Go to the E-Services page.

1. Select P.A.S.S. or PeopleSoftHR.

2. Login with your User ID and Password.

3. Click Sign In.

4. Click the Payroll & Compensation tile.

5. Click on Direct Deposit.

The system displays the current direct deposit elections.
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.

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

8. Enter the primary account information.

9. Click OK.

A confirmation page will appear.

10. Click OK and verify your information.