

How to Make Direct Deposit Changes

In the Payroll tab, select the Direct Deposit option.

If you want to make changes to your Main Account, enter that information in the first section.

If you want to make changes to a Direct Deposit Distribution, you will need to click on the “EDIT DISTRIBUTIONS” link. This will make those fields editable.

[Time Management](#) [Time-Off Requests](#) [Information](#) [Payroll](#) [Documents](#) [Checklists](#) [Benefits](#) [Company Information](#)

Direct Deposit

Main Account - Net Pay ⓘ

* Indicates Required Field

Account Type *

☒ Checking
☐ Savings

Bank Name

Bank of USA

Routing Number *

123456789

Account Number *

112233445566

CANCEL

CLEAR FIELDS

Direct Deposit Distributions

Always fund distributions before Net Pay?

☐ No
☒ Yes

EDIT DISTRIBUTIONS

1st Distribution

Account Type *

☐ Checking
☐ Savings

Bank Name

When finished with your changes, mark the box, sign, and click UPDATE to finalize the changes.

☒ By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#)

CLICK HERE TO SIGN AS EMPLOYEE

ⓘ Changes will not be applied unless you click "UPDATE"

CANCEL

UPDATE