Employee Access: Direct Deposit

Via Employee Access users can do the following:

1. Creating a new Direct Deposit

You will need your Routing Number, Bank Name, and Bank Account Number in order to add a new Direct Deposit entry. Once you have that information, follow the steps listed below.

1. Log into **Employee Access**, and select Personal Information.

2. Open the Payroll options and select Direct Deposit.
3. Click the Add Net button if this is your first entry or Add Deduction Bank if you are adding another direct deposit entry.
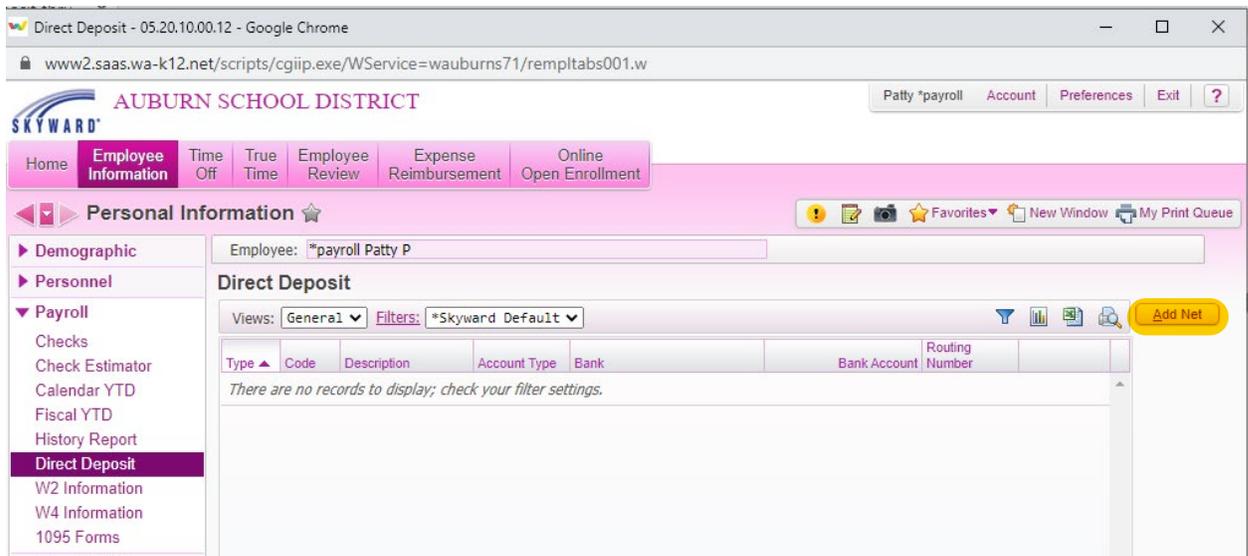
4. Select the appropriate radio button, **Select My Bank** or **Request New Bank**. Then enter your Routing Number, Bank Account number and select where the deposit will go to your Checking or Savings.
5. Read the terms and conditions, and click the box to acknowledge your agreement, and click the Save button.