Direct Deposit Instructions

Employees can enroll in Direct Deposit and automatically deposit their paychecks to a checkings or savings account. Direct Deposit has two options:

1. Deposit the entire paycheck to one account.
2. Split the paycheck by either amount or percent, and allocate among up to 10 accounts.

Routing number and account number from the employee’s checking or savings account are required to set up the Direct Deposit.

To sign up for Direct Deposit:
1. Sign on to Employee Self Service with your Name.# and password.
2. Click the Direct Deposit link.
3. Follow the instructions on the screen for setting up a Direct Deposit account. When setting up the first Direct Deposit account, choose the Deposit Type “Balance,” even if the paycheck will be split among different accounts.