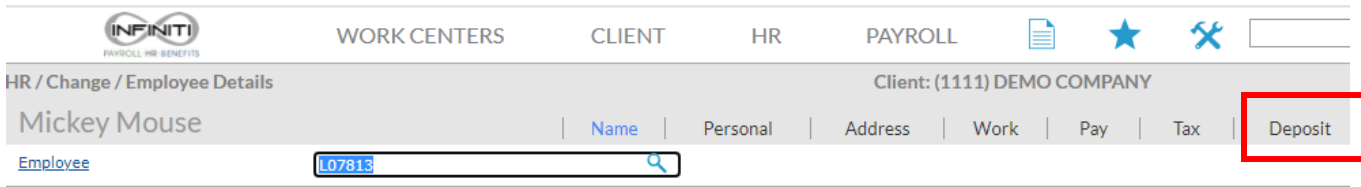# Employer Direct Deposit Entry or Update:

1. Have Employee fill out the **Direct Deposit form** and attach a voided check or direct deposit page from bank website. <u>NOTE: a deposit slip cannot be accepted as the numbers are different from a check.</u>
2. Go to **Employee Details** – Choose Employee to update - Select the **Deposit Tab**



3. Refer to the voided check or printed page from website for correct information.
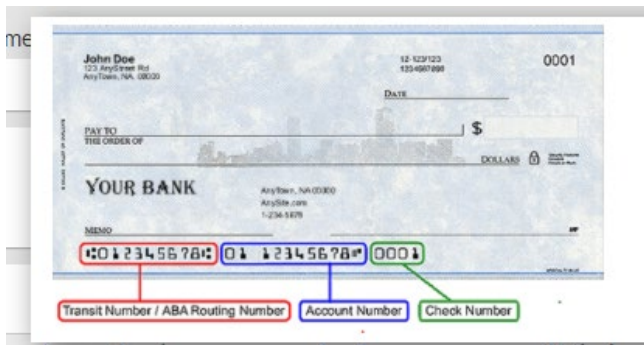


4. Enter the Following highlighted information: -Deposit Status – **Active;** Pay types to deposit-**All;** The form should tell you if the account is **Checking or Savings; Transit Number –** the number in red on the check; **Account number** – entire number without spaces in blue (it will ask you to retype).  Pay type – **All;** Method – **Remaining Balance** is the entire check; Status – **Deposit Active**. Be sure to <u>**SAVE**</u> your changes.
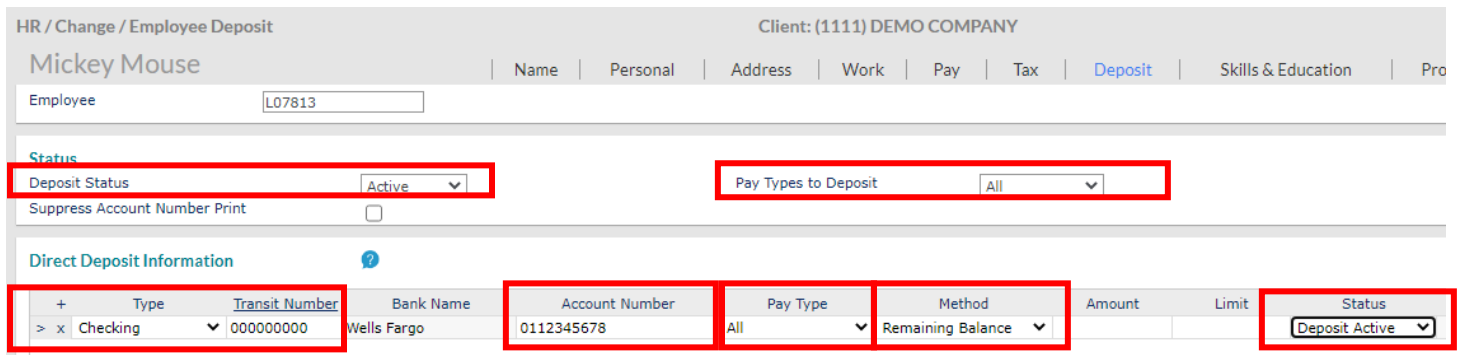


5. If you are replacing an existing account, you can click the X to delete.  If you need to add an account, click the + to add another account.

***If you require assistance, please send the completed form with the voided check or preprinted letter from bank website to your Payroll Specialist.