1. Navigate to Self Service> Payroll and Compensation>Direct Deposit

2. To add an additional account click the Add Account button
3. 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.

![View check example](image)

**Note:** 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 is the Routing Number and which is the Account Number.

4. Click the OK button.

5. Enter the desired information into the Routing Number field.

6. Enter the desired information into the Account Number field.

7. Use the Account Type field to select the type of account you will now be adding to receive direct deposits – you can choose Savings or Checking.

   Click the Account Type list.

   **NOTE:** You can specify a flat amount, percent or balance. If only one account is used, you MUST select balance. 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.

8. Click the Deposit Type list.

9. Enter the desired information into the Amount or Percent field.

   **NOTE:** 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.

   Keep in mind that the account to which your remaining pay, or balance, is deposited into is assigned the Deposit Order of 999.
10. Enter the desired information into the **Deposit Order** field

11. Click the **Save** button.

12. Notice the text on the page indicating that this may not be reflected with your next paycheck.

13. Click the **OK** button.

14. 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.

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.
15. Click the Return to Direct Deposit link.

16. Use the Edit button if you need to make modifications to an account. Click the Edit button.

17. Use the Change Direct Deposit page to modify your direct deposit information. You can modify all fields on this page.
18. Click the **Return to Direct Deposit** link  

![Direct Deposit](image)

19. It is recommended 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](image)

20. Click the **Do not print copy of my pay advice** option [on].

21. Click the **Save** button [on].

22. Click the **OK** button [on].

23. Your checking account information has been saved and displays on the **Direct Deposit** page. The **Checking** account, the remainder balance, displays the **Deposit Order** number 999.

24. Congratulations! You have successfully enrolled in Direct Deposit.