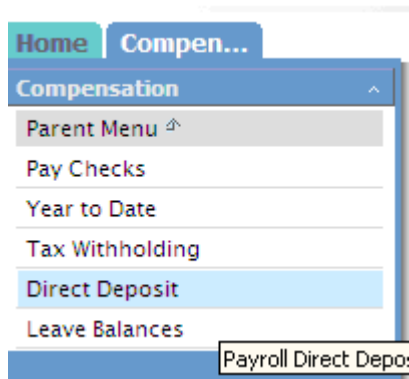


Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

NOTE: You will not be able to make direct deposit changes from 8:00 a.m on Tuesdays until 8:00 a.m. on Thursdays while payroll is being processed.

Access the Direct Deposit set-up/change screens through the Compensation tab in the Parent Menu.

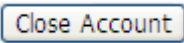


The selection will display your current direct deposit choices (if you have any).




To change an existing direct deposit designation, click on the account number from the list of existing direct deposit designations.

Bank	Account	
Chase Bank Usa, N.A.	1. ****4234 Default	n

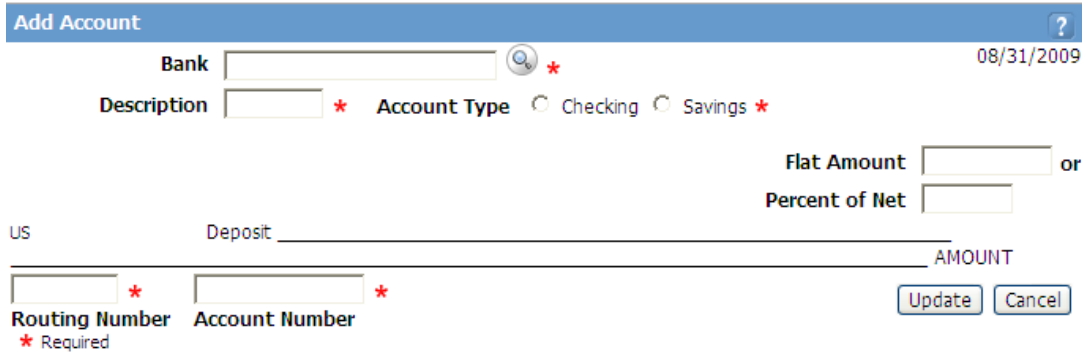
To discontinue direct deposit, click on the  button to the right of the account.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

To add a new direct deposit account click the  button underneath the list of account.

After agreeing to using this automated set-up by clicking I understand and agree with the above statement. radio button you will be presented with a facsimile of a deposit slip.



Add Account ?

Bank * 08/31/2009



Description * Account Type Checking Savings *

Flat Amount or
Percent of Net

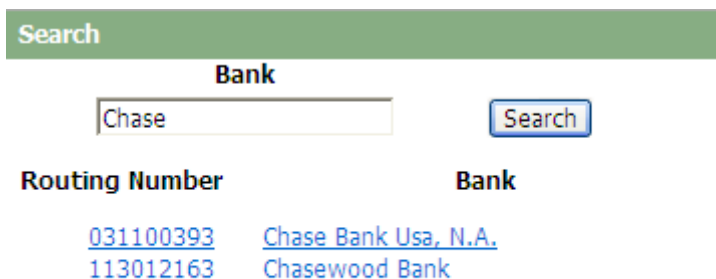
US Deposit AMOUNT

* *

Routing Number **Account Number**
* Required

First, determine your bank routing number by searching for your bank by clicking on the search glass  * to the right of the **Bank**  * name box.

You will be presented with a Bank Search pop-up box

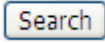


Search

Bank

Routing Number	Bank
031100393	Chase Bank Usa, N.A.
113012163	Chasewood Bank

Type in part of your bank name. For example, if you bank is Southwestern Financial, you could type in “Southwest”. In the above example, we are searching for all banks the name “Chase” in the start of their name.

Begin the search for your bank by clicking the  button. If you don't find the routing number for your bank in the list presented try using derivations of the name of your bank until you find the correct routing number. Many banks have changed names and/or been acquired recently. For example, Chase Manhattan Bank now goes by the name JPM Chase.



Quick Guide to Setting Up Direct Deposit Set-up in Employee Self Service

When you have found the correct bank and routing number, click on the selection and the

*
Routing Number
* Required

field will automatically be filled in for you.

Continue completing the deposit slip by entering a descriptive name for your account, such as “Joint Account” or “Investments” and designating the type of account (checking or savings).

Description * **Account Type** Checking Savings *

Next, either enter a flat amount or percentage of your paycheck to be deposited.

Flat Amount or
Percent of Net

Finally, carefully type in your account number

*
Account Number

Then depress the to save your new account designation.