



How to Set up Direct Deposit

On the Employee Self Service Menu select the **Payroll** Tile.

The screenshot shows the 'Employee Self Service' menu with four tiles: Time, Payroll, Personal Details, and Benefit Details. The Payroll tile is highlighted with a red border and contains an icon of a stack of money and the text 'Last Pay Date 09/25/2020'.

On the Payroll page select the Direct Deposit Tile.

The screenshot shows the 'Payroll' page with six tiles: Paychecks, Compensation History, W-2/W-2c Consent, W-2/W-2c Forms, Direct Deposit, Tax Withholding, and Paycheck Modeler. The Direct Deposit tile is highlighted with a red border and contains the number '1' and the text 'Account' and 'Updated 03/07/2020'.

To add a new account, click the **plus sign** in the upper left-hand corner.

The screenshot shows the 'Direct Deposit' page with a table of accounts and a plus sign button highlighted in red. The table has the following data:

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	[Redacted]	[Redacted]	Checking	Remaining Balance >

Add a **Nickname**, **Routing Number**, and **Account Number**. For **Account Type** select Checking or Savings. For **Deposit Type** you can select Amount or Percent and then enter the desire amount or percent. To have your entire check deposited select Remaining Balance.

***If you are unsure of your account number or routing number please contact your financial institution.**

Add Account

*Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

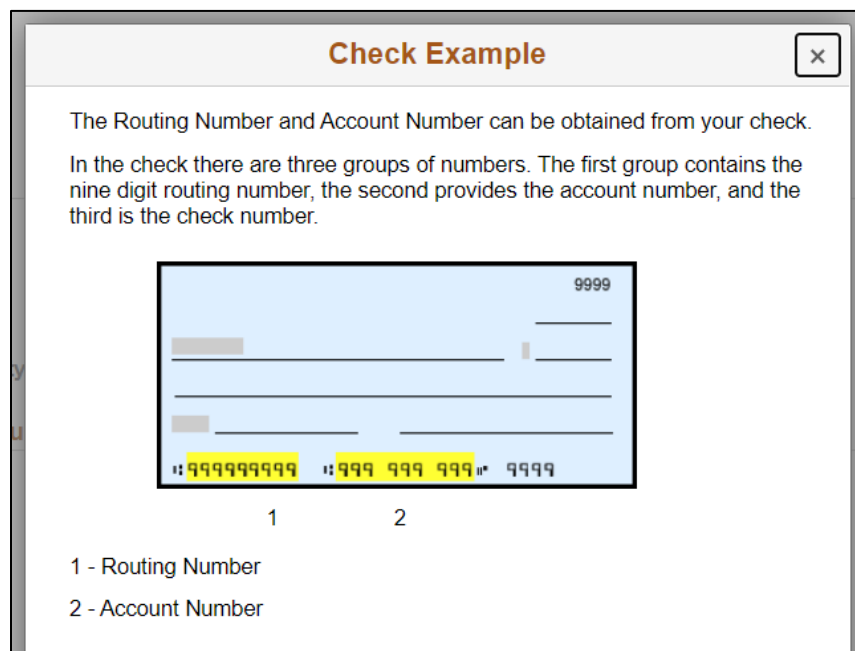
Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent



To update existing information, select the **arrow** on the right-hand side. Update the information you want to change and click **Save**.

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
Last	Checking999	Direct Deposit	[Redacted]	[Redacted]	Checking	Remaining Balance	>