

USER INSTRUCTIONS
FOR HOURLY EMPLOYEES

EMPLOYEE SELF SERVICE (ESS)
DIRECT DEPOSIT AND W4 ONLINE

User Instructions – Direct Deposit and W4 Online

Note: Your iPay login is used to access Direct Deposit and W4 Online. iPay registration information is available by using Socrates, <https://socrates.gm.com/socratessites/usa/en/gm/home-legacy/home-hr.html>, My Services by clicking on My Time & Money.

Direct Deposit

Important:

- GM allows a maximum of two accounts for funds to be deposited into.
- Validate all routing (ABA) numbers and account number with your financial institutions(s) prior to updating your information online. Inaccurate information entered will delay your deposit.
- Payroll is processed 4-5 days prior to deposit date. If possible, please refrain from closing your account after payroll has processed but before the deposit date. GM Payroll Services can only deposit to the account(s) on record at the time payroll processed.
- If you have an emergency need to change your account, please contact the Payroll Help Desk at 866-245-5957.

Set Up Main Bank:

1. Sign into Employee Self Service (ESS), https://ssoportal.globalview.adp.com/login/gm/gm_login.fcc
2. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button



3. On the welcome screen, click on Myself; click on Personal information; click on Bank Information





4. Click on Main Bank
5. Click Edit
6. In 'Bank Key' field, type financial institution's routing (ABA) number
7. In 'Bank Account' field, type account number
8. In 'Bank control key' choose one – Checking, Savings, None
9. In 'Payment Method' leave set at Bank Transfer (ACH PDD)
10. Leave 'Purpose' blank – no data required
11. Under 'Valid From', click 'From' and type first date of next pay period
12. Click Save

Edit Main Bank:

1. Sign into Employee Self Service (ESS), https://ssportal.globalview.adp.com/login/gm/gm_login.fcc
2. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button
3. On the welcome screen, click on Myself; click on Personal information; click on Bank Information
4. Click on Main Bank
5. Click Edit
6. In 'Bank Key' field, type financial institution's routing (ABA) number
7. In 'Bank Account' field, type account number
8. In 'Bank control key' choose one – Checking, Savings, None
9. In 'Payment Method' leave set at Bank Transfer (ACH PDD)
10. Leave 'Purpose' blank – no data required
11. Under 'Valid From' click 'From' and type first date of next pay period
12. Click Save


Set Up Other Bank:

1. Sign into Employee Self Service (ESS), https://ssportal.globalview.adp.com/login/gm/gm_login.fcc
2. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button
3. On the welcome screen, click on Myself; click on Personal information; click on Bank Information
4. Click on green button  
5. In 'Bank Key' field, type financial institution's routing (ABA) number
6. In 'Bank Account' field, type account number
7. In 'Bank control key' choose one – Checking, Savings, None
8. In 'Payment Method' leave set at Bank Transfer (ACH PDD)
9. Leave 'Purpose' blank – no data required
10. In 'Standard value' enter \$\$ amount to be deposited to the account -or-
11. In 'Standard Percentage' enter % of net pay to be deposited to the account (must be less than 100%)
12. Click Save

Edit Other Bank:

1. Sign into Employee Self Service (ESS), https://ssportal.globalview.adp.com/login/gm/gm_login.fcc
2. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button
3. On the welcome screen, click on Myself; click on Personal information; click on Bank Information
4. Click on Other Bank
5. Click Edit
6. In 'Bank Key' field, type financial institution's routing (ABA) number
7. In 'Bank Account' field, type account number
8. In 'Bank control key' choose one – Checking, Savings, None
9. In 'Payment Method' leave set at Bank Transfer (ACH PDD)
10. Leave 'Purpose' blank – no data required
11. In 'Standard value' enter \$\$ amount to be deposited to the account -or-
12. In 'Standard Percentage' enter % of net pay to be deposited to the account (must be less than 100%)
13. Under 'Valid From' click 'From' and type first date of next pay period
14. Click Save

Delete Other Bank:

1. Sign into Employee Self Service (ESS), https://ssportal.globalview.adp.com/login/gm/gm_login.fcc
2. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button
3. On the welcome screen, click on Myself; click on Personal information; click on Bank Information
4. Click in front of Other Bank
5. Click red button 
6. Confirm delete by clicking Yes; continue

Change Other Bank to Main Bank:

1. Use instructions above to Edit Main Bank
2. Use instructions above to Delete Other Bank

W-4 Online

Edit Federal Withholding:

3. Sign into Employee Self Service (ESS), https://ssoportal.globalview.adp.com/login/gm/gm_login.fcc
4. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button
5. On the welcome screen, click on Myself; click on Personal information; click on Withholding Information
6. Click Federal
7. Click Edit
8. Change Filing Status, Number of Exemptions, Additional Withholding Amount or Tax Exempt Indicator as applicable
9. Check box if Last name is different on SSN Card
10. Check Declare box to certify elections
11. Under 'Valid From' click 'Today'
12. Click Save

Edit State Withholding:

13. Sign into Employee Self Service (ESS), https://ssoportal.globalview.adp.com/login/gm/gm_login.fcc
14. At Welcome to ADP Globalview, type your iPay user id and password; click Log in button
15. On the welcome screen, click on Myself; click on Personal information; click on Withholding Information
16. Click State
17. Click Edit
18. Change Filing Status, Number of Exemptions, Additional Withholding Amount or Tax Exempt Indicator as applicable
19. Check box if Last name is different on SSN Card
20. Check Declare box to certify elections
21. Under 'Valid From' click 'Today'
22. Click Save