

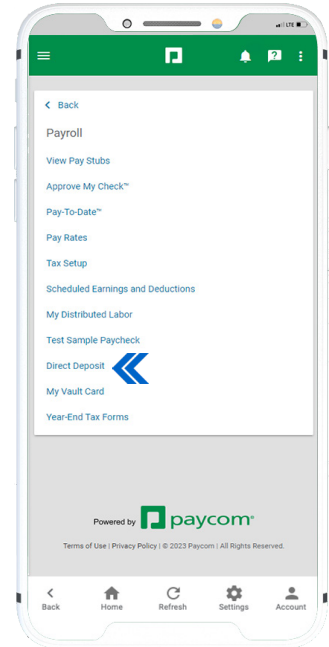
Show Me How

to Update My Direct Deposit Details

EMPLOYEE SELF-SERVICE®

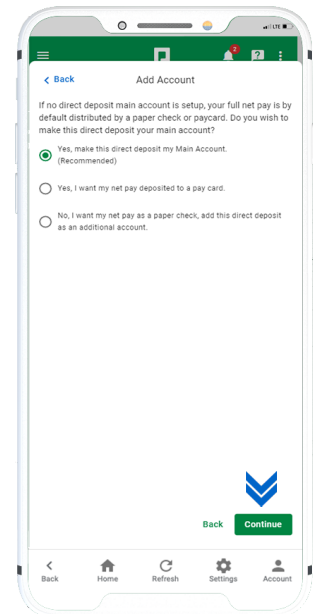
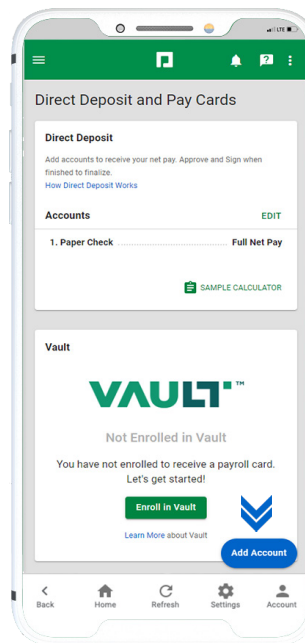
STEP 1

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



STEP 2

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



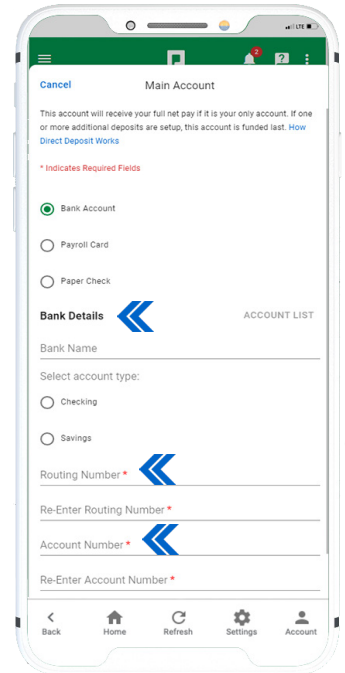
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STEP 3

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.

