



## To locate your Forms:

Click on Profile and Settings link, found in the toolbar, directly under your name and work assignment or from the navigation panel.

OR...

You can also access this page directly from the Forms favorite link icon located on the Homepage of your employee profile.

Form Submissions: Benefits, Personal and Tax forms all route directly in the system to the HR, Benefit, Payroll and HRIS team on standby to support you. Your history is stored under My Form Submissions.

# How to complete the Direct Deposit Form

## Add a new account

Click the Add button.

Enter your Routing Number

Enter your account number

Reenter and confirm your account number

## Select the Pay Method

This is the type of account your pay will be deposited into.

## Enable the Allocation options:

Remainder: This confirms your entire pay check will be deposited into this account.

Percentage: This confirms a percent of your pay check will be deposited into this account.

Amount: This confirms a dollar amount or portion of your paycheck will be deposited into this account. instead leave this blank and enter a value in the Amount field.

\*If you have multiple direct deposit accounts set up, remainder must be the final account your priority order. Use the move up or move down buttons to place the remainder account at the bottom of the form section.

**Display a sample check Option:** All the information you'll need for this form can be found on one of your own checks. Click the Sample check image button for more help.

Direct Deposit

Direct Deposit

Status: Employee Number:

Direct Deposit Information

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add ^ Move Up v Move Down

Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation

Comment

Add comment to the employee's file.

Save Draft Submit Cancel Print

Submit the form