

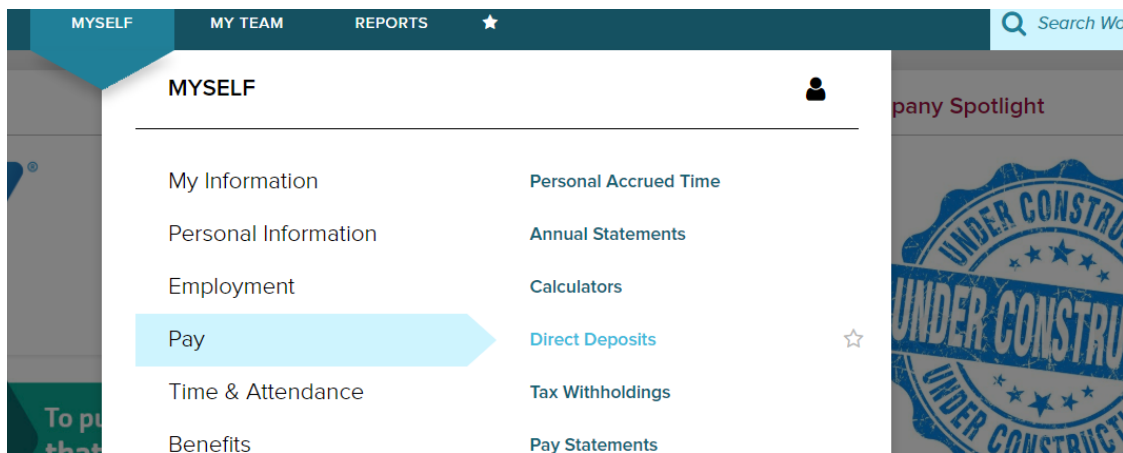
Instructions for updating your Direct Deposit through ADP:

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 11:59pm 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, 11:59pm 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

ADD DIRECT DEPOSIT		Reveal Account Details	Sort by		
CK3-CHECKING 3	Routing Number XXXXXXXXXX	Account Number XXXXX [REDACTED]	Amount to Deposit Full Net	Effective Date 2/5/2019	[Trash Icon]
CK4-CHECKING 4	Routing Number XXXXXXXXXX	Account Number XXXXXXXXXX [REDACTED]	Amount to Deposit \$50.00	Effective Date 2/5/2019	[Trash Icon]

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"**

A screenshot of the 'ADD DIRECT DEPOSIT' form. The form includes a 'Deduction Code' dropdown menu, 'Routing Number' and 'Account Number' text input fields, and an 'Amount to Deposit' section with radio buttons for 'Full Net', 'Partial Net', and 'Percent Net'. Below the form is a section for agreement with a checkbox and a paragraph of text. At the bottom right, there are 'CANCEL' and 'DONE' buttons.