

## INSTRUCTIONS

Follow the instructions below when enrolling or editing direct deposit

1. Sign in to Netchex
2. From the top ribbon select: "People"
3. Select: "My Profile"
4. Under the employee's name, click "Payroll" then "Direct Deposit"
5. This will bring you to the Direct Deposit Accounts page. Click Add

The screenshot shows the Netchex interface for managing direct deposit accounts. At the top, there's a header for the employee MATHERS, MARSHALL, with fields for Login ID (MMATHERS), Hire Date (04/02/2015), and Position (F50 / 000 / COW / SALES / C). Below this is a ribbon with tabs for Payroll, Human Resources, and Time & Attendance. The Payroll tab is selected, leading to the 'Employee Direct Deposit Accounts' page. This page has a 'Show Audit History' link and buttons for '+ Add', 'Update', and 'Reset'. A note states: 'Please choose how funds will be allocated to accounts. A partial account will be allocated using either the specified amount or a percentage up to the remaining available funds. A balance account will receive the remaining funds after all partial amounts have been allocated.' Below this is a table with columns: Order, Routing Number, Account Number, Account Type, Effective Date, Status, and Deposit Amount. The table contains two entries: 1. Order 1, Routing Number 065400137, Account Number 999999999, Account Type Bank Account for Savings, Effective Date 04/02/2015, Status Deposit, Deposit Amount Partial \$ 100.00. 2. Order 2, Routing Number 065400137, Account Number 1111111111, Account Type Bank Account for Checking, Effective Date 04/02/2015, Status Deposit, Deposit Amount Balance. Each row has a 'Delete' link.

Order	Routing Number	Account Number	Account Type	Effective Date	Status	Deposit Amount	
1	065400137	999999999	Bank Account for Savings	04/02/2015	Deposit	Partial \$ 100.00	Delete
2	065400137	1111111111	Bank Account for Checking	04/02/2015	Deposit	Balance	Delete

6. Enter the Routing Number, Account Number, Account Type
7. If the employee wants his/her entire Net Pay deposited into this account, select Balance. If the employee wants a partial amount deposited, select partial and enter the amount (or percent) to be deposited into that account. Make sure to bubble in Percent if the Deposit Amount is a percent
8. If needed, click Add to enter a second bank account. You may do this multiple times, however, the last account in the list must have Balance selected. If the last account in the list has Partial selected, the remaining amount will be printed on a paper check
9. When all accounts have been entered, select Update