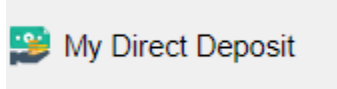


Direct Deposit

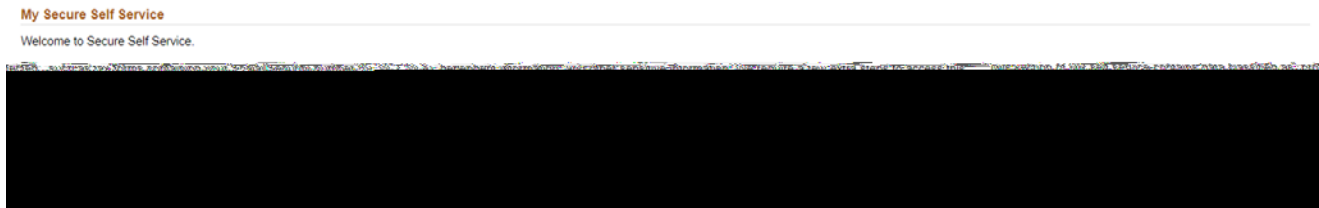
1. Login to [HR Self-Service](#) and click the *Payroll & Compensation* tile.



2. Select *My Direct Deposit* from the listing on the left.



3. Direct Deposit is secured behind your social security number. Enter the last 4 digits of your SSN.



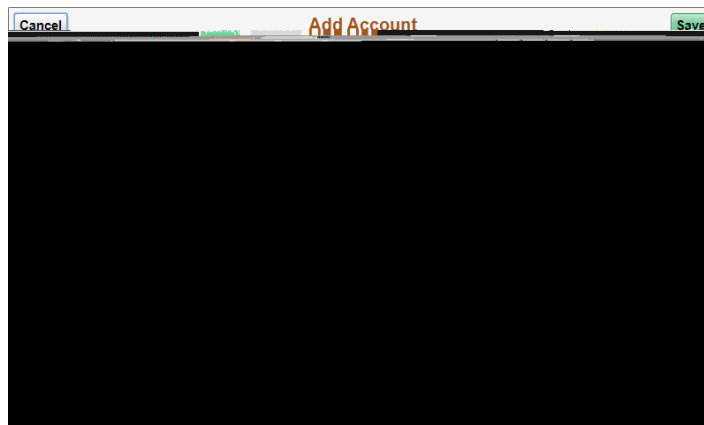
4. Click the + sign to add a new account.

Direct Deposit

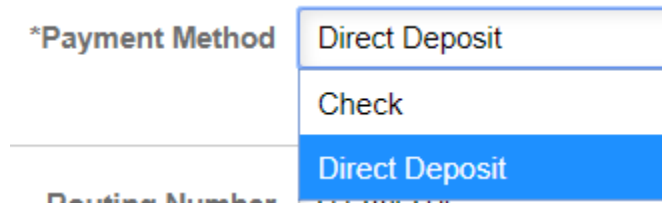
Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	211384214	7592210923	Checking	Remaining Balance

5. Fill out the below fields to set up your account:



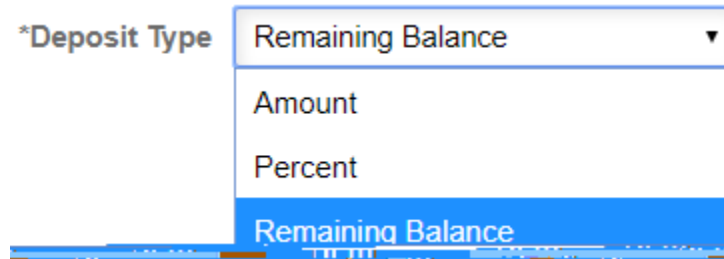
6. Add a *Nickname* to your account.
7. Designate your *Payment Method* as *Direct Deposit*.



A screenshot of a web form showing a dropdown menu for the label '*Payment Method'. The menu is open, displaying three options: 'Direct Deposit', 'Check', and 'Direct Deposit'. The bottom 'Direct Deposit' option is highlighted in blue. Below the dropdown, the label '*Routing Number' is partially visible.

8. Indicate your *Routing Number* and *Account Number*.
9. Select your *Account Type*.

10. Select your *Deposit Type*. *Remaining Balance* will deposit your entire check into the designated account.



A screenshot of a web form showing a dropdown menu for the label '*Deposit Type'. The menu is open, displaying three options: 'Remaining Balance', 'Amount', and 'Percent'. The bottom 'Remaining Balance' option is highlighted in blue.

11. *Save* your changes.