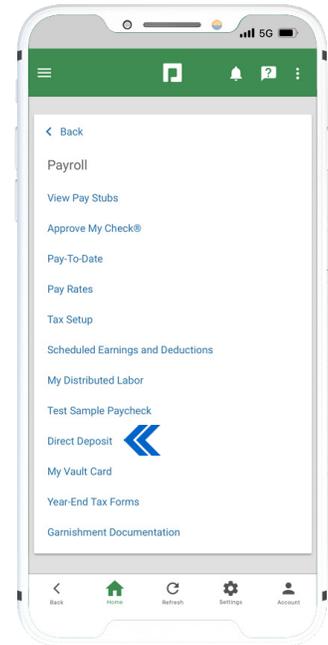# Show Me How
to Set Up My Direct Deposit
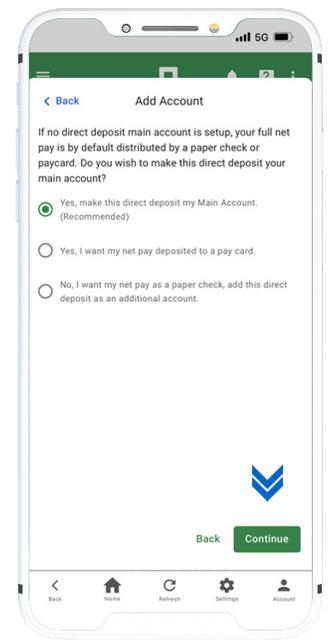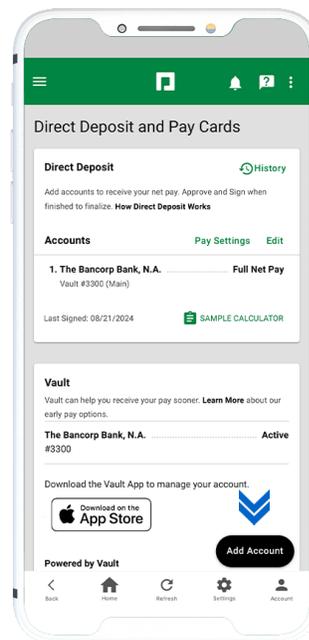
EMPLOYEE SELF-SERVICE®

STEP 1

Navigate to Payroll > Direct Deposit in Employee Self-Service®.

STEP 2

Tap "Add Account" and determine if your full net pay should be distributed by direct deposit, payroll card or a paper check. Then, tap "Continue."
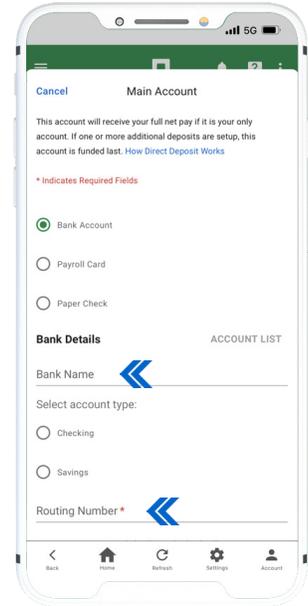
EMPLOYEES
Visit the Help Menu for the most up-to-date version of this guide.

Show Me How
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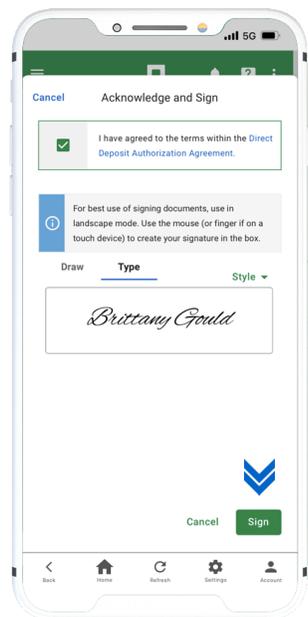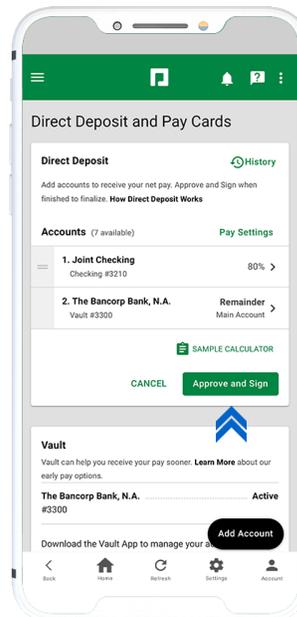
EMPLOYEE SELF-SERVICE®

STEP 3

Enter your bank name, routing number and account number. Scroll down and tap "Save" to continue.

STEP 4

Return to Direct Deposit, and tap "Approve and Sign."

Check the box to agree to the terms of the Direct Deposit Authorization Agreement. Enter a signature and tap "Sign" to complete.

EMPLOYEES
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