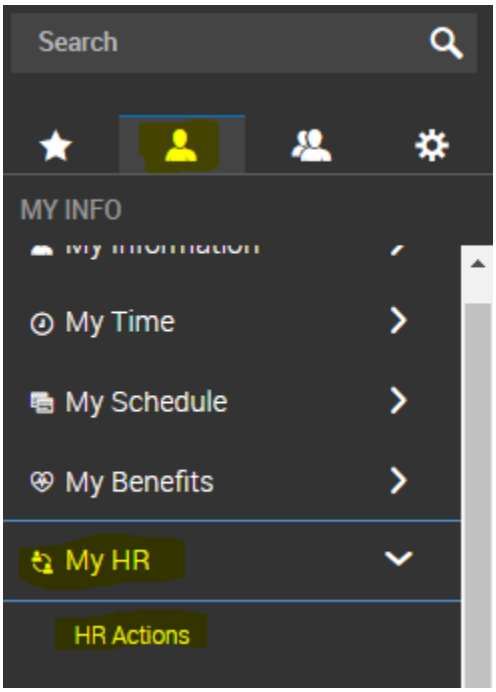
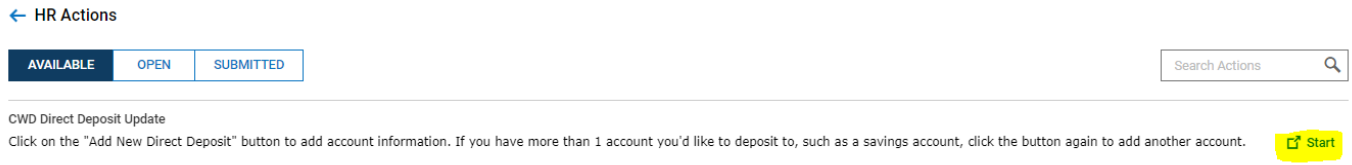
DIRECT DEPOSIT CHANGES

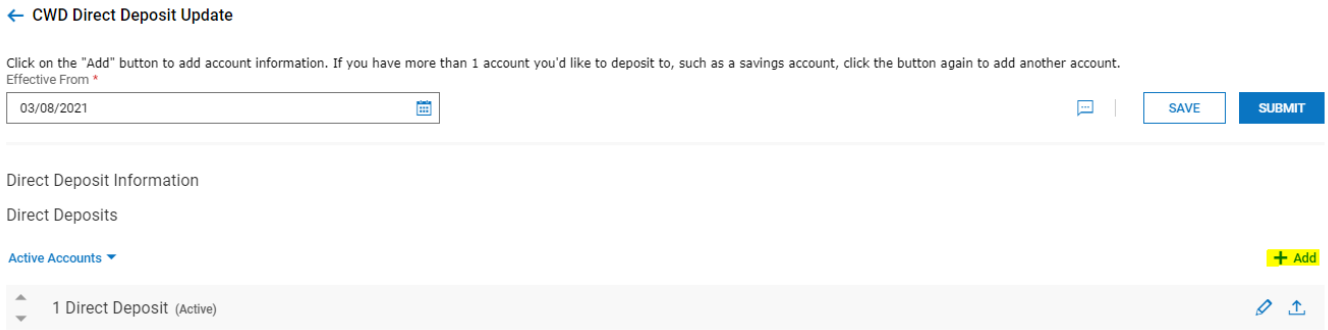
Go to **Show Menu** (“Hamburger” icon) > **My Info** (single person icon) > **My HR** > **HR Actions**



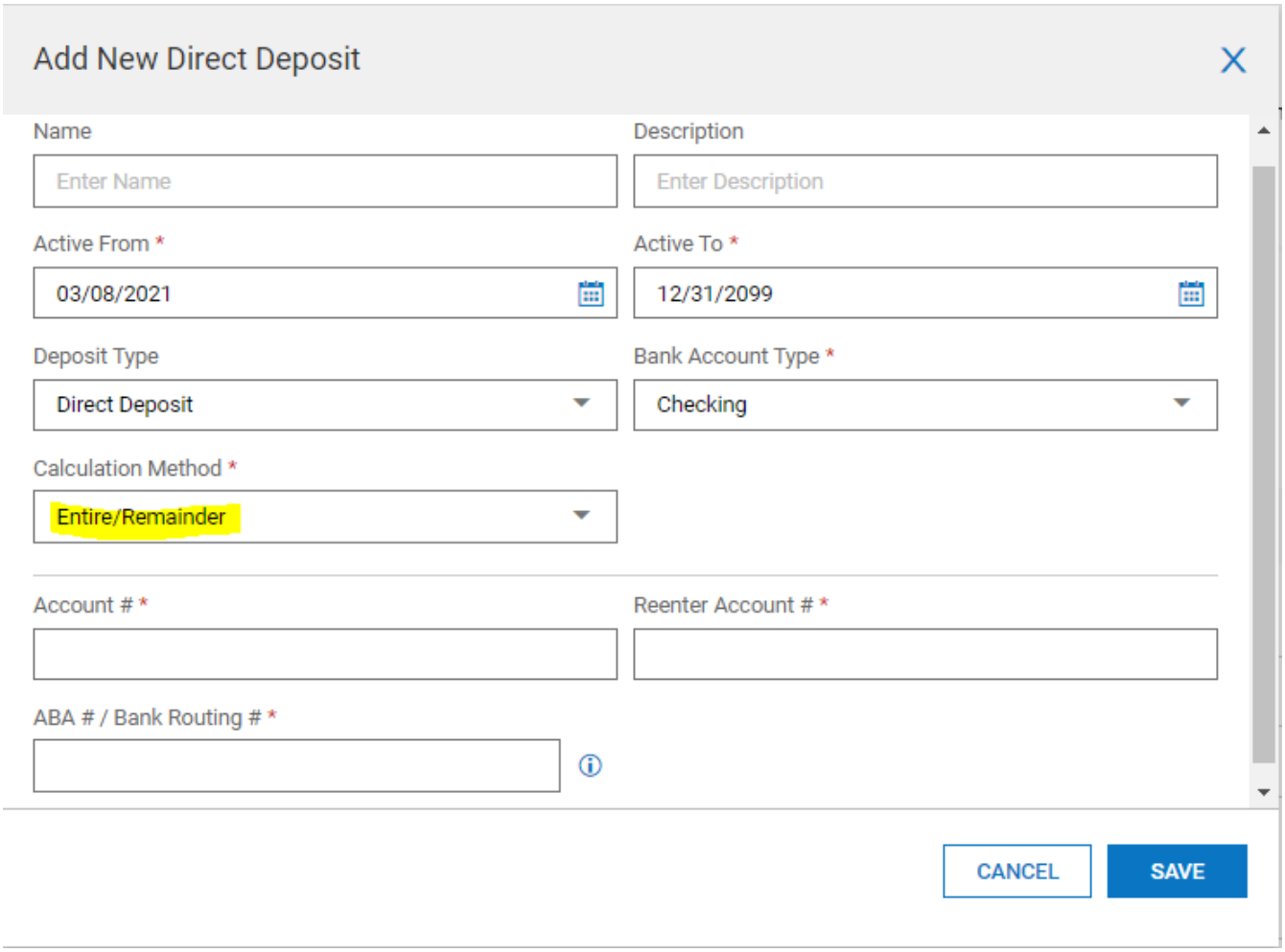
Click on “Start” to the right of CWD Direct Deposit Update



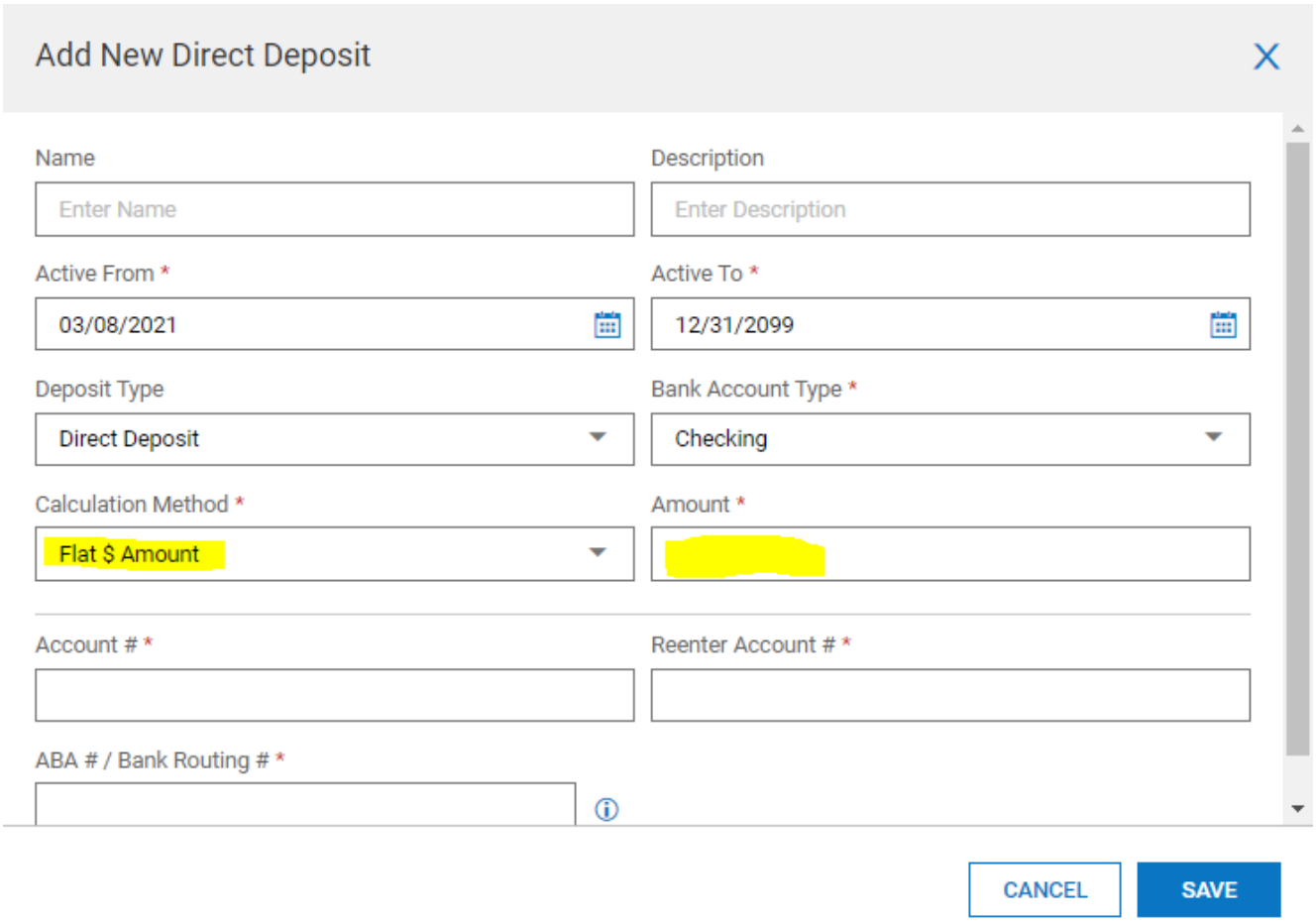
Click on “Add” to start new Direct Deposit account or to add a 2nd or 3rd, etc. account.



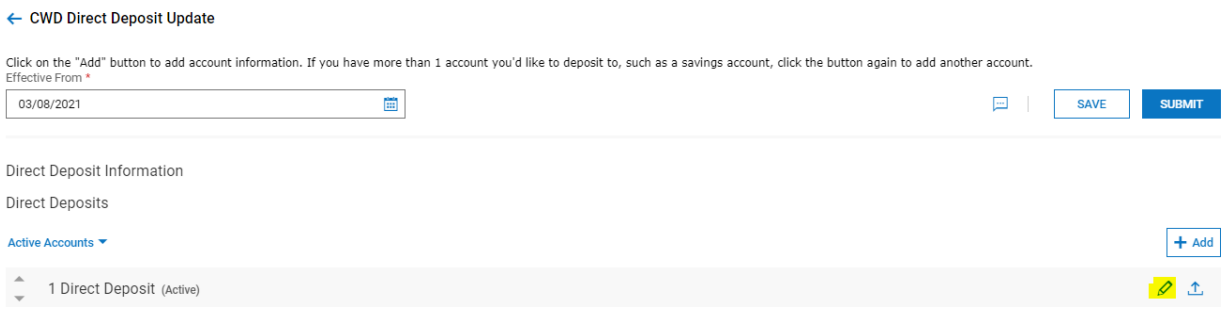
To replace your main account, make sure that you change “Calculation Method” to “Entire/Remainder”. Enter your account number and routing number and click “Save”. The system will prompt you that you need to end-date your current deposit.



To add a second (or third, etc) account, use “Calculation Method” as “Flat $ Amount” and enter the dollar amount. Enter account number and routing number and click “Save”. Then click “Submit”.



To edit a currently active account, click the pencil icon next to the deposit you’d like to make changes to. You have the ability to change the effective date, the “Calculation Method”, and the “Amount”. Make the necessary changes and click “Save”. Then click “Submit”.



Once the changes are submitted, the Payroll Administrator will need to review and approve, before the change takes effect in the system. Effective dates during the payroll processing week (week following end of pay period) may not take effect until the following pay day.