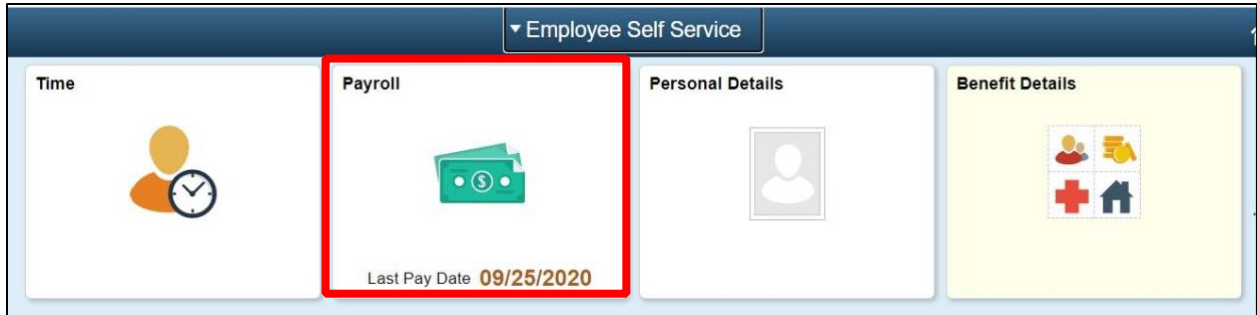


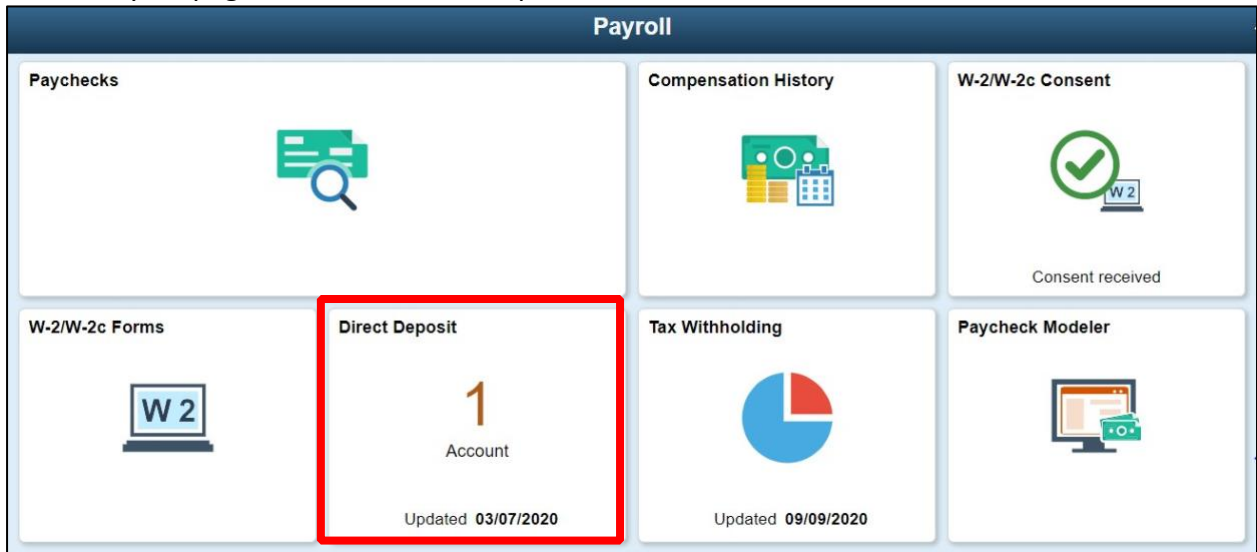


How to Set up Direct Deposit

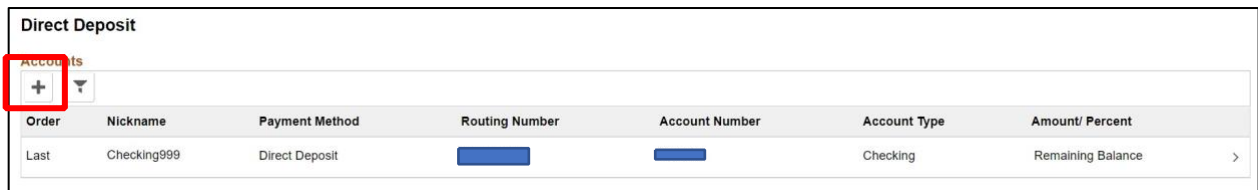
On the Employee Self Service Menu select the **Payroll** Tile.



On the Payroll page select the Direct Deposit Tile.



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



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

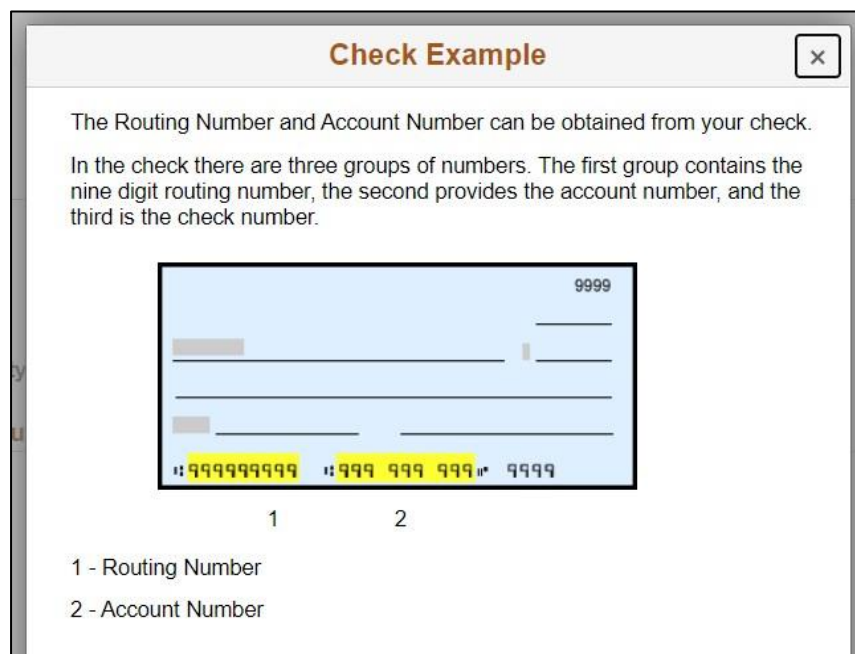
Retype Account Number

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	██████████	██████████	Checking	Remaining Balance	>