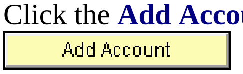
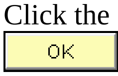
Maintaining Direct Deposit Information

1.	Begin by navigating to the **Direct Deposit** page. Click the **Self Service** link. 
2.	Click the **Payroll and Compensation** link.
3.	Click the **Direct Deposit** link.
4.	Click the **Collapse Menu** button. 
5.	Use the **Direct Deposit** page to view current direct deposit information or to add a new account.
6.	The text on this page provides important information regarding balance account, accuracy, and authorization to retrieve overpayments.
7.	For this example, you are going to add a savings account. Click the **Add Account** button. 
8.	Use the **Add Direct Deposit** page to add or change direct deposit information. The text on this page provides important information regarding the pre-notification process.
9.	You must provide the routing and account information from your bank so that your payroll is deposited into the correct account. 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. 
10.	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**.
11.	Click the **OK** button. 
12.	Enter the desired information into the **Routing Number** field. Enter a valid value e.g. "**011000138**".

13.	Enter the desired information into the **Account Number** field. Enter a valid value e.g. "**8444560212**".
14.	Use the **Account Type** field to select the type of account you are adding. Click the **Account Type** list.
15.	Click the **Savings** list item. Savings
16.	Use the **Deposit Type** field to specify whether you would like to deposit a flat amount, a percentage, or the balance of your pay. Click the **Deposit Type** list.
17.	You can specify a flat amount or a percent. If multiple accounts are used, you can specify to use the balance of the paycheck amount for one of the accounts. For example, you might deposit 50% into a checking account and the balance into a savings account.
18.	For this example, you are going to deposit 10% into a savings account. Click the **Percent** list item. Percent
19.	Enter the desired information into the **Amount or Percent** field. Enter a valid value e.g. "**10.00**".
20.	Use the **Deposit Order** field when you are depositing to more than one account. For example, if you're depositing 50% in a checking account and the remaining net pay in a savings account, the checking account, which is the first account that money is being deposited into, would have a deposit order of 1 and the savings account a deposit order of 2, and so on for additional accounts. ***Note:*** Keep in mind that the account to which your remaining pay, or balance, is deposited into is assigned the **Deposit Order** of 999.
21.	Enter the desired information into the **Deposit Order** field. Enter a valid value e.g. "**2**".
22.	Click the **Save** button. Save
23.	Notice the text on the page indicating that this may not be reflected with your next paycheck. Click the **OK** button. OK

24.	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.
25.	Click the **Savings** link. Savings
26.	Use the **Direct Deposit Detail** page to view your direct deposit details. This page is displayed in read-only format. Notice that you cannot modify the fields on this page.
27.	Click the **Return to Direct Deposit** link. Return to Direct Deposit
28.	Use the **Edit** button if you need to make modifications to an account. Click the **Edit** button. Edit
29.	Use the **Change Direct Deposit** page to modify your direct deposit information. You can modify all fields on this page.
30.	Click the **Return to Direct Deposit** link. Return to Direct Deposit
31.	It is *recommended, but not currently required,* 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. Click the **Pay Statement Print Option** link. Pay Statement Print Option
32.	Click the **Do not print copy of my pay advice.** option.
33.	Click the **Save** button. Save
34.	Click the **OK** button. OK
35.	Your savings account information has been added and saved which now displays on the **Direct Deposit** page.
36.	The **Savings** account displays the **Deposit Order** number 2 and the **Checking** account, the remainder balance, displays the **Deposit Order** number 999.
37.	Congratulations! You have successfully updated your direct deposit information. **End of Procedure.**