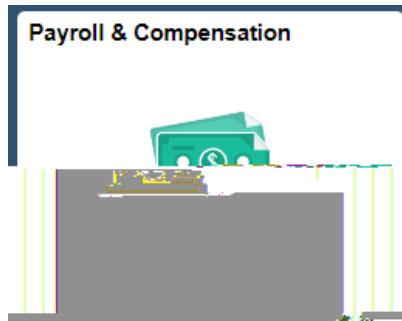
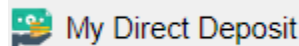


Direct Deposit

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



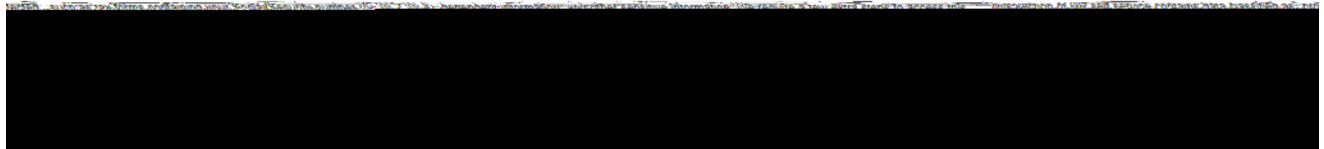
2. Select *My Direct Deposit* from the listing on the left.



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

My Secure Self Service

Welcome to Secure Self Service.



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:

A screenshot of a web form titled "Add Account". At the top, there are three buttons: "Cancel" on the left, "Add Account" in the center, and "Save" on the right. The main body of the form is a large, solid black rectangle, indicating that the content has been redacted.

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

*Payment Method

Direct Deposit
Check
Direct Deposit

Routing Number

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.

*Deposit Type

Remaining Balance
Amount
Percent
Remaining Balance

11. *Save* your changes.