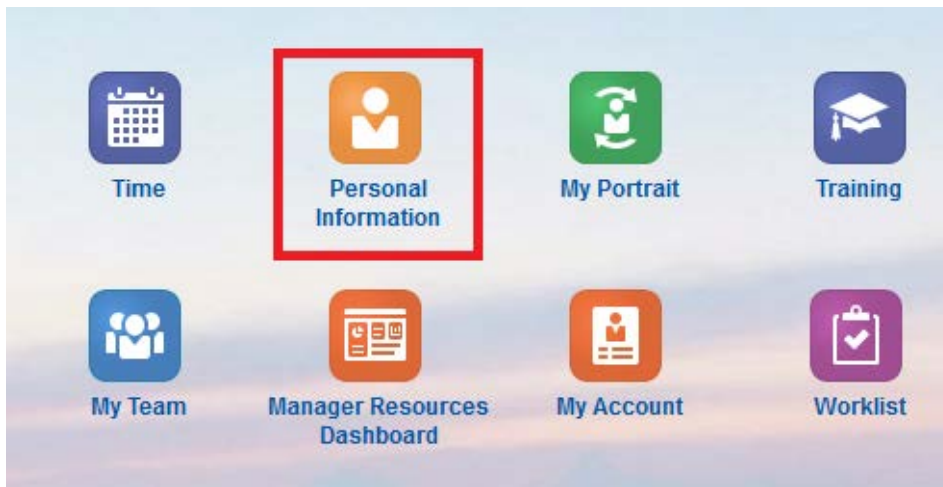
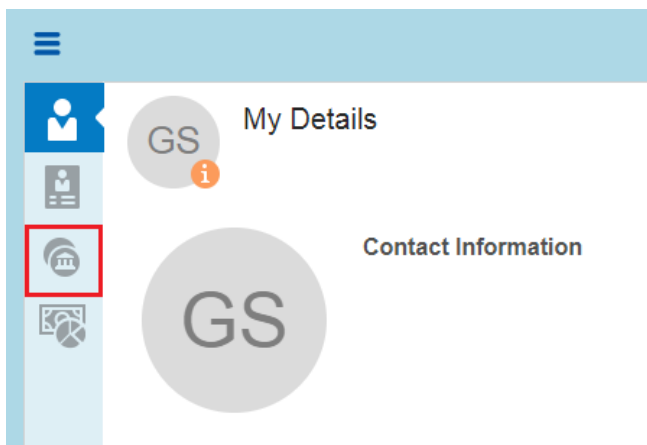


Updating Direct Deposit Amount or Percentage in myHR

1. Select Personal Information Icon



2. On left hand side, select middle tab, payroll



3. On right hand side, select 'Manage'



4. Change the amount or percentage of your paycheck going into each pay period.

Payment Methods	Processing Order	Payment Amount	Delete
US Bank Checking Payment Type: NACHA	~	Amount <input type="text" value="20.00"/> US Dollar	X
First National Checking Payment Type: NACHA	~	Amount <input type="text" value="200.00"/> US Dollar	X
Direct Deposit Payment Type: NACHA	~	Remaining Pay	X

5. Save and Close

Manage Payment Methods [Save and Close](#) [Cancel](#) [Add](#)

Payment Methods	Processing Order	Payment Amount	Delete
US Bank Checking Payment Type: NACHA	↕	Amount <input type="text" value="20.00"/> US Dollar	X
First National Checking Payment Type: NACHA	↕	Amount <input type="text" value="200.00"/> US Dollar	X
Direct Deposit Payment Type: NACHA	↕	Remaining Pay	X