



HOW TO CHANGE DIRECT DEPOSIT

Click on “Direct Deposit” in Employee Access

Available 4/14/2026

DIRECT DEPOSIT
Allows Multiple Submissions

Under “Updated Direct Deposit Account”, add the new Routing Number, Account Number and Account Type. Make sure the box for Employee Net Payroll Direct Deposit is still checked. Then click “Complete & Review”

Direct Deposit Information

0 of 1 Step 1 (Required) Save & Exit **Complete & Review >**

Direct Deposit Information (Required)

Review

NKELE, EMILY PATRICIA

Update your Direct Deposit information as needed.

CURRENT DIRECT DEPOSIT ACCOUNT

*Routing Number 324377516

*Direct Deposit Account Number 1234000

Account Type Checking

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number 324377516

*Direct Deposit Account Number 9876000

Account Type Checking

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

Check the box for “I confirm that all of the above information is correct to the best of my ability.” And then click on “Submit Form”

Direct Deposit

1 of 1 Review Save & Exit < Previous **Submit Form >**

Direct Deposit Information (Required)

Review

NKELE, EMILY PATRICIA

Please review the request change to your direct deposit.

STEP 1: DIRECT DEPOSIT INFORMATION

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number 324377516

*Direct Deposit Account Number 9876000

Account Type Checking

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

I confirm that all of the above information is correct to the best of my ability.