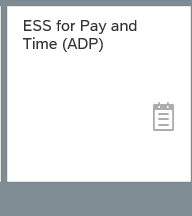
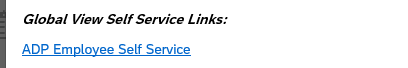
**Updating Direct Deposit Through Self Service**

Log onto HRC

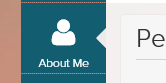
Click on ESS for Pay and Time Box



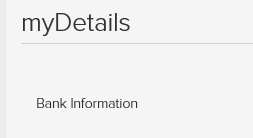
Select ADP Employee Self Service



Select About Me

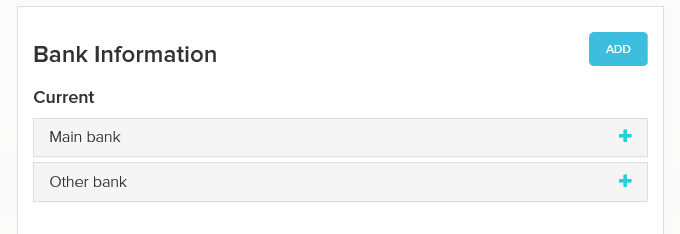


Select Bank Information

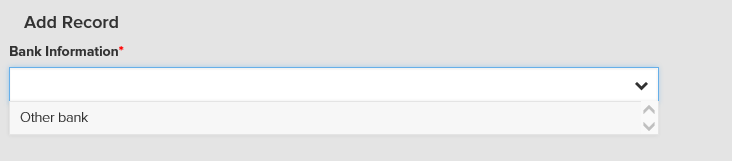


**To Add An Additional Account**

Select Add to Add A Record

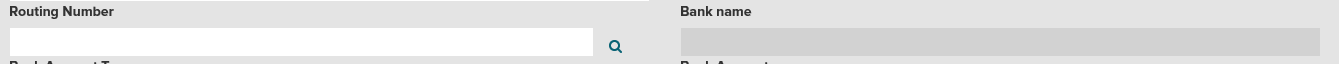


Bank Info will always be Other Bank

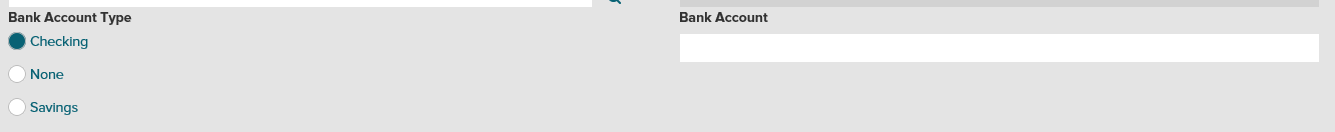


Enter in all Applicable Info:

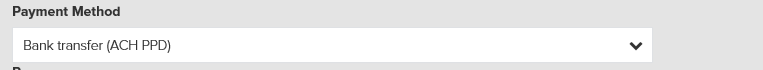
Routing Number- once this is entered your Bank Name will appear in box to the right



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:

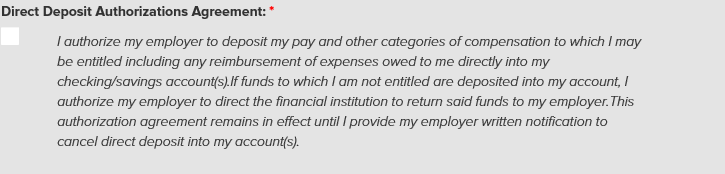
Routing Number

Bank Account Type

Bank Account Number

Payment Method will be Bank transfer (ACH PPD)

Click on Direct Deposit Authorization Agreement box



Save