

FIO-20 My Bank Details

[View My Bank Details Tutorial Video](#)

Purpose

The purpose of this Business Process Procedure is to explain how to create and change your direct deposit information with the Fiori My Bank Details application.

- Main Bank – Employees must have one valid record for direct deposit.
- Other Bank – Employees can maintain up to three additional accounts to direct deposit a portion of their paycheck separately from their Main Bank.
- Travel Expense – Employees who are authorized to receive accounts payable travel reimbursements. Employees can create and change their AP reimbursement bank (travel reimbursements).

IMPORTANT NOTICE: The Office of the State Controller (OSC) transmits your payroll payment electronically based on the information you provide. It is important that you enter correct account and bank routing numbers. If the payment transmission fails because you have incorrect or outdated information, OSC can only provide a replacement payment AFTER a refund from the financial institution has been received. Direct Deposits must comply with US law and requirements of the Office of Foreign Assets Control (OFAC). By entering bank data here, you are affirming that the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account. OSC has the right to retract and correct direct deposit payments, as necessary.

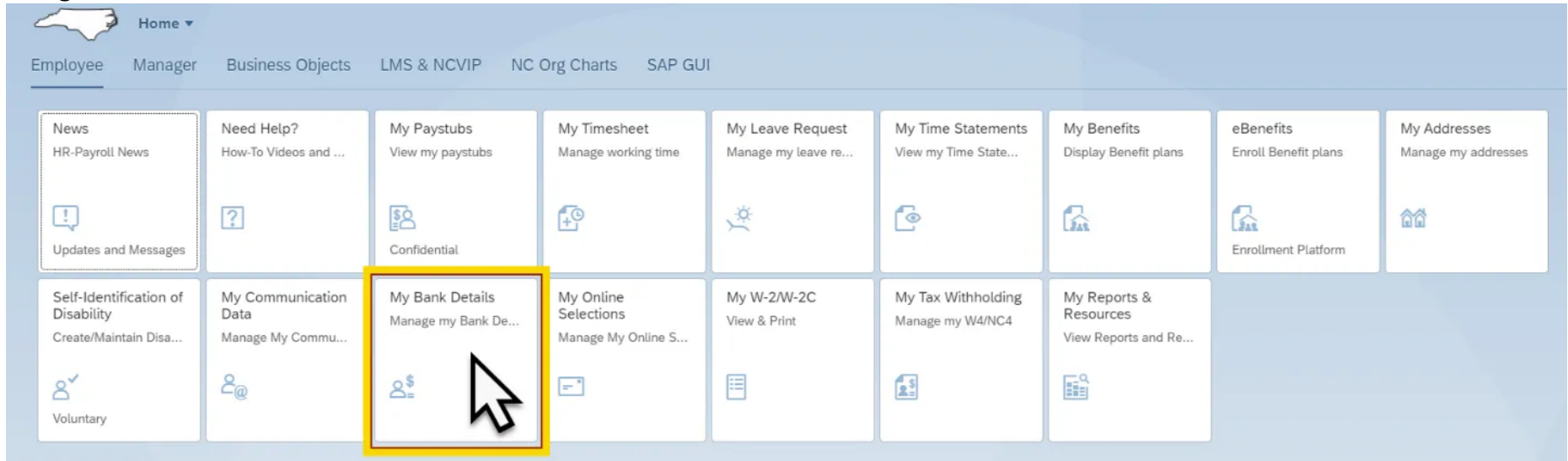
Critical Information: Employees CANNOT change their Bank Information until their Agency HR has entered their original bank details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The [Direct Deposit Enrollment & Change Form](#) can be found on the OSC website.

Edit Main Bank Details

There are 6 steps to complete this process.

Step 1. Within the **Employee** tab, click on the **My Bank Details** card/application.

Image



Step 2. Your current **Main Bank** details will be displayed. Click on the **Edit** button.

Image

Jimmy M Moyette III (00000055)

Facilities Maintenance Coordinator II



+1 (919) 707-0707

JIMMY.MOYETTE@NCSHP.ORG

Organizational Unit: CCPS SHP FMG Analysis Landscape Grp 2

Main Bank

Other Bank

Travel Expenses

Valid from 07/01/2022

 Edit

Bank Data

 Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III

ZIP Code: 27527

City: Clayton

Country: USA

Bank Routing Number: 253177049

Bank Name: STATE EMPLOYEES CREDIT UNION

Account Type: Checking Account

Account Number: 123456789

Payment Method: Payroll Direct Deposit

Currency: USD

Note: Direct Deposits must comply with US Law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Step 3. Some of the fields default from your personnel record and cannot be changed. In the **Bank Data** section, you can change the **Bank Routing Number, Account Type,** and **Account Number** fields. The **Account Number** will need to be entered twice to help prevent typos. See the screen shot and chart below for more information on these fields.

Image

Edit Main Bank

Main Bank

Bank Data

i If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee: Jimmy M Moyette III

ZIP Code: 27527

City: Clayton

Country: USA

Bank Routing Number: 253177049



STATE EMPLOYEES CREDIT UNION

Account Type: Checking

Account Number: 987654321

Confirm Account Number: 987654321

Payment Method: Payroll Direct Deposit

Currency: USD



Checking

Savings

Validity Period

From: 07/01/2022

Field Name

Description

Bank Routing Number The ABA routing number for your financial institution. This number is nine (9) digits long.

Account Type Indicates whether the account is a checking or a savings account.

Account Number Number of your Bank account. The length can vary depending on the bank.

Note: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

Image

JANE A. SMITH
123 MAIN ST.
ANYWHERE, MA 01234

DATE _____ 1234

PAY TO THE _____ \$
ORDER OF _____ DOLLARS

MEMO _____ AUTHORIZED SIGNATURE _____

011301798 020004567 1234

Routing Number Account Number

Step 4. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

[Payroll Calendars](#)

Image

The image shows a web form for setting up a payroll calendar. The form includes fields for Payee, ZIP Code, City, Country, Bank Routing Number, Account Type, Account Number, Confirm Account Number, Payment Method, and Currency. A dropdown menu is open for the City field, showing a list of dates from 05/01/2022 to 02/01/2023. The date 07/01/2022 is highlighted. Below the dropdown, there is a 'Validity Period' section with a 'From' field set to 07/01/2022 and a dropdown arrow.

Payee:	Jimmy M Moyette III
ZIP Code:	27527
City:	Clayton
Country:	05/01/2022
Bank Routing Number:	06/01/2022
Account Type:	07/01/2022
Account Number:	08/01/2022
Confirm Account Number:	09/01/2022
Payment Method:	10/01/2022
Currency:	11/01/2022
	12/01/2022
	01/01/2023
	02/01/2023

Validity Period

From: 07/01/2022

Step 5. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Image

Confirm Account Number: 98/654321

Payment Method: Payroll Direct Deposit

Currency: USD

Validity Period

From: 09/01/2022

 Save Cancel

Step 6. After saving, the system will return to the **Main Bank** tab. It will now display your current and newly created bank account data. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

Image

Jimmy M Moyette III (00000055)

Facilities Maintenance Coordinator II



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Organizational Unit: CCPS SHP FMG Analysis Landscape Grp 2

Main Bank

Other Bank

Travel Expenses

Valid from 07/01/2022 to 08/31/2022

[Edit](#)

Bank Data

 Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III

ZIP Code: 27527

City: Clay

Valid from 09/01/2022

[Edit](#)

[Delete](#)

Bank Data

 Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III

Note: When a change to bank account information is made, a paper letter confirmation will be mailed to the listed mailing address. If no mailing address is listed, then it will be mailed to the permanent address. An email confirmation also will be sent to the employee's work email address.

Add/Edit Other Bank Details

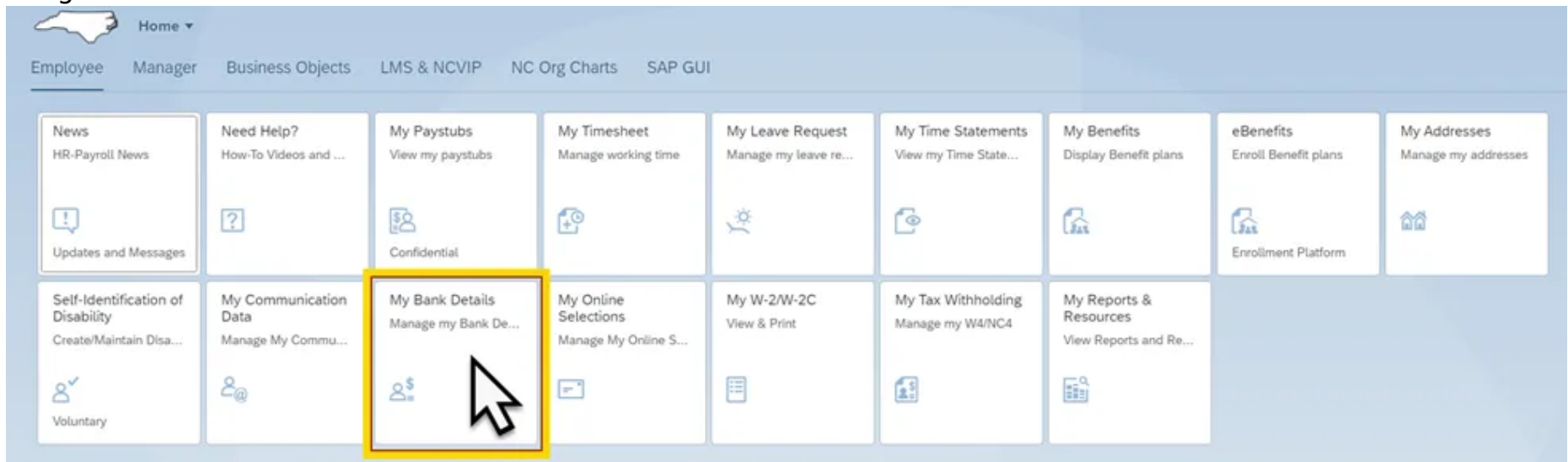
In addition to the **Main Bank** information, an employee may have their pay split between up to three additional accounts. When an additional (or **Other**) bank account is created, you must choose a percentage amount or standard amount to be deposited each pay period.

There are 9 steps to complete this process.

Note: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

Step 1. Within the **Employee** tab, click on the **My Bank Details** card/application.

Image



Step 2. Click on the **Other Bank** tab. If any **Other** bank accounts are currently active, they will be displayed and can be changed with the **Edit** button to the right-hand side. If no **Other** banks have been created, you will see a 'No Records Found' screen and can only use the create function.

The remainder of this section will demonstrate how to create a new account.

Image

Jimmy M Moyette III (00000055)
Facilities Maintenance Coordinator II

Create

Main Bank **Other Bank** Travel Expenses

Valid from 08/01/2022 Edit Delete

Bank Data

i Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III
ZIP Code: 27591
City: Wendell
Country: USA

Step 3. Click the **Create** button near the top right of your screen.

Image



Step 4. In the **Type** section, leave the **Record Type** as 'Other Bank'

Image

< My Bank Details ▾

My Bank Details /
New Other Bank

Type

Record Type: Other Bank ▾

Other Bank

Bank Data

If you are in the process of closing bank accounts, make sure that you keep your current account open until the first

Step 5. In the **Other Bank** section, some of the fields default from your personnel record and cannot be changed. In the **Bank Data** subsection, enter the applicable data in the **Bank Routing Number**, **Account Type**, and **Account Number** fields. The **Account Number** will need to be entered twice to help prevent typos. See the chart and screen shot below for more information on these fields.

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
Account Type	Indicates whether the account is a checking or a savings account.
Account Number	Number of your Bank account. The length can vary depending on the bank.
Image	

New Other Bank

Other Bank

Bank Data



If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee: Jimmy M Moyette III

ZIP Code: 27591

City: Wendell

Country: USA

Bank Routing Number: 265070532



FIDELITY BANK

Account Type: Savings

Account Number: 864297531

Confirm Account Number: 864297531

Payment Method: Payroll Direct Deposit

Currency: USD

Standard Percentage: 0

Standard Value: 0.00

Validity Period

Note: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

Image

A sample check form with the following fields and values:

- Payee:** JANE A. SMITH, 123 MAIN ST., ANYWHERE, MA 01234
- Date:** 1234
- Amount:** \$ _____ DOLLARS
- MEMO:** _____
- AUTHORIZED SIGNATURE:** _____
- Routing Number:** 011301798 (circled in red)
- Account Number:** 020004567 (circled in red)

A large "SAMPLE" watermark is visible across the center of the form.

Step 6. You must designate what portion of your paycheck amount will be deposited into the other account. You can choose either a set percentage of your paycheck by using the **Standard Percentage** field or select a set dollar amount by using the **Standard Value** field.

Image

New Other Bank

i If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee: Jimmy M Moyette III

ZIP Code: 27591

Currency: USD

Or

Standard Percentage:

5

Standard Value:

0.00

Validity Period

Step 7. Within the **Validity Period** section, click in the **From** field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period, and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

[Payroll Calendars](#)

Image

The image shows a web form for setting up a Fidelity Bank account. The form is titled "FIDELITY BANK" in the top right corner. It contains several input fields and a dropdown menu. The "Bank Routing Number" field is filled with "265070532". The "Account Type" dropdown is set to "Savings". The "Account Number" field is filled with "05/01/2022". The "Confirm Account Number" field is filled with "06/01/2022". The "Payment Method" field is filled with "07/01/2022". The "Currency" field is filled with "08/01/2022". The "Standard Percentage" field is filled with "09/01/2022". The "Standard Value" field is filled with "10/01/2022". Below these fields, there is a section titled "Validity Period" with a red underline. Under this section, the "Validity" field is filled with "02/01/2023". At the bottom, there is a "From:" field with a red border, containing the date "10/01/2022".

Bank Routing Number:	265070532
Account Type:	Savings
Account Number:	05/01/2022
Confirm Account Number:	06/01/2022
Payment Method:	07/01/2022
Currency:	08/01/2022
Standard Percentage:	09/01/2022
Standard Value:	10/01/2022
<u>Validity Period</u>	
Validity:	02/01/2023
From:	10/01/2022

Step 8. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Image

Validity Period

Validity: 

From: 

Save

Cancel

Step 9. After saving, the system will return to the **Other Bank** tab. It will now display your newly created bank account data as well as any other active **Other** banks. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the Edit button on the new record to make the necessary correction(s).

Image



Jimmy M Moyette III (00000055)

Facilities Maintenance Coordinator II

Create

Main Bank

Other Bank

Travel Expenses

Valid from 08/01/2022

Edit

Delete

Bank Data



Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III

ZIP Code: 27591

City: Wendell

Country: USA

Bank Routing Number: 301171353

Bank Name: FIDELITY BANK

Account Type: Savings Account

Account Number: 246813579

Payment Method: Payroll Direct Deposit

Currency: USD

Standard Percentage: 5%

Note: When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.

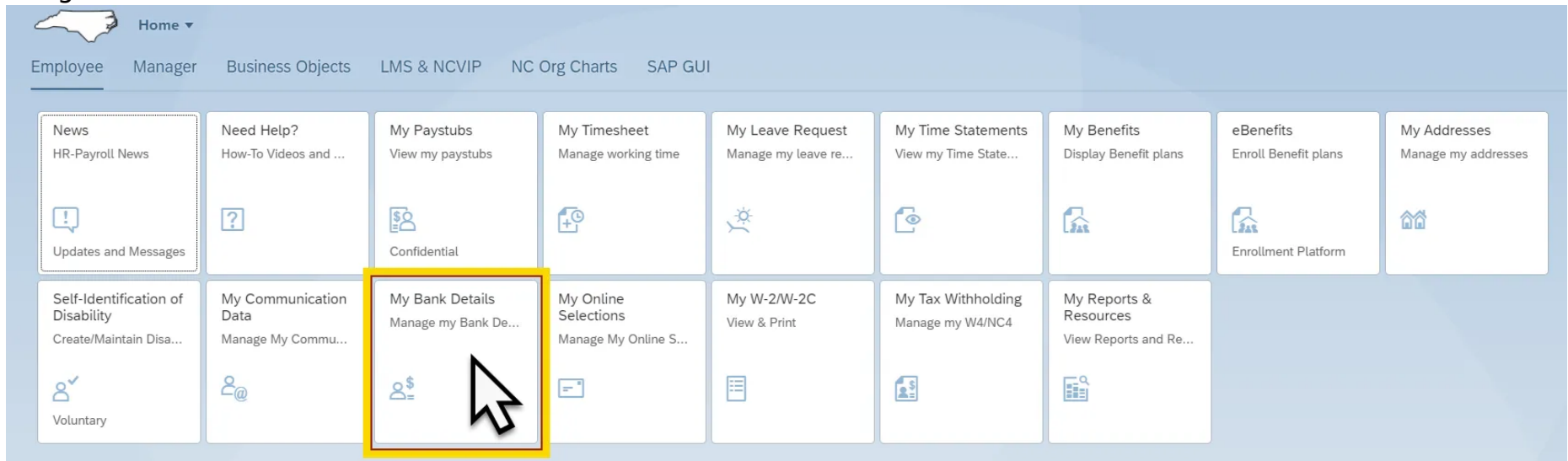
Edit Travel Expenses

There are 8 steps to complete this process.

Note: **Depending on your agency**, reimbursements are handled by DOT Personnel or the North Carolina Financial System (NCFS) and are not connected to the Integrated HR-Payroll system. Travel expense bank details that are entered using FIORI will be sent to DOT or NCFS. If you have questions about reimbursement dates or processes, contact DOT Human Resources (DOT employees) or NCFS BEST Contact center 919-707-0707 (all others).

Step 1. Within the **Employee** tab, click on the **My Bank Details** card/application.

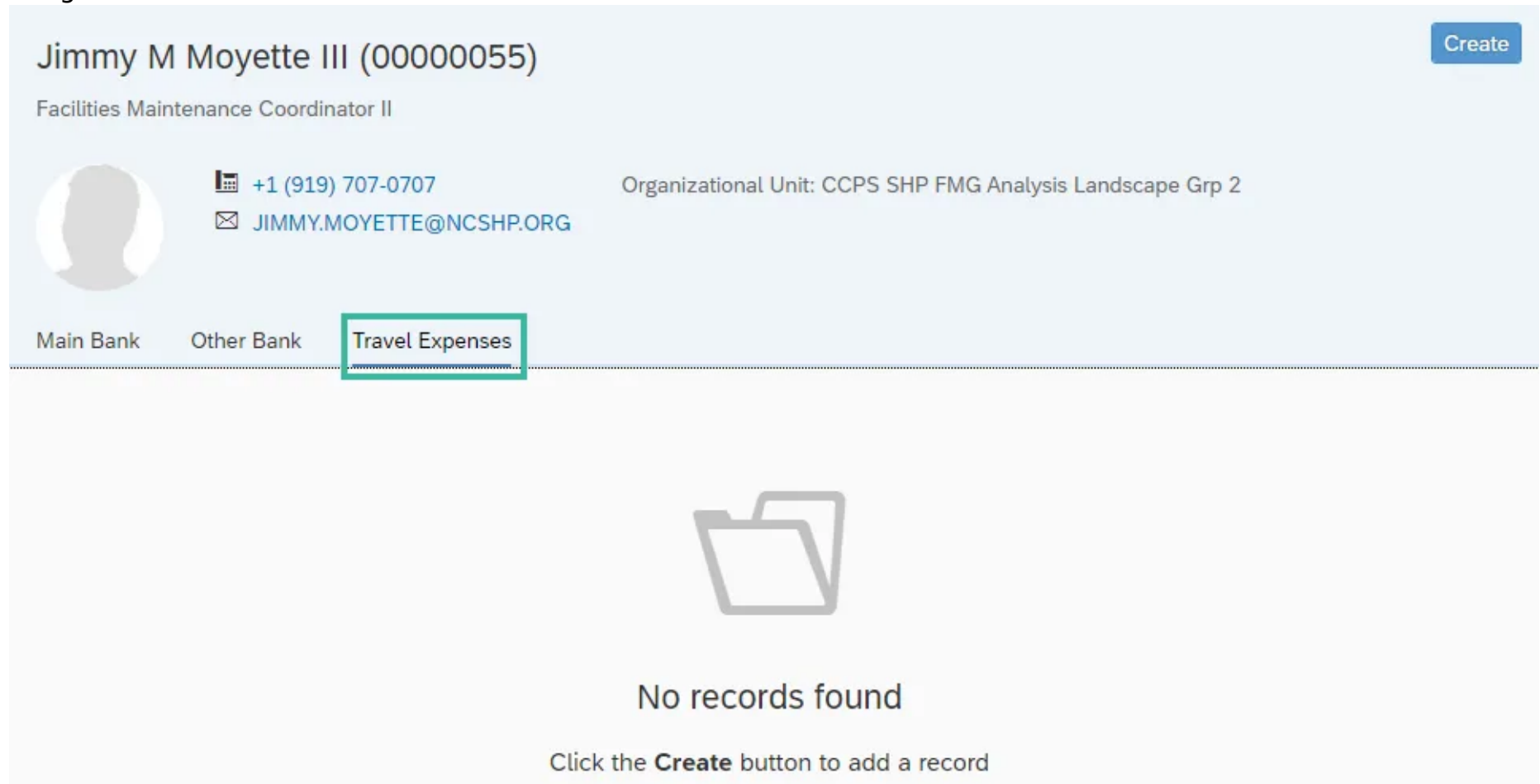
Image



Step 2. Click on the **Travel Expenses** tab. If a **Travel Expenses** bank account is currently active, it will be displayed and can be changed with the **Edit** button to the right-hand side. If no **Travel Expenses** bank account has been created, you will see a 'No Records Found' screen and can only use the create function.

The remainder of this section will demonstrate how to create a new account.

Image



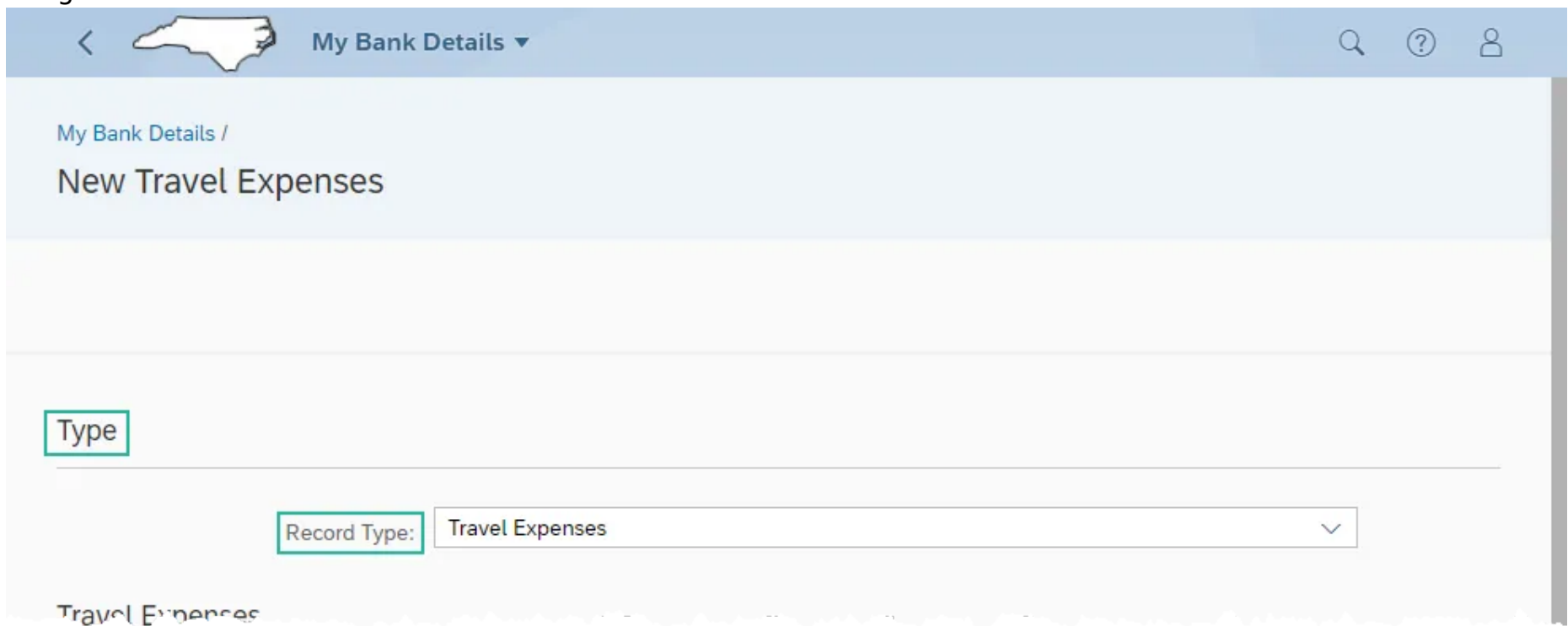
Step 3. Click the **Create** button near the top right of your screen.

Image



Step 4. In the **Type** section, leave the **Record Type** as 'Travel Expenses'.

Image



Step 5. In the **Travel Expenses** section, some of the fields default from your personnel record and cannot be changed. In the **Bank Data** subsection, enter the applicable data in the **Bank Routing Number, Account Type,**

and **Account Number** fields. The **Account Number** will need to be entered twice to help prevent typos. See the chart and screen shot below for more information on these fields.

Field Name	Description
Bank Routing Number	The ABA routing number for your financial institution. This number is nine (9) digits long.
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Image	

Travel Expenses

Bank Data



If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with questions.

Payee: Jimmy M Moyette III

ZIP Code: 27591

City: Wendell

Country: USA

Bank Routing Number: 053185503



LATINO COMMUNITY CREDIT UNION

Account Type: Checking

Account Number: 369258147

Confirm Account Number: 369258147

Payment Method: Payroll Direct Deposit

Currency: USD

Note: You can find the **Bank Routing Number** and **Account Number** on a check provided by your bank as shown in the screen shot below. Please ensure you have one of your checks readily available when maintaining this information in Fiori.

Image

JANE A. SMITH		1234
123 MAIN ST.		DATE _____
ANYWHERE, MA 01234		
PAY TO THE ORDER OF _____		\$
_____		DOLLARS
MEMO _____	AUTHORIZED SIGNATURE _____	
011301798	02000456	1234
Routing Number	Account Number	

Step 6. Within the **Validity Period** section, click in the From field to activate the drop-down menu. You will be restricted to dates that match the first day of a pay period and you should only choose a future date.

Change bank information as soon as possible to ensure the change will happen correctly. If payroll has finalized for a pay period, the change will be effective for the next pay period.

IMPORTANT: If you are in the process of closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed. Contact your agency with any questions.

[Payroll Calendars](#)

Image

Payee:	Jimmy M Moyette III
ZIP Code:	27591
City:	Wendell
Country:	USA
Bank Routing Number:	05/01/2022
Account Type:	06/01/2022
Account Number:	07/01/2022
Confirm Account Number:	08/01/2022
Payment Method:	09/01/2022
Currency:	10/01/2022
	11/01/2022
	12/01/2022
	01/01/2023
Validity:	02/01/2023
From:	08/01/2022

Step 7. Review your data for accuracy and then click the **Save** button at the bottom of the screen.

Image

Validity Period

Validity: 

From: 



Save

Cancel

Step 8. After saving, you will be brought back to the **Travel Expenses** tab. It will now display your newly created bank account data. Use this opportunity to check for accuracy one more time. If a mistake is discovered, use the **Edit** button on the new record to make the necessary correction(s).

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Organizational Unit: CCPS SHP FMG Analysis Landscape Grp 2

Main Bank

Other Bank

Travel Expenses

Valid from 08/01/2022

Edit

Delete

Bank Data

i Direct Deposits must comply with US law and the Office of Foreign Assets Control. Data here affirms the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account.

Payee: Jimmy M Moyette III

ZIP Code: 27591

City: Wendell

Country: USA

Bank Routing Number: 053185503

Bank Name: LATINO COMMUNITY CREDIT UNION

Account Type: Checking Account

Account Number: 369258147

Payment Method: Payroll Direct Deposit

Currency: USD

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