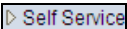

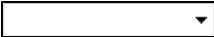


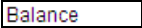

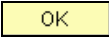
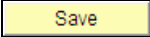



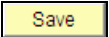



Enrolling in Direct Deposit

1.	<p>Begin by navigating to the Direct Deposit page.</p> <p>Click the Self Service link.</p> 
2.	<p>Click the Payroll and Compensation link.</p>
3.	<p>Click the Direct Deposit link.</p>
4.	<p>Use the Direct Deposit page to view current direct deposit information or to add a new account.</p>
5.	<p>The text on this page provides important information regarding balance account, accuracy, and authorization to retrieve overpayments.</p>
6.	<p>No accounts currently exist for you. You need to add an account.</p> <p>Click the Add Account button.</p> 
7.	<p>Use the Add Direct Deposit page to add or change direct deposit information.</p>
8.	<p>Use the Account Type field to select the type of account you will now be adding.</p> <p>Click the Account Type list.</p> 
9.	<p>You can select from different types of accounts, such as Checking and Savings.</p> <p>Click the Checking list item.</p> 
10.	<p>Use the Deposit Type field to specify whether you would like to deposit a flat amount, a percentage, or the balance of your pay.</p> <p>Click the Deposit Type list.</p> 
11.	<p>You can specify a flat amount, percent or balance.</p> <p>If only one account is used, you must select balance.</p> <p>If multiple accounts are used, you must specify the account used for the balance of the paycheck amount first. For example, you might deposit 10% into a savings account and the remaining net pay into a checking account.</p>

12.	<p>Click the Balance list item.</p> 
13.	<p>You must provide the routing and account information from your bank so that your payroll is deposited into the correct account.</p> <p>You can get this information from your personal checks. If you're not sure how to read this information, click the View check example link.</p> 
14.	<p>Use the Check Example page to view where the routing and account numbers appear on your check. The highlighted sections show which part of the numbers are the Routing Number and which are the Account Number.</p>
15.	<p>Click the OK button.</p> 
16.	<p>Enter the desired information into the Routing Number field.</p> <p>Enter a valid value e.g. "011000138".</p>
17.	<p>The Deposit Order field will default to '999' for deposit type of 'Balance', which will display upon saving the page.</p> <p><i>Note:</i> Further information on the Deposit Order is in the Maintaining Direct Deposit Information topic.</p>
18.	<p>Enter the desired information into the Account Number field.</p> <p>Enter a valid value e.g. "06248484".</p>
19.	<p>Click the Save button.</p> 
20.	<p>Notice the text on the page indicating that this may not be reflected with your next paycheck.</p> <p>Click the OK button.</p> 
21.	<p>The account information is now displayed. If you want to view the details of this account in read-only format, you can click the Account Type link.</p>
22.	<p>It is <i>recommended, but not currently required</i>, that you opt out of requesting a printed pay advice. A benefit of the self-service functionality is the capability of viewing this information online.</p> <p>Click the Pay Statement Print Option link.</p> 
23.	<p>Click the Do not print copy of my pay advice. option.</p> 
24.	<p>Click the Save button.</p> 

25.	Click the OK button. 
26.	Your checking account information has been saved and displays on the Direct Deposit page.
27.	The Checking account, the remainder balance, displays the Deposit Order number 999.
28.	Congratulations! You have successfully enrolled in Direct Deposit. End of Procedure.