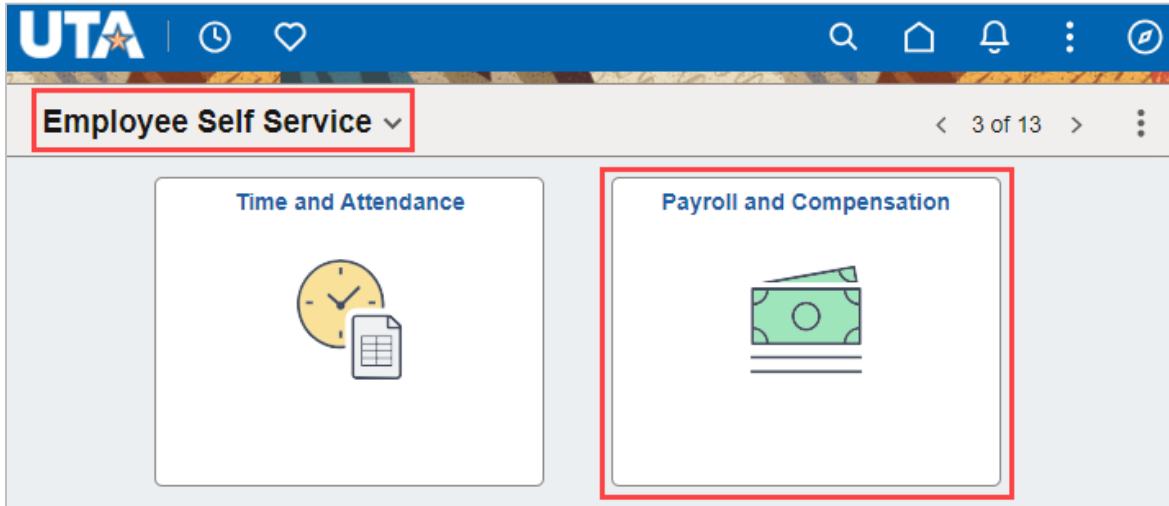


Add Initial Direct Deposit Account Job Aid

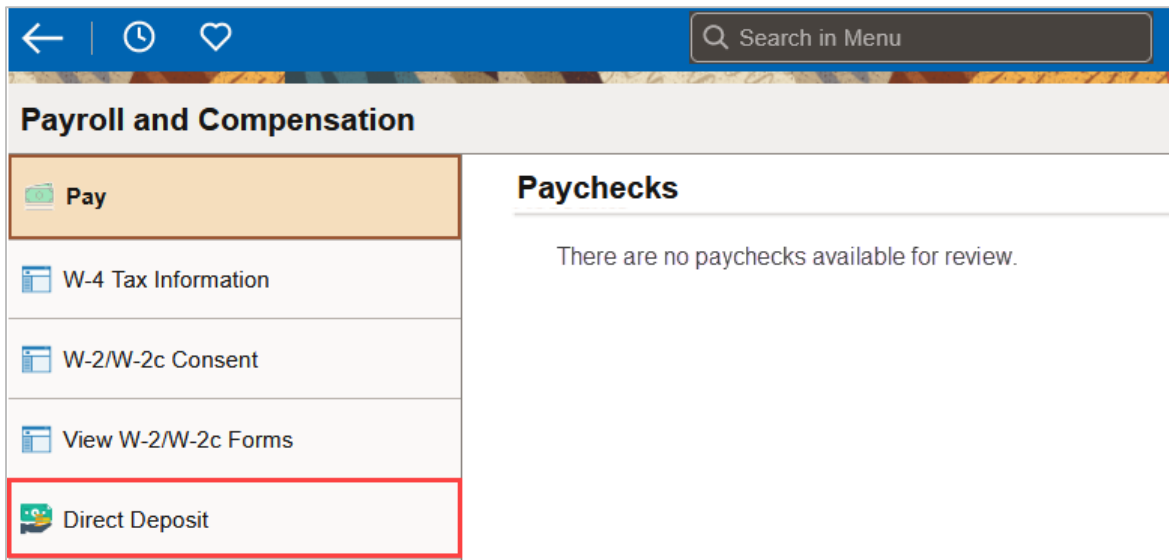
The purpose of this job aid is to explain how to add the first Direct Deposit Account.

Adding First Direct Deposit Account

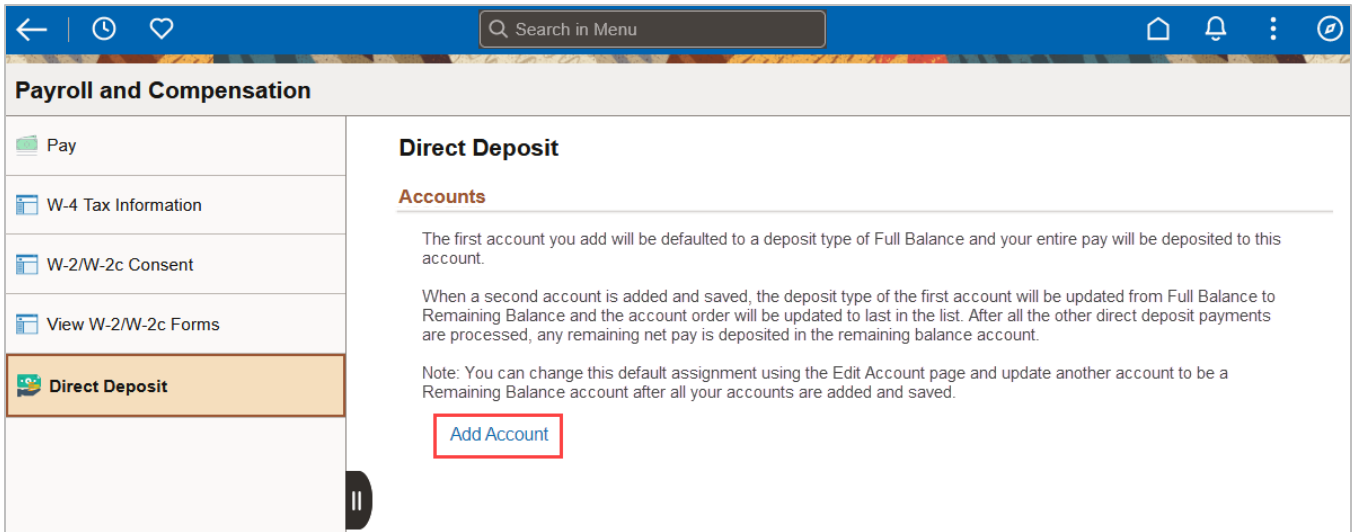
From the **Employee Self Service** page, click the **Payroll and Compensation** tile.



On the **Payroll and Compensation** page click on the **Direct Deposit** link from the navigation menu.



To add an initial Direct Deposit account, click the **Add Account** button.



When the **Add Account** button is clicked, the **Add Account** pop-up window will be displayed. Enter the information in the fields provided.

Cancel
Add Account
Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

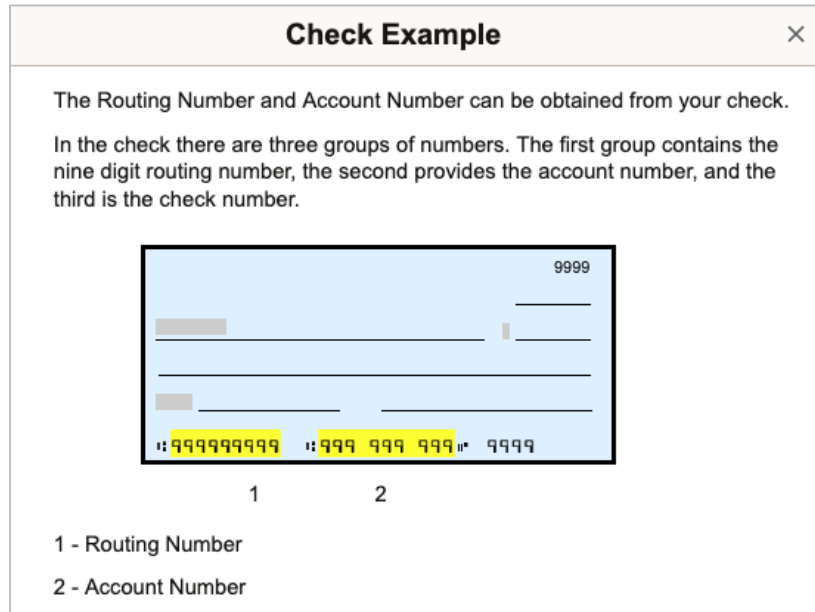
Retype Account Number

Pay Distribution

*Account Type

Note: A nickname is not required, this is a unique identifier for the employee to differentiate between accounts.

If needed, click the blue **i** icon next to the **Routing Number** field for a detailed view of a check example to locate the **Routing Number** and **Account Number** for entry.



Complete the remaining fields on the **Add Account** pop-up window. Ensure you select whether the account is a Checking or Savings account. Once the fields are entered, click the **Save** button to return to the Direct Deposit page.

The image shows the "Add Account" pop-up window. It has a "Cancel" button on the top left and a "Save" button on the top right. A note at the top right says "* Indicates required field". The main text reads: "When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list." The form contains the following fields: "Nickname" (text input with "My Checking"), "*Payment Method" (dropdown menu with "Direct Deposit"), "Bank" section with "Routing Number" (text input with "122345678" and an info icon), "Account Number" (text input with "9876543210"), and "Retype Account Number" (text input with "9876543210"). The "Pay Distribution" section has "*Account Type" (dropdown menu with "Checking" selected and "Savings" as an option).

A green banner appears at the top of the page verifying the account has been successfully added.

Payroll and Compensation

You have successfully saved your direct deposit changes.

- W-4 Tax Information
- W-2/W-2c Consent
- View W-2/W-2c Forms
- Direct Deposit**

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	My Checking	Direct Deposit	122345678	XXXXXX3210	Checking	Full Balance

Note: The Deposit Order is defaulted to "1" when there is only one account. The **Amount/Percent** field will reflect **Full Balance** when only one account is set up for direct deposit.