

How Do I Enroll in Direct Deposit?

Step 1

To access ESS outside of a city office, please use the Internet website: <http://nyc.gov/ess> to access the NYCAPS sign in screen:



The image shows the NYCAPS sign-in interface. At the top, there is a blue header with the 'NYCAPS' logo. Below the header, there is a white box containing the sign-in form. The form has two input fields: 'User ID:' and 'Password:'. Below these fields is a 'Sign In' button and a link that says 'Forgot your password?'.

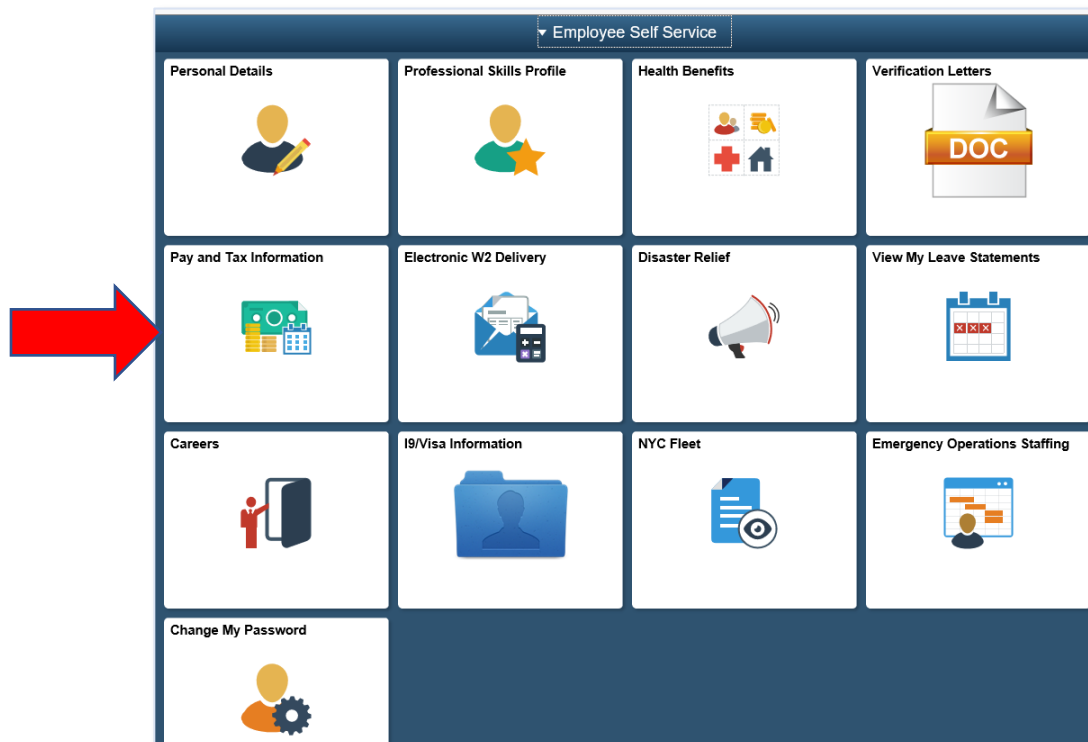
Your NYCHA Employee Reference Number is your ESS User ID.

To request this important number, please email your full name, Kronos ID number, and for added security your date of birth and last four digits of your Social Security number to HR.UserID@nycha.nyc.gov.

Your Initial Password consists of the last 2 digits of your SSN, underscore, the first 3 letters of your birth month (must be upper case), your birth day including the leading zero, and your birth year (i.e. the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99_JAN011910).

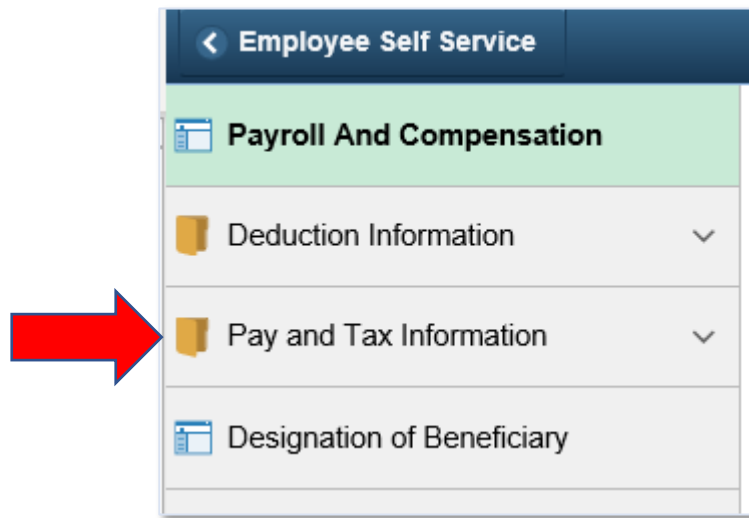
Step 2

You'll see the icons below after you log on ESS; click on "Pay and Tax Information"



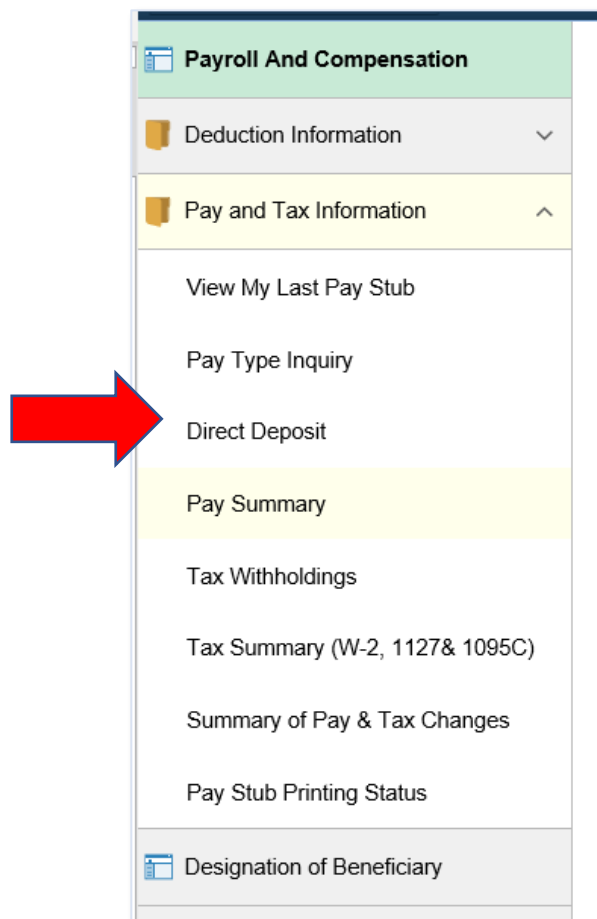
Step 3

When you click on “Pay and Tax Information”, you will see below menu. Select “Pay and Tax Information”:



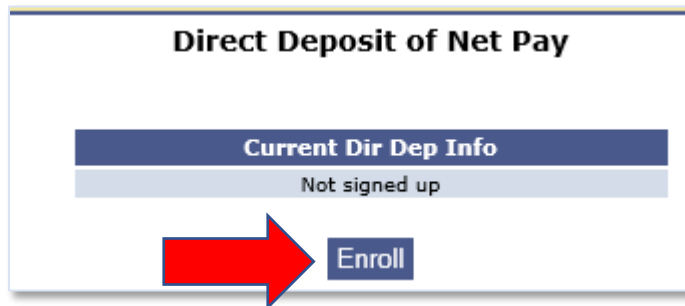
Step 4

Select Direct Deposit:



Step 5

Select "Enroll":



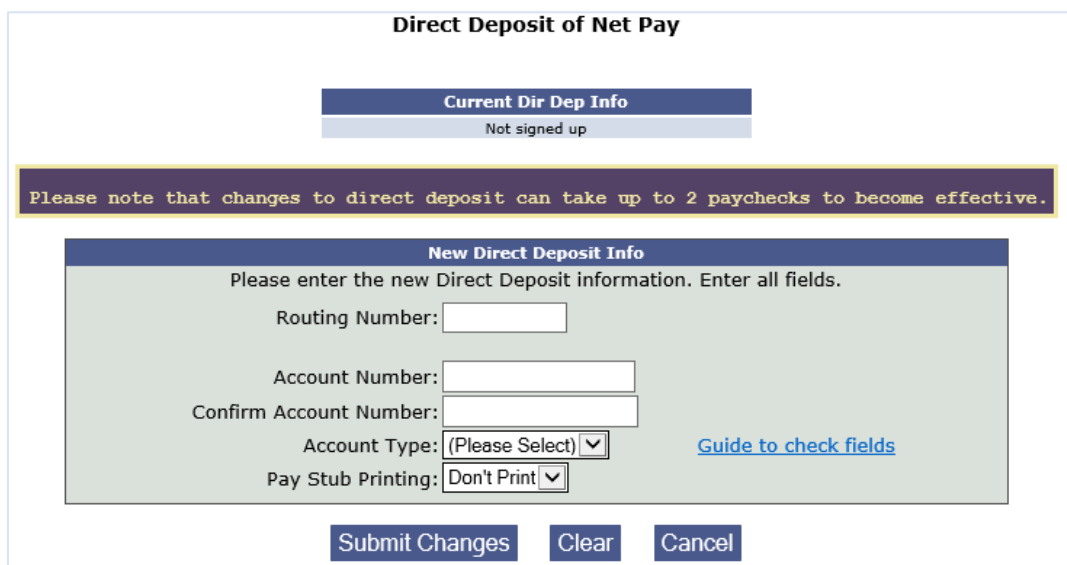
Direct Deposit of Net Pay

Current Dir Dep Info
Not signed up

Enroll

Step 5

Fill in the requested information:



Direct Deposit of Net Pay

Current Dir Dep Info
Not signed up

Please note that changes to direct deposit can take up to 2 paychecks to become effective.

New Direct Deposit Info
Please enter the new Direct Deposit information. Enter all fields.

Routing Number:

Account Number:

Confirm Account Number:

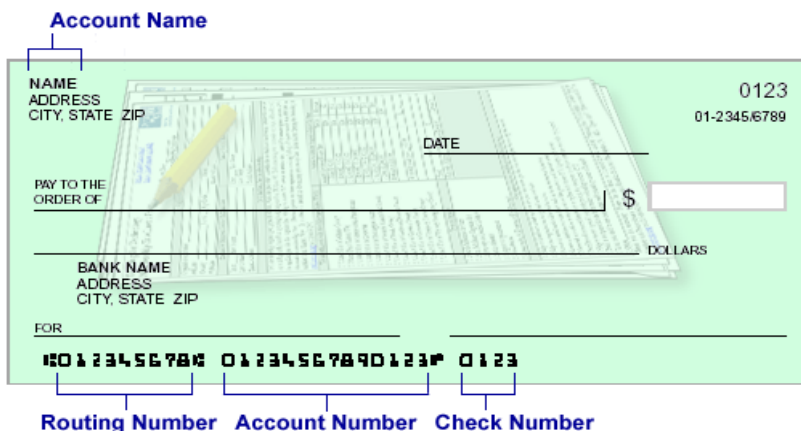
Account Type: (Please Select)

Pay Stub Printing: Don't Print

[Guide to check fields](#)

Submit Changes **Clear** **Cancel**

The "Guide to check fields" shows where to find you routing and account numbers:



Account Name

NAME
ADDRESS
CITY, STATE ZIP

0123
01-23456789

DATE

PAY TO THE ORDER OF \$

DOLLARS

BANK NAME
ADDRESS
CITY, STATE ZIP

FOR

⑆0123456789⑆ 01234567890123⑆ 0123

Routing Number **Account Number** **Check Number**

When you are done, select "Submit Changes" to complete enrolling in Direct Deposit!

NOTE: Ignore the pop-up asking for a voided check; NYCHA employees do not have to submit voided checks.