**Updating Direct Deposit Through Self Service**

Log onto HRC

Click on ESS for Pay and Time Box



Select ADP Employee Self Service



Select About Me



Select Bank Information



**To Add An Additional Account**

Select Add to Add A Record



Bank Info will always be Other Bank



Enter in all Applicable Info:

Routing Number- once this is entered your Bank Name will appear in box to the right



Account Type- once you select checking or savings- box will open for Account Number



Payment Info is always Bank Transfer (ACH PPD)



Enter in standard value if you are wanting a certain dollar amount to go into this account otherwise select the desired percentage.



Save

**To Replace An Account Already Set Up**

Choose the Plus sign next to Main bank or Other bank and choose Edit





Enter in your new information for:

 Routing Number

 Bank Account Type

 Bank Account Number

 Payment Method will be Bank transfer (ACH PPD)

Click on Direct Deposit Authorization Agreement box



Save