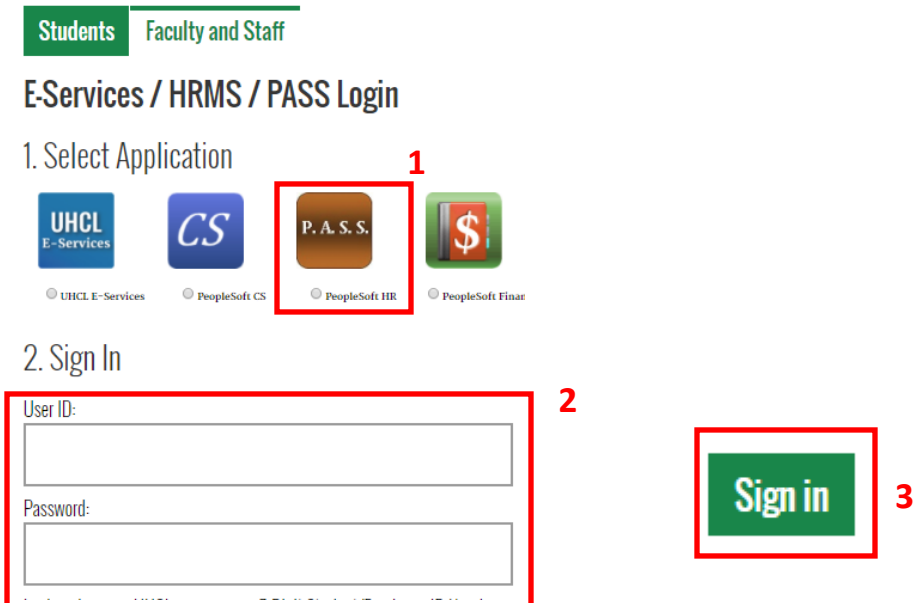

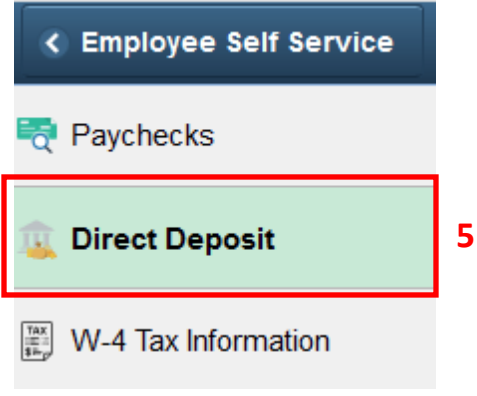
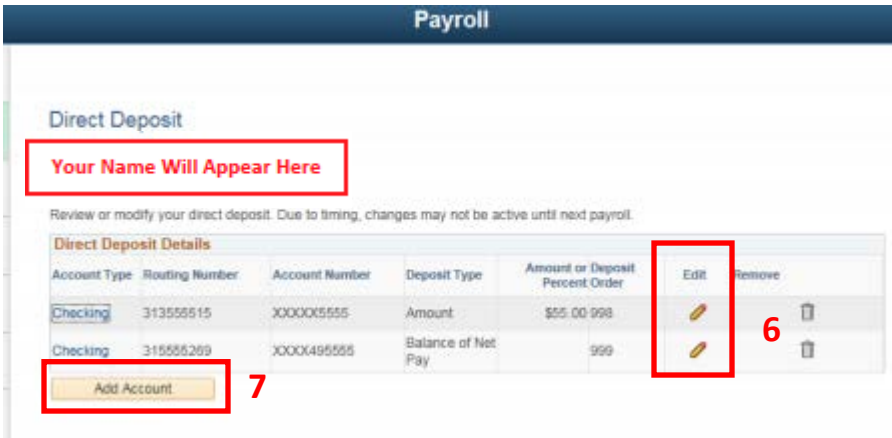


<p>Go to the E-Services page.</p> <p>1. Select P.A.S.S. or PeopleSoftHR.</p> <p>2. Login with your User ID and Password</p> <p>3. Click Sign In.</p>	
<p>4. Click the Payroll & Compensation tile.</p>	
<p>5. Click on Direct Deposit.</p> <p>The system displays the current direct deposit elections.</p>	

6. To edit or delete an existing account, select the pencil icon in the Edit column.

7. To add a new bank account, click Add Account.



Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	31355515	XXXXX5555	Amount	\$55.00 998		
Checking	315555269	XXXX495555	Balance of Net Pay	999		

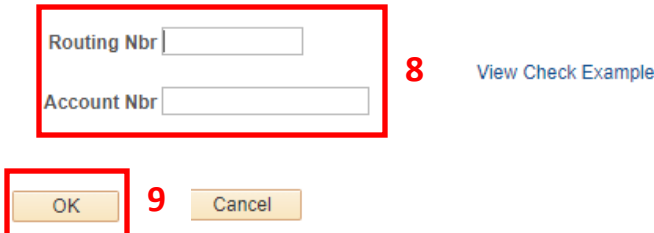
For security purposes, when changing direct deposit data, you must know the primary account information.

8. Enter the primary account information.

9. Click OK.

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.



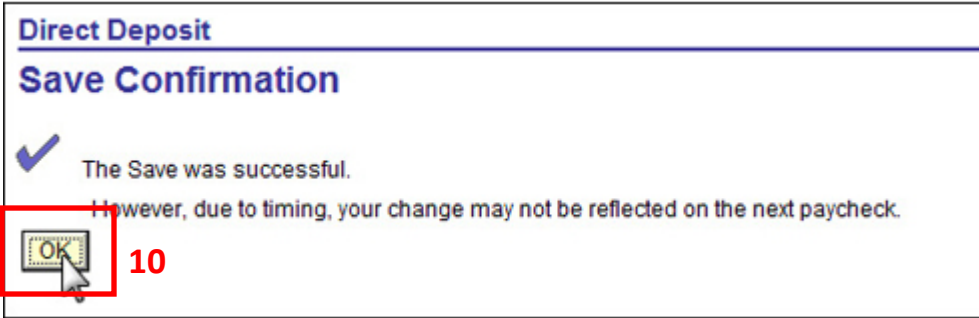
Routing Nbr

Account Nbr

[View Check Example](#)

A confirmation page will appear.

10. Click OK and verify your information.



Direct Deposit

Save Confirmation

The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.