Adding Your Direct Deposit Information

Using the Payment Options page, you can deposit your entire paycheck into one bank account or portions of your paycheck into multiple bank accounts. Refer to this **example** explaining how to set up direct deposits into more than one bank account, such as your checking and savings accounts. Your company's setup controls how many direct deposits you can add. For example, your company's setup might allow you to add up to 3 direct deposits or up to 500 direct deposits. Ask your company's HR or payroll practitioner to find out how many direct deposits you can add.

A 10-day waiting period (the **prenotification or prenote period**) may be required for your account. During prenote, you will continue to receive a live paycheck. After prenote is up, your direct deposit will be made automatically.

If you are currently depositing your entire paycheck into one account but now want to begin depositing a portion to one or more other accounts, you must first update the existing account to deposit a different amount or percentage there. Then you'll be able to add the new account and set it up as needed.

Myself > Pay > Payment Options

1. Click **Add Bank Account**.
2. Enter and confirm the nine-digit **Routing Number** that identifies your bank and click **Next**.
3. Enter and confirm your bank **Account Number** and click **Next**.
4. Indicate the type of account you are adding.
5. Indicate the amount you want to deposit into this account. Depending on your company's setup, some fields listed below may not be available to you.
   - To deposit a specific amount into this account, select **Deposit a Specified Amount** and enter the amount.
   - To deposit a percentage of your paycheck into this account, select **Deposit a Percentage of My Pay** and enter the percentage. For example, you might want to deposit 50% of your paycheck into a checking account and 50% into savings account or another type of account.
   - To deposit your entire paycheck into this account, select **Deposit Everything Here**.
   - To deposit the balance of your paycheck to this account if you have already designated one or more other accounts for partial direct deposits, select **Deposit the Remainder of My Pay**.
6. Click **Next**.
7. Indicate that you have double-checked your account number and that you agree to the terms and conditions.
8. Click **Add**.

9 Review the alert about the required validation period and click **Close**.
You will receive the following new message whenever your direct deposit information is added or changed: "Your direct deposit information was added or changed. If you did not initiate this change, please contact your HR or Payroll representative for more information." The purpose of this message is to make you aware of direct deposit updates and help prevent fraudulent activities. You will receive this message via email, text, or both based on the notification method you selected in Employee Self Service or the method selected by your company's payroll or HR practitioner in Workforce Now.

10 If necessary, if you have not deposited your entire paycheck into one account, you can repeat the above steps to add another direct deposit for another bank account, such as your checking or savings account.

11 To save your changes, click **Back**.

Changing Your Direct Deposit Information

Use this topic to change a direct deposit. To change your pay statement setting (to receive paper statements or online statements), see **Changing Your Pay Statement Setting**.

This topic applies to you only if your employer allows its employees to make updates on this page. For additional assistance, contact your company administrator.

Myself > Pay > Payment Options

1 Click **Edit** in the card for the direct deposit that you want to change.

2 Change the nine-digit **Routing Number** that identifies your bank or your bank **Account Number**, or any combination of these numbers, as needed. Double-check these numbers to make sure that you entered them accurately.
Depending on your security access permissions, you might have to click the Reveal Account Details link in order to update them. Also, if you change your banking information, and depending on your company's setup, the prenotification period might be restarted and will last for five days. You will receive a live paycheck during this period, along with a voucher indicating that verification of your direct deposit is in progress.

3 Change the amount you want to deposit into this account, as needed. Depending on your company's setup, some fields listed below may not be available to you.

- To deposit a specific amount into this account, select **Deposit a Specified Amount** and enter the amount.

- To deposit a percentage of your paycheck into this account, select **Deposit a Percentage of My Pay** and enter the percentage. For example, you might want to deposit 50% of your paycheck into a checking account and 50% into savings account or another type of account.

- To deposit your entire paycheck into this account, select **Deposit Everything Here**.

- To deposit the balance of your paycheck to this account if you have already designated one or more other accounts for partial direct deposits, select **Deposit the Remainder of My Pay**.

4 Click **Done**.

5 Review the alert about the required validation period and click **Close**.
You will receive the following new message whenever your direct deposit information is added or changed: "Your direct deposit information was added or changed. If you did not initiate this change, please contact your HR or Payroll representative for more information." The purpose of this message is to make you aware of direct deposit updates and help prevent fraudulent activities. You will receive this message via email, text, or both based on the notification method you selected in Employee Self Service or the method selected by your company's payroll or HR practitioner in Workforce Now.