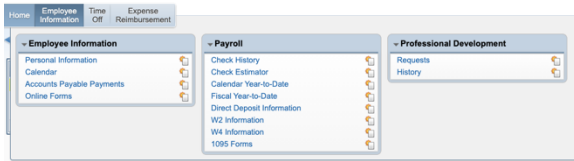
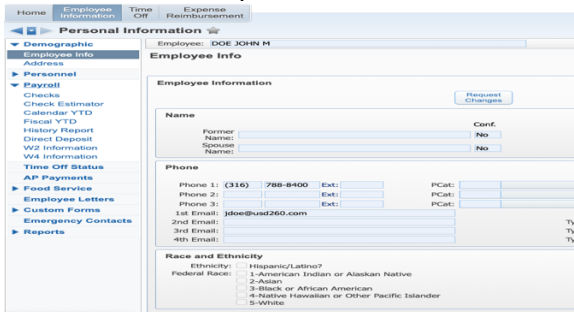


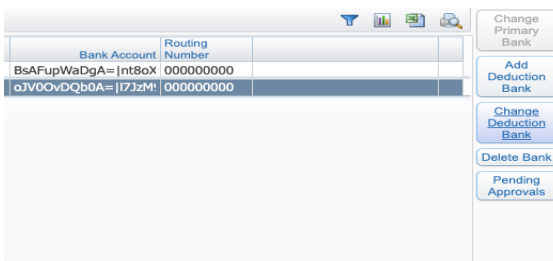
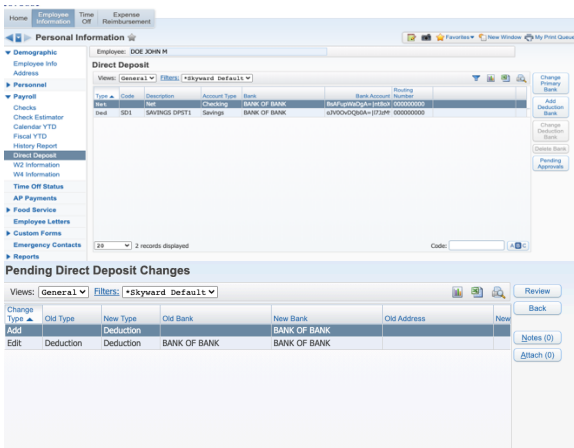
To change your Direct Deposit Information from Employee Access, go to Employee Information and choose Personal Information:



On the left-hand side menu under the “Payroll” tab choose “Direct Deposit”:

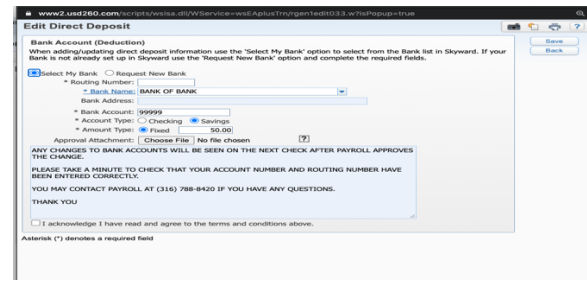


From this screen you will be able to see any banks you may already have setup. To make any changes you will use the menu paths on the right-hand side of the screen.



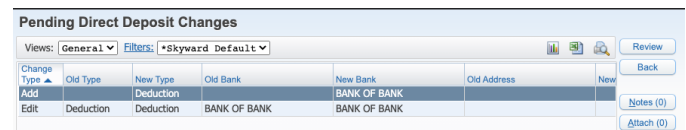
If you want to change your primary bank, highlight the bank and click on “Change Primary Bank”.

If you have a secondary bank and want to change the bank or the amount, highlight the bank and click on “Change Deduction Bank”.



If you do not have a bank currently setup and would like to add one, click on “Add Net”. You may also delete a bank without adding a new one by clicking on “Delete Bank”.

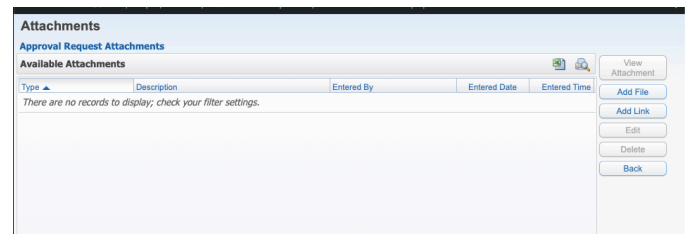
After you have clicked on any one of the buttons above, follow the online directions and save/submit your changes when ready. You will then be able to check the status of its approval by clicking on the “Pending Approvals” box. Any Direct Deposit Changes that have not been approved by payroll yet will be listed here.



You can also add attachments in this screen by clicking on “Attach”



From this screen click on “Add File”



The file type will be “attachments”, type a brief description of what you are attaching (voided check for example), click on “choose file” to browse your directory for your saved attachment, then click save.

