

DIRECT DEPOSIT

What is Direct Deposit?

Direct Deposit is a provision made available to all US associates to have their semi-monthly US salary and T&E claims directly deposited into their respective US bank account each payroll date, immediately available for your use. You will have the option to choose to have your pay deposited to a single account in its entirety, or split the check between 2 accounts.

How do I initiate Direct Deposit?

The procedure for initiating or revising your direct deposit banking information to has been automated in **PeopleSoft HCM (Self Service)**. Please note: it will take 48 hours from the date you receive your associate ID for the direct deposit link to be activated in PeopleSoft HCM.

Please follow these steps to enroll into Direct Deposit:

Step 1: Click the URL below to access Peoplesoft HCM - login using your associate ID and password.

<https://peoplesoft.cognizant.com>

Step 2: Use the following path to enter / update US bank information:
Home > Self Service > Payroll and Compensation > Direct Deposit

Step 3: Enter routing and account numbers for each account you would like to receive your pay. To have pay sent to a single account, choose "Balance" and leave the "Amount" field blank. To split your pay amongst 2 accounts, choose "Amount" for the first account, and enter the amount you would like sent to the first account; then choose "Balance" for the second account and leave the amount field blank on this row.

Step 4: Click the Submit button.

******Forms provided through banking institutions for Direct Deposit will not be accepted. To enroll in Direct Deposit, you must complete the process through PeopleSoft HCM.***

How long before my Direct Deposit begins?

It takes **2 to 3 pay periods** for initial direct deposit service or changes to existing banking information to become effective. In the interim, you will receive a live paycheck sent to the address on file in PeopleSoft HCM. Be sure to confirm the accuracy of this address.

What if I need assistance?

If you have any problems or questions, please contact the Talent Management Solution Center:

Intranet: <https://peopleline>

Internet: <https://peopleline.cognizant.com>

Toll Free Number: 1-800-704-3802