Direct Deposit Changes

**How to change balance account (main account)**

1. Log into e-services and select the PASS icon

![PASS Icon](image)

**Human Resources**

2. Scroll down to select Payroll and Compensation.

![Payroll and Compensation](image)

**Personal Profile**

- **Personal Information Summary**
  - Review a summary of your personal information.

- **Benefits Summary**
  - Review a summary of current, past or future benefit enrollments.

- **Payroll and Compensation**
  - Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

3. Select Direct Deposit

![Direct Deposit](image)

**View Paycheck**
- Review current and prior paychecks.

**Direct Deposit**
- Add or update your direct deposit information.

**View W-2/W-2c Forms**
- View electronic W-2 and W-2c forms.

4. Select the pencil (under Edit), on the row with the Deposit type – Balance of Net Pay (Deposit Percent Order - 999).

![Direct Deposit Details Table](image)
5. Enter the routing and account number for the **Balance of Net Pay account that is already in the system**, not the new account that you are trying to change it to or add.

As an added security feature, you must know the routing number and account number for your primary (balance) account. This may be your only account, or it may be the "main" account out of several that you have set up.

Need Help? FAQ and assistance contact information are on our Direct Deposit page.

6. Check the Edit Account Number box, in order to change the account number.

7. Input new information and click submit.