

## **Direct Deposit Quick Guide**

## How do I sign up for direct deposit?

Employee Self Service

Payroll and Compensation	

- 1. Navigate to the **Employee Self Service** page.
- 2. Click on the Payroll and Compensation tile.
- 3. Click the **Direct Deposit** link from the **Payroll and Compensation** left navigation menu.

←   ⊙ ♡	Q. Search in Menu						
Payroll and Compensation							
📫 Pay	Direct Deposit						
W-4 Tax Information	Accounts						
W-2/W-2c Consent	4 The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account. When a second account is added and saved the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit						
View W-2/W-2c Forms	payments are processed, any remaining net pay is deposited in the remaining balance account.  Note: You can chance this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.						
😰 Direct Deposit	Add Account						
Compensation History							

- 4. Review the information and instructions on the Direct Deposit page.
- 5. Click on the **Add** Account button to enter the account information.
- 6. The Add Account pop-up window opens.

ancel	Add Account	10 Sav
7		* Indicates required field
Nickname	Main Account	
*Payment Method	Direct Deposit 🗸	
Bank		
8 Routing Number	111000614	0
Account Number	0000123	
Retype Account Number	0000123	
Pay Distribution		
*Account Type	Checking 🗸	9

ancel	6 Add Account	Save
		* Indicates required field
Nickname		
*Payment Method	Direct Deposit 🗸	
Bank		
Routing Number	(	
Account Number		
Retype Account Number		
Pay Distribution		
*Account Type	~	

- 7. Enter a **Nickname** for the account (useful later if multiple accounts are set up).
- 8. Enter the **Routing Number**, **Account Number**, and **Retype the Account**.
- 9. Select the Account Type: Checking or Saving from the drop-down.
- 10. Click the **Save** button to complete the addition to the employee record.

\* When only one account is set up for direct deposit, it is defaulted that the 'Full Balance' of the employee's paycheck is deposited into the account.

\* If the employee needs to locate the routing number or account number, click the blue 'i' icon to view a check example layout.

