How to Set Up Direct Deposit

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. Click on Add Account.

7. Enter the bank routing number.

8. Enter the account information and select Account Type and Deposit Type.

   Please note: If you only have one account the Deposit Order is 999.

9. Read the direct deposit information and select the check box to indicate authorization.

Check this box to acknowledge authorization above and enable saving changes.