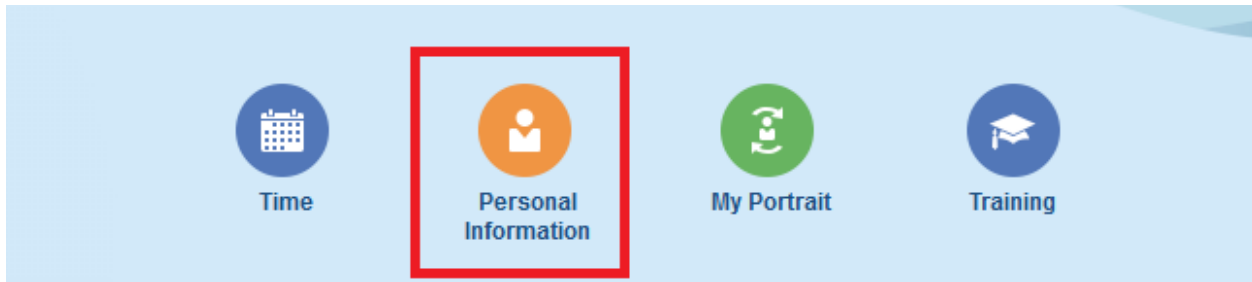
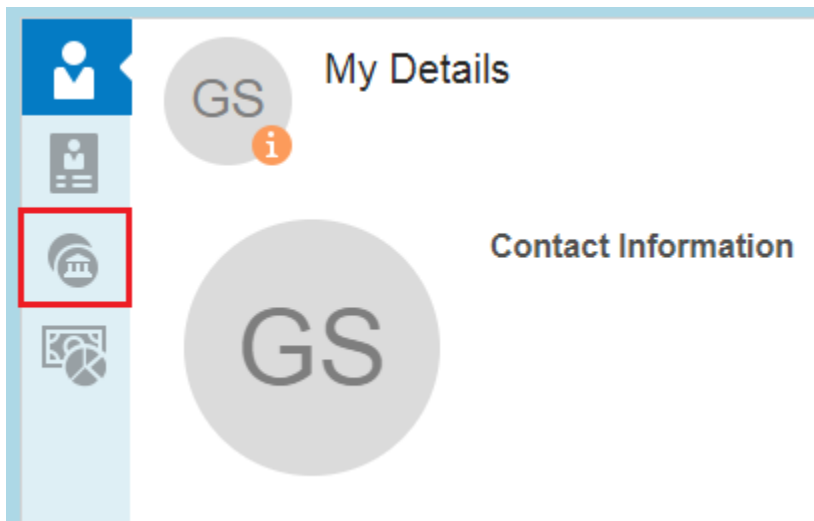


## How to Add a Direct Deposit

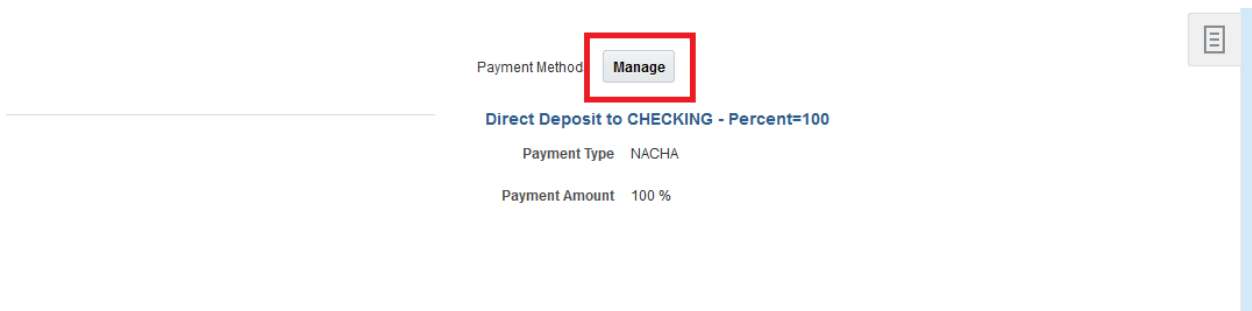
1. Select **Personal Information** Icon



2. On left hand side, select **Payroll** tab



3. On right hand side, select the **Manage** button



4. Select the **Add** button



5. Enter your account and routing information. For helpful hints on Direct Deposit, click [here](#)
  - a. **Payment Type:** Select NACHA (This indicates Direct Deposit)
  - b. **Currency:** Will populate to US Dollar
  - c. **Name:** Give your account an identifier
  - d. **Country:** Will populate to United States
  - e. **Bank Account:** Select New Account
  - f. **Account Number:** Type in your account number
  - g. **Account Type:** Checking or Savings
  - h. **Routing Transit Number:** Enter the nine-digit number (Routing numbers are public, you can google if unsure)
  - i. **Payment Amount:** If this is a second account, you will need to select either the percentage or amount of your paycheck you want to go into that account. If it's your only direct deposit account, your entire paycheck will go into that account

Add Payment Method

The screenshot shows the 'Add Payment Method' form. Red boxes highlight the following sections:
 

- Payment Type:** A dropdown menu set to 'NACHA'.
- Name:** A text input field containing 'First National Checking'.
- Bank Account:** A section containing:
  - Bank Account:** A dropdown menu with 'Existing Account' and 'New Account' (selected).
  - Account Number:** A text input field with '111111111'.
  - Account Type:** A dropdown menu with 'Checking'.
  - Routing Transit Number:** A text input field with '104000015'.
  - Active:** A checked checkbox.
  - Payment Amount:** A dropdown menu with 'Amount' and a text input field with '20.00'.

 The 'Save and Close' button is highlighted in red in the top right corner.

6. Click Save and Close

Add Payment Method

This screenshot is identical to the previous one, but the 'Save and Close' button in the top right corner is highlighted with a red box.

7. Check that the processing order of your accounts is correct, then select Save and Close, again. All of your account information flows on to payroll automatically.

Manage Payment Methods

The screenshot shows the 'Manage Payment Methods' table. The 'Save and Close' button is highlighted in red in the top right corner. The table has the following content:

| Payment Methods  | Processing Order | Payment Amount         | Delete |
|--|------------------|------------------------|--------|
| First National Checking<br>Payment Type: NACHA             | 1                | Amount 20.00 US Dollar | x      |
| Direct Deposit to CHECKING - Percen<br>Payment Type: NACHA | 2                | Remaining Pay          | x      |

**\*Please note that all Direct Deposit changes must be entered into myHR, at least four days prior to your pay date. See the payroll calendar, [here](#)**