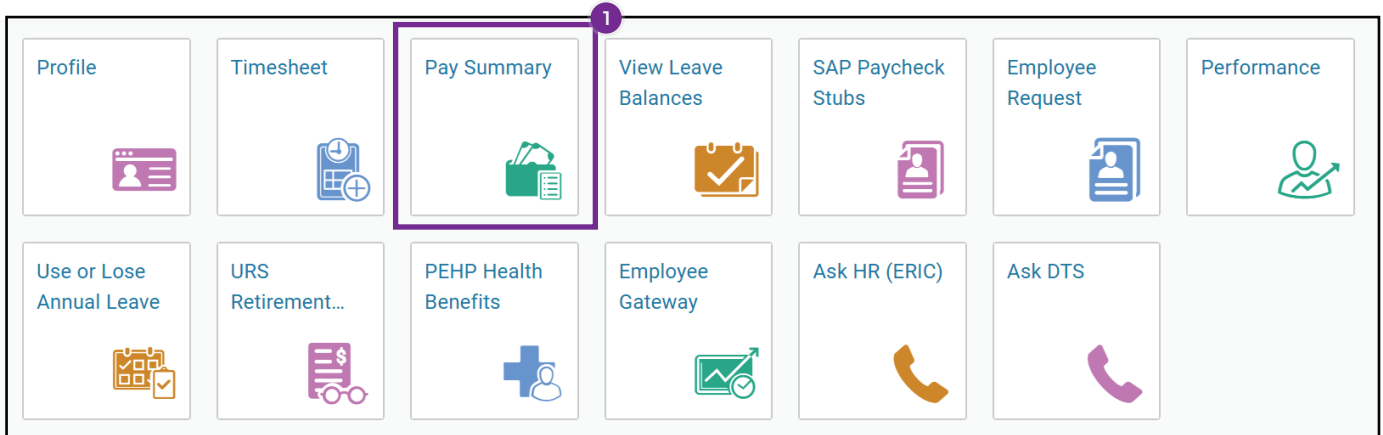


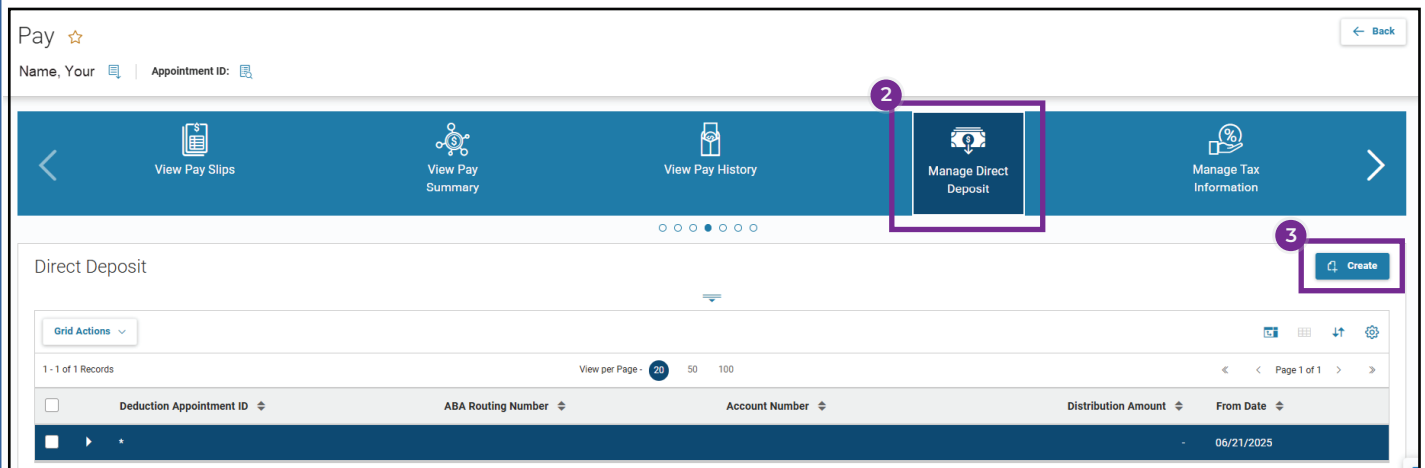
Set up direct deposit


Instructions


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



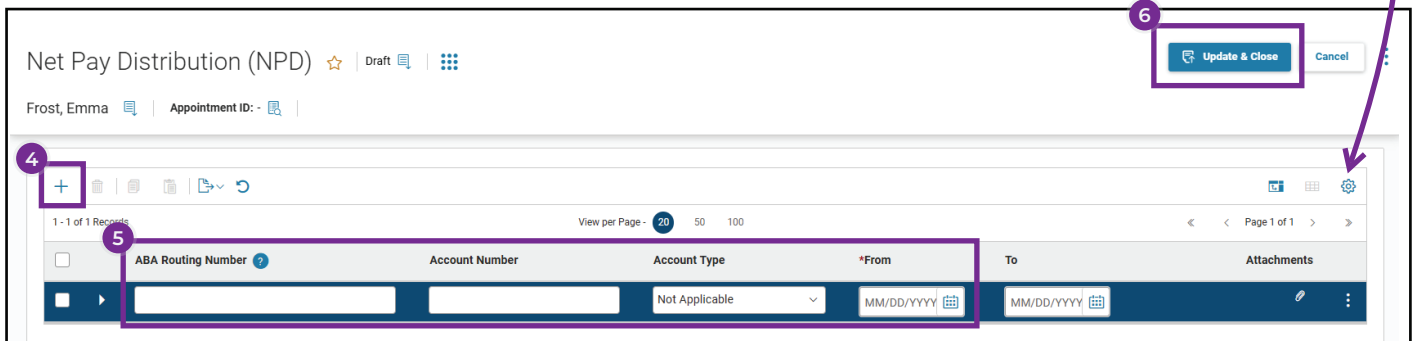
2. Click the **Manage Direct Deposit** tile. This will open your current banking information if you are receiving direct deposits.
3. Click the **Create** button.



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.



The screenshot shows the 'Net Pay Distribution (NPD)' form. At the top, there's a header with 'Net Pay Distribution (NPD)', a star icon, 'Draft', and a grid icon. Below this, the user's name 'Frost, Emma' and 'Appointment ID' are displayed. A purple box with a '6' callout highlights the 'Update & Close' button in the top right corner. A purple box with a '4' callout highlights a '+' icon in the top left of the table area. A purple box with a '5' callout highlights the table headers: 'ABA Routing Number', 'Account Number', 'Account Type', '*From', 'To', and 'Attachments'. The table itself has one row with input fields for these fields. The 'Account Type' is set to 'Not Applicable'. The 'From' and 'To' fields have date pickers set to 'MM/DD/YYYY'.



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.