

## 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

Employee Direct Deposit Accounts Print voucher with Payroll  + Add ✓ Update ↶ Reset

[Show Audit History](#)

Direct Deposit Accounts

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.

Order	Routing Number	Account Number	Account Type	Effective Date	Status	Amount	Percent	Deposit Amount	
1	065400137	999999999	Bank Account for Savings	04/02/2015	Deposit	Partial	\$ 100.00		Delete
2	065400137	111111111	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