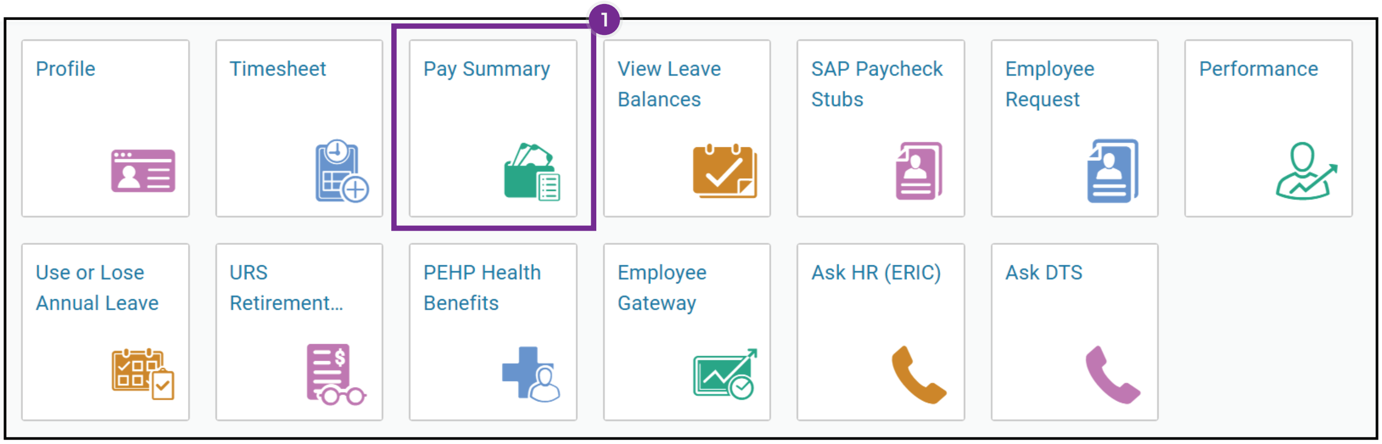
Set up direct deposit

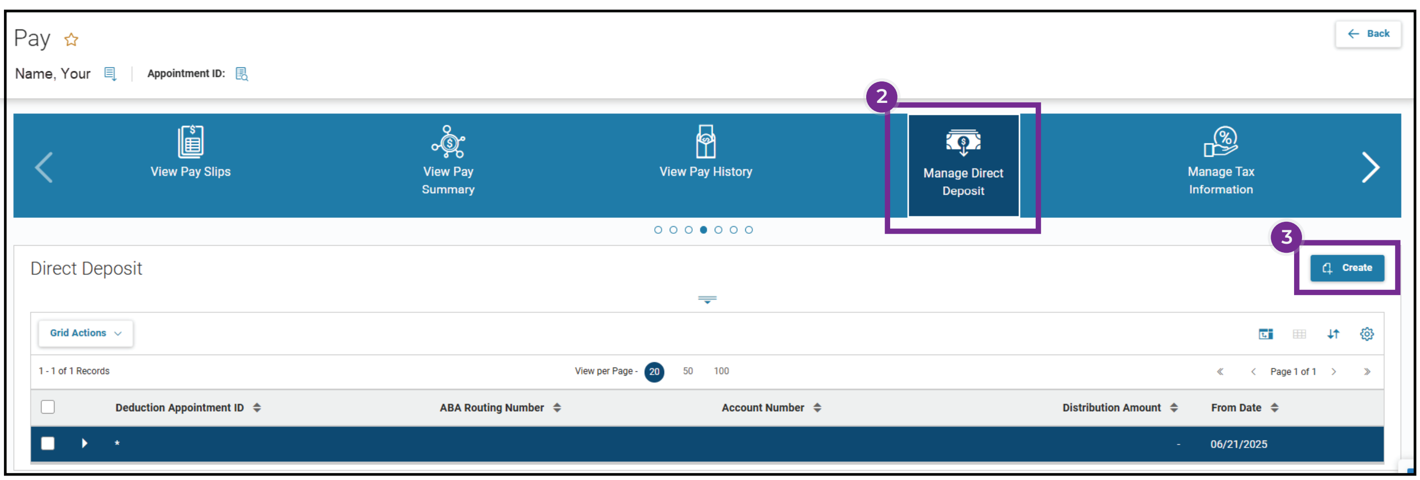
Instructions

1. Click on the **Pay Summary** tile on the Employee Dashboard landing page. This opens your **Pay** dashboard.



2. Click the **Manage Direct Deposit** tile. This will open your current banking information if you are receiving direct deposits.

3. Click the **Create** button.

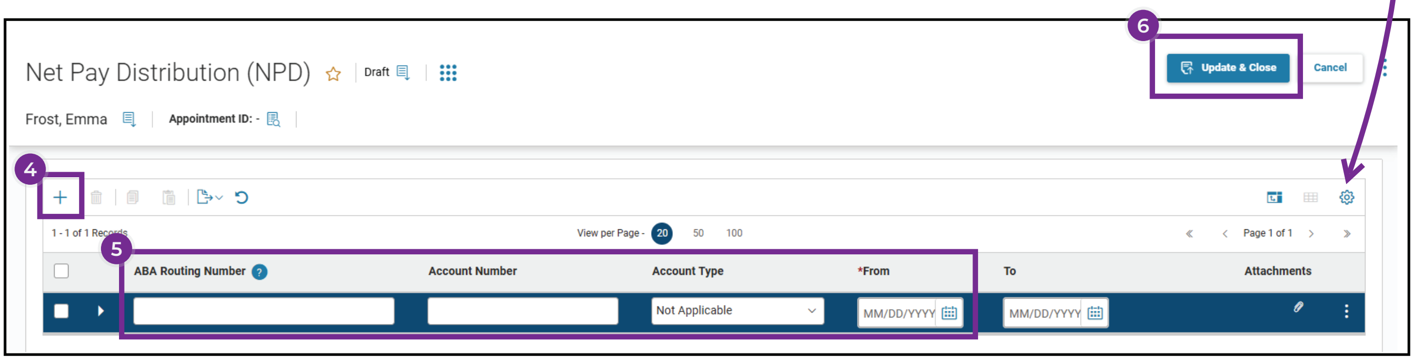


4. Click on the **plus** icon + to create a new line.

5. Enter the required information:
   - Your **ABA Routing Number**
   - Your **Account Number**
   - Choose **Account Type** – choose checking or savings
   - Enter **From** date of when you want the payment to go into effect

Note: if you don't see one of these columns on the blue line, click on the **gear** icon and toggle them on to be visible. You can adjust the column order by dragging and dropping.

6. Click **Update & Close**. Your changes will take effect on the next payroll cycle.



TIPS FOR SUCCESS

- Always verify routing and account numbers directly from your bank.
- Make changes several days before payday to ensure they take effect.
- Keep at least one active account on file to avoid payment delays.
- If you're unsure about account details, contact your bank before submitting.