

Direct Deposit Changes

How to change balance account (main account)

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



2. Scroll down to select Payroll and Compensation.

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

duction or contribution information.

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).

Review, add or update your direct deposit information.

| Direct Deposit Details | | | | | | |
|------------------------|----------------|----------------|--------------------|---------------------------------|------|--------|
| Account Type | Routing Number | Account Number | Deposit Type | Amount or Deposit Percent Order | Edit | Remove |
| Checking | 111900659 | XXXXXXX | Amount | \$50.00 1 | | |
| Checking | 073972181 | XXXXXXX | Amount | \$676.00 2 | | |
| Checking | 111000614 | XXXXX | Amount | \$25.00 3 | | |
| Savings | 111900659 | XXXXX | Amount | \$40.00 4 | | |
| Checking | 111000025 | XXXXX | Balance of Net Pay | 999 | | |

Add Account

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.

Routing Nbr

[View Check Example](#)

Account Nbr

OK

Cancel

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

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Edit Account Number

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

7. Input new information and click submit.