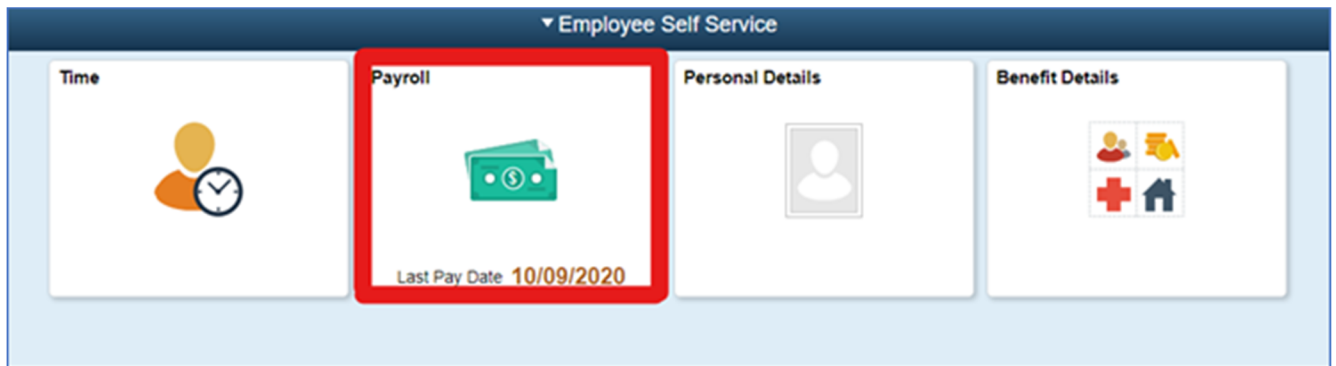
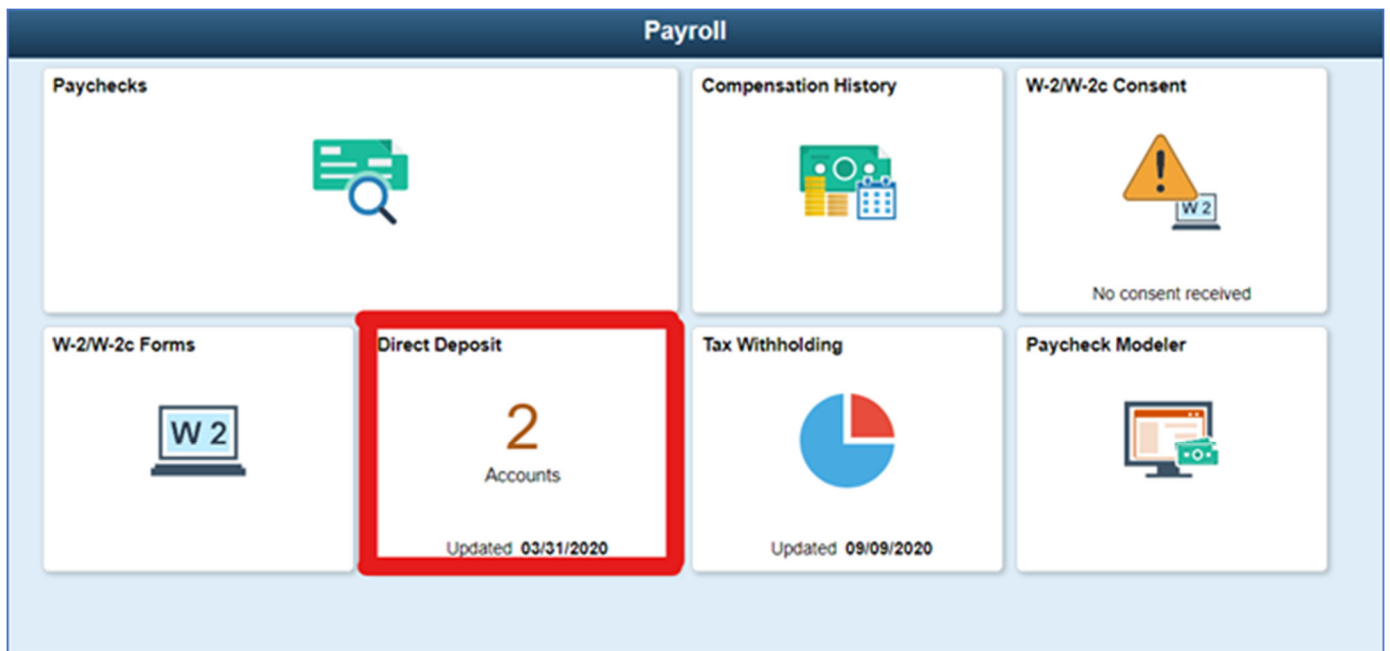


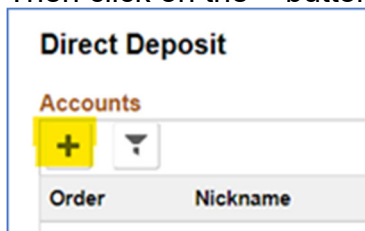
In the Employee Self Service menu just click on **Payroll**.



Then click on **Direct Deposit**.



Then click on the + button to add an account.



Next you will add:

Nickname. *This is any name you choose.*

Routing Number. *You will get this from your bank or it can be found on your checks. It is the bank routing number.*

Account Number. *Your account number.*

Retype Account Number. *You must retype to confirm it is entered correctly*
Deposit Type. *Choose Checking or Savings*
Amount or Percent. *If you are only setting up one account you will choose*

Balance of Net Pay.

*If you want multiple accounts you can choose an amount or percent for each account. **You must have one account that is balance of net pay.***

Cancel Add Account Save

*Nickname

*Payment Method Direct Deposit

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

Last you click **Save**.

If you need assistance or have any questions please reach out to payroll.