Show Me How to Update My Direct Deposit Details

EMPLOYEE SELF-SERVICE®



Navigate to Payroll then Direct Deposit in Employee Self-Service[®].





Tap "Add Account" and determine if this should be your main direct deposit, a payroll card or a paper check and tap "Continue."









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Enter your bank name, routing number and account number. Tap "Update" to continue.



STEP 4

From the Direct Deposit and Pay Cards screen, tap "Approve and Sign."

Check the box to agree to the terms of the Direct Deposit Authorization Agreement. Enter a signature and tap "Sign" to complete.

		/ Cards
Direct Dep	posit	
Add account	s to receive your net pay. Ap	prove and Sign when
How Direct D	eposit Works	
Accounts	(8 available)	
1. BO	\	Full Net Pay
Chec	king #6789	Main Account
		SAMPLE CALCULATOR
	Cancel	Approve and Sign
Vault		
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,	Not Enrolled in	n Vault
You hav	Not Enrolled in re not enrolled to rec Let's get star	n Vault eive a payroll card. ted!





