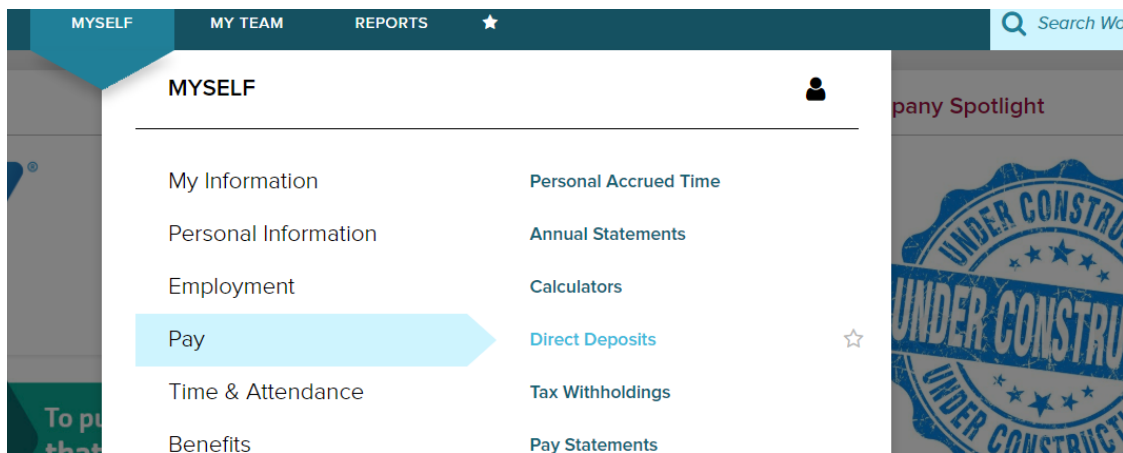## Instructions for updating your Direct Deposit through ADP:

Please note that all changes in ADP are processed by pay period. You **must have your change information submitted and approved *within* the pay period for them to take effect for the following pay day.

- For changes to take effect for the **payday on the 15th**:
    - You must submit changes within the **21st-5th pay period, by <u>11:59pm</u> on the 5th**.
- For changes to take effect for the **end of month payday (28th, 30th or 31st)**:
    - You must submit changes within the **6th-20th pay period, <u>11:59pm</u> on the 20th**.

1.) Log into your ADP account

2.) Click on "**MYSELF**", hover over "**Pay**", click on "**Direct Deposits**"

3.) You will then see your Direct Deposit(s) listed

4.) To delete one or both of your Direct Deposit accounts, click on the trash can.

5.) To add new, click "**ADD DIRECT DEPOSIT**", fill in the information requested, agree to terms and click "DONE"