

**Updating Direct Deposit**

**Step 1**

For User ID and Password assistance please contact 1-800-409-1205.

**Step 2**
Move your cursor over the **Time & Money** tab in the top toolbar after logging in.

Select **Direct Deposit** from the drop-down list.

**Step 3**
To change existing account information click **Edit**.

To add an account, click **Add Account**.

Note: To view account details click the desired account in the **Account Type** column.

**Step 4**
Enter your account information.

Note: Click **View check example** for check details (ex: routing and account number). Fields with an asterisk * are required.

When the information is complete click **Submit**.

For additional support, contact HR Customer Service at 1-800-409-1205
Travelers, please note that any expense reimbursement will be to your “Balance” account.

**DEFINITION OF FIELDS:**

**Routing Number:** The first nine digits that appear across the bottom of a personal check; they identify the financial institution.

**Account Number:** Number specific to your account that directs funds into a specific account.

**Account Type:** Refers to either a checking or savings account.

**Deposit Type:** Is the specific dollar amount, percentage of your net pay or remaining balance amount to be paid to this account.

**Amount/Percent:** The whole dollar amount or percentage of a dollar amount to be deposited into the account.

**Deposit Order:** The order in which the depositing of funds into the account will be processed. Example, “1” indicates this account will be paid first with the specified amount or percentage.

**Note:** To remove an account, click Delete.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Percent</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>044000024</td>
<td>**********3,199</td>
<td>Amount</td>
<td>50.00</td>
<td>2</td>
</tr>
<tr>
<td>Checking</td>
<td>044000024</td>
<td>**********3136</td>
<td>Balance</td>
<td>99</td>
<td></td>
</tr>
</tbody>
</table>

Confirm the deletion of the account by clicking the appropriate button displayed:

**Delete Confirmation**

Are you sure you want to delete this Deposit Account? 199?

Yes - Delete  No - Do Not Delete

*An email confirming you have submitted a change will be sent to your email on file.*