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.

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

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.