

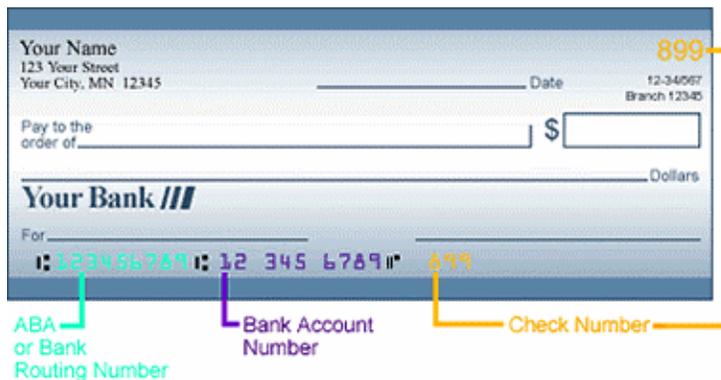
Managing Your Direct Deposit Accounts

First Time Account Setup

Before adding the account

You will need to have the following information on hand before you add an account to your direct deposit account listing:

- Type of account (checking or savings)
- The ABA/routing number for the account. This number identifies the financial institution. On the checks for your personal checking account, this number appears on the bottom left of the check (see diagram below).
- Your account number (see diagram below).



Adding one account only

This one account will always have the deposit type as *Balance* and deposit order as 999.

Adding more than one account

Deposit order determines the order in which your pay will be deposited among the accounts listed. One account must have the deposit type as *Balance* and deposit order as 999. The remaining account(s) will be listed in chronological order starting with 1.

Deposit Order Tip

Use the number 999 as the deposit order for the account which receives the remaining balance of your paycheck after funds have been deposited in all your other accounts.

Adding Account Information

To add a new account, click the Add Account button. Then:

- Choose the Direct Deposit Account Type.
- Enter your bank's routing number, and then click the magnifying glass icon to look up a bank to ensure the routing number corresponds with the correct bank name.
- Enter your bank account number.
- Select deposit type according to the following:
 - Amount** – Choose if you intend to enter an exact dollar figure in the Amount/Percent field. **Do not use a dollar sign.** Decimal places may be used.
 - Percent** – Choose if you wish to direct a specific percentage of your pay to this account. Enter the percentage in the Amount/Percent field. **Do not use a % sign.** Decimal places may be part of the percentage.
 - Balance** – One account must have the deposit type as *Balance* and deposit order as 999. Enter 999 in the Deposit Order field.
- Enter Direct Deposit Order - determines the order in which your net pay will be deposited among the accounts listed – the lower the number the number, the higher the priority.

Note: All new accounts are pre-noted (a zero dollar transaction is sent to the bank to validate routing (ABA) number and account number). You will receive a check during this process unless you have other valid accounts. The process can take up to 2 pay periods.

Adding an Additional Account (after the Initial setup/pre-note process) OR Changing an Existing Routing (ABA) Number and/or Account Number

You will now be required to authenticate any changes made to your routing (ABA) and/or account number.

- If the new account will replace an existing account – add the new account **first**, and then delete the account to be replaced.
- If you need to renumber the deposit order because of the new account – use the edit button to renumber your current accounts **before** adding the new account

Once you complete the steps above, you will hit the ‘Submit’ button, and ***IF a work email address exists*** for you, you then will be directed to start the two-step authentication process.

- **Step 1** - will send an email to your work email address that contains a one-time authorization code. *****This authorization code will expire if not entered within 10 minutes.***
- **Step 2** - You will enter the one-time authorization code on the direct deposit screen in My HUB. ***If the code is not entered within the allotted time frame of 10 minutes, the request will be cancelled.***

If you do not have an email address on file, Payroll will contact you directly to confirm the request.

Once both steps are completed, a final confirmation email will be sent to your work email address.

Deleting an Account

One account always needs to remain as the deposit type *Balance* and deposit order 999. A delete will only occur if the *Balance 999* account exists.

To delete an account, select the account you wish to delete and select the delete key that appears to the right of that account. This will remove the account, and funds from your paycheck no longer will be deposited to this account.