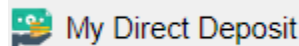


Direct Deposit

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.

This section of HR self service contains data classified as "protected", such as tax forms containing your Social Security number (19, W-2, W-4), dependent information, and other sensitive information. We require a few extra steps to access this section of HR self service.

Enter the last 4 digits of your Social Security number to gain access to your secure self-service and then hit your **Enter** key.

Should you require assistance, please contact Human Resources.

Last 4 Digits
of 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:

Add Account

*Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

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**.

*Account Type

Checking
Checking
Savings

*Deposit 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.