Show Me How to Update My Direct Deposit Details

PAYROLL

STEP 1

Navigate to Payroll then Direct Deposit in Employee Self-Service®.

STEP 2

Tap “Add Account” and determine if this should be your main direct deposit, a payroll card or a paper check and tap “Continue.”

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.
Show Me How to Update My Direct Deposit Details

PAYROLL

STEP 3

Enter your bank name, routing number and account number. Tap “Update” to continue.

STEP 4

From the Direct Deposit and Pay Cards screen, tap “Approve and Sign.”

Check the box to agree to the terms of the Direct Deposit Authorization Agreement. Enter a signature and tap “Sign” to complete.