containing "0000999000".
- Effective Date:** A date picker showing "11/17/2023".

At the bottom, there is an "Additional Information" section with a link: [http://www.youresc.k12.oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29\\_0.pdf](http://www.youresc.k12.oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29_0.pdf). At the bottom right, there are two buttons: "Cancel" and "Add". A red arrow points to the "Add" button.

4. Click **ADD** button as shown

- You will see a message display at the top of your screen that says



**5. Scroll to the bottom of the page and locate the ADDITIONAL INFORMATION SECTION**

**- Click on the link to open up the direct deposit form**

Additional information

Additional Information  
[http://www.youresc.k12.oh.us/sites/default/files/2018-08/Direct%20DepositForm%2808-2018%29\\_0.pdf](http://www.youresc.k12.oh.us/sites/default/files/2018-08/Direct%20DepositForm%2808-2018%29_0.pdf)

This is secondary direct deposit account information. In addition to changing your direct deposit information on this page, you MUST submit the form linked to above along with specific \$ allocations outlined to the payroll office. The change will not be effective for payroll processing until all of the preceding steps have been completed & the payroll office has reviewed the change. Note: Changes made will NOT be immediately effective.

Attachment  
[Add Attachment](#)

**6. Complete the paper form with the same information that you just entered into the EAC system.**

- **Attach a voided check or document provided by the bank**
- **MAIL or DELIVER to:  
Tri-County ESC  
Attn: Payroll Dept.  
741 Winkler Dr.  
Wooster, OH 44691**

**Tri-County Educational Service Center  
Direct Deposit Payroll Authorization**

Tri-County Educational Service Centers requires all employees to have payroll checks deposited directly into personal accounts through electronic wiring.

**Authorization**

I authorize the Tri-County Educational Service Center Treasurer to initiate electronic entries to the following accounts:

- To have 100% of your check deposited in one account, complete Section 1.
- To have your check deposited into more than one account, complete Section 2.

**\*\*\*\*Please supply a voided check for any checking accounts to ensure accuracy.\*\*\*\***

If a "voided" check is not provided a check will be issued until account information can be verified

**Section 1.**

Financial Institution Name \_\_\_\_\_  
Routing Transit Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Type of Account (Check One)  Checking  Savings  
Distribution  100% in Account

**Section 2. Please Note: Distribution must total 100%.**

Financial Institution Name \_\_\_\_\_  
Routing Transit Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Type of Account (Check One)  Checking  Savings  
Distribution  Enter % for this account

Financial Institution Name \_\_\_\_\_  
Routing Transit Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Type of Account (Check One)  Checking  Savings  
Distribution  Enter % for this account

Financial Institution Name \_\_\_\_\_  
Routing Transit Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Type of Account (Check One)  Checking  Savings  
Distribution  Enter % for this account

This authority shall remain in effect until the Treasurer of the Tri-County Educational Service Center has received written notification from me of its change in such time and manner as to afford the employer and financial institution a reasonable opportunity to act on it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last four digits of social security number \_\_\_\_\_

**NO CHANGES TO YOUR DIRECT DEPOSIT ACCOUNTS CAN BE MADE UNTIL YOU HAVE COMPLETED BOTH STEPS IN THIS PROCESS FOR SECURITY PURPOSES.**

## **PLEASE NOTE THE FOLLOWING FOR ALL DIRECT DEPOSIT:**

- You **MUST** follow the same steps for each account that you wish to add or change. If you have multiple accounts, especially those that are designated with a % to each one, they must equal 100%. (You may need to change the old account percentages as well, if you have multiple accounts)
- **ONLY 1** direct deposit form will need to be completed and returned, regardless of the number of accounts that you are changing. The form should reflect the correct deposit designation for your ENTIRE deposit of your payment.

### **IMPORTANT:**

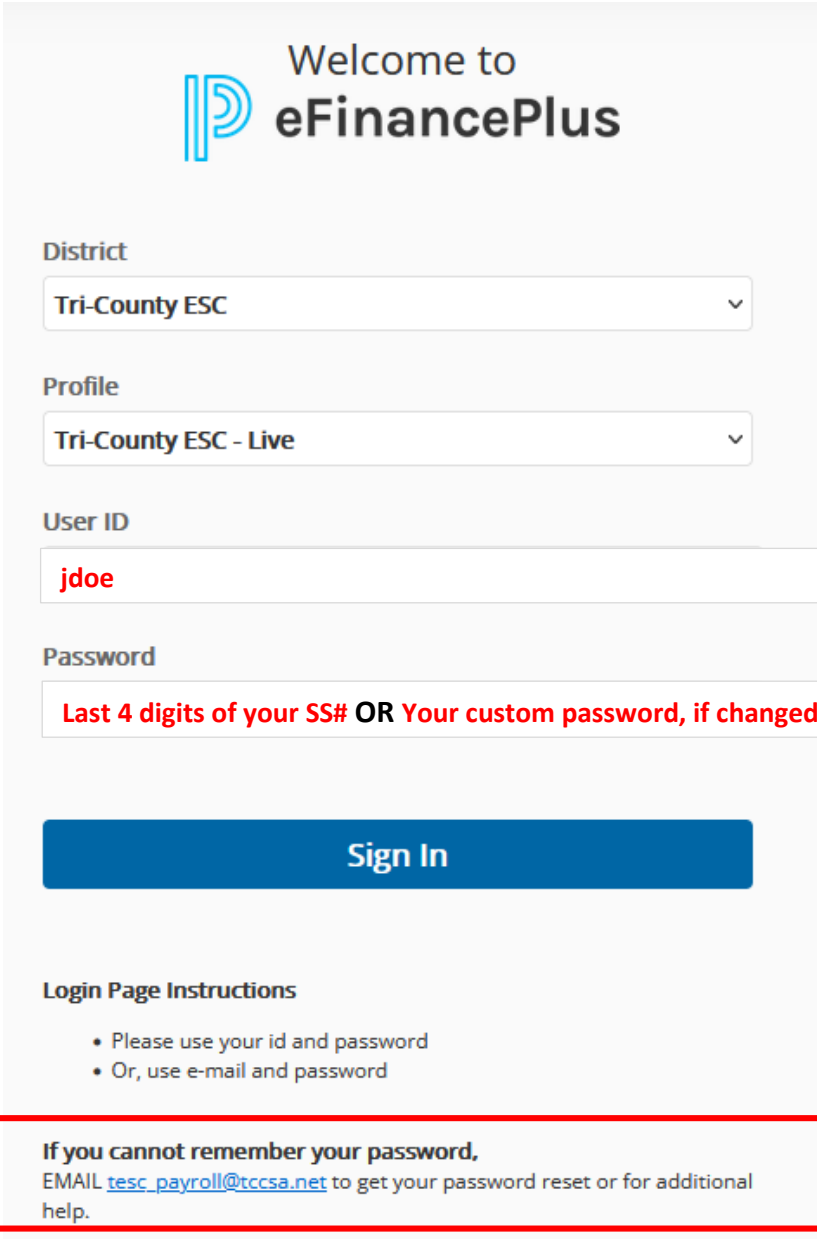
Any changes to your direct deposit information should be submitted at least 1 week prior to a pay date in order to be effective for that pay date. *This includes completing the required form and receipt of that form by the payroll office.*

- No changes will be made until that form has been received so that we can confirm your instructions and more importantly, your identity.

13. Upon **SEPARATION OF EMPLOYMENT** you may still access your information through the EAC.

- Especially important to access and **print your W-2 copies here.**

- After **SEPARATION** your **USERNAME** will be automatically changed to the **FIRST INITIAL** of your **FIRST NAME** and your **FULL LAST NAME – ALL LOWER CASE**
  - Example: John Doe = jdoe
- Your **PASSWORD** will **NOT** be changed. Therefore, it will be the same password that it was upon separation.
- When logging in, see instructions below



Welcome to  
**eFinancePlus**

District  
Tri-County ESC

Profile  
Tri-County ESC - Live

User ID  
jdoe

Password  
Last 4 digits of your SS# OR Your custom password, if changed

**Sign In**

**Login Page Instructions**

- Please use your id and password
- Or, use e-mail and password

**If you cannot remember your password,**  
EMAIL [tesc\\_payroll@tccsa.net](mailto:tesc_payroll@tccsa.net) to get your password reset or for additional help.