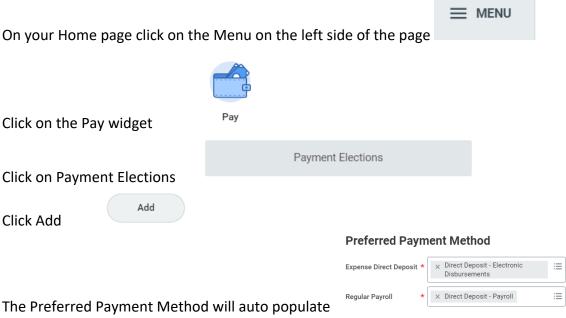
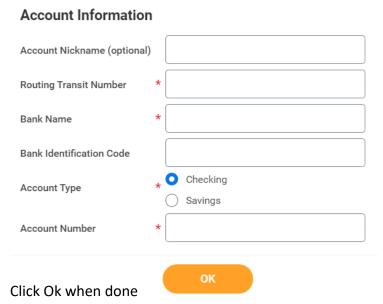
New Employee Bank for DD



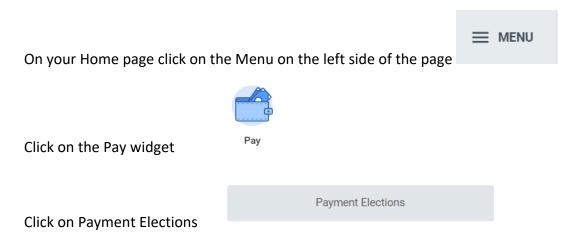
At this point you will enter your routing, bank name and account number and click on checking or savings



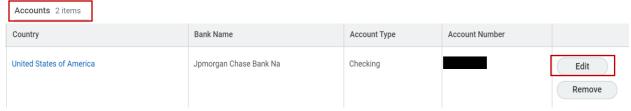
This will route to payroll to be approved in order for it to go to the bank and verify the information

To update a bank account

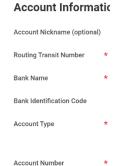
Remember your main bank account goes to both Payroll and Accounts Receivable even if you add a bank



To update the bank and/or account number click on the Edit button under Accounts



On the next screen make your changes



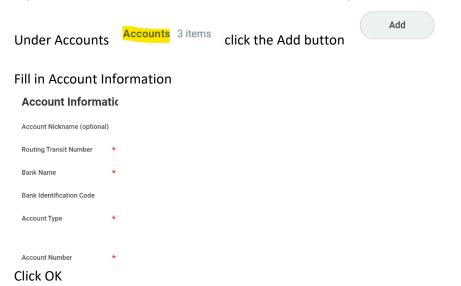
Click ok when done

This will update both the Expense Direct Deposit and the Regular Payroll Direct Deposit

This will route to payroll to be approved in order for it to go to the bank and verify the information

To Add a second Bank Account

If you want to Add a second bank account and want to split funds



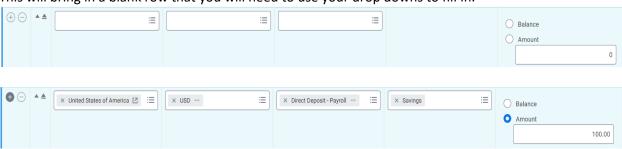
Once you have done that under your Payment Elections area and click on the Edit button on the Regular Payroll line ONLY



This is where you split your bank accounts

Click on the + button to add a row

This will bring in a blank row that you will need to use your drop downs to fill in.

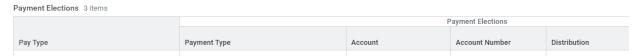


Before clicking done if this is the second account you need to move it above the one that has Balance on it so that it is the second account touched.

Click ok when done

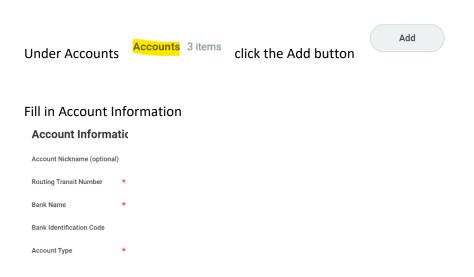
This will route to payroll to be approved in order for it to go to the bank and verify the information

Please verify your Payment Elections match what you are trying to change after you save/submit to Payroll.



To Change Bank Accounts

You will first have to Add the new bank account information.



Click OK

Account Number

Once you have done that, under your Payment Elections area, click on the Edit button on both the Expense and Regular lines



For both the Expense and Payroll line you are just taking out the old account and adding the new one. You wont change anything else on that line.



If you have split accounts on the payroll line and no longer want to have a split you will click on the negative sign the remove that line.



Click ok once done.

One more step to do is to remove the account that has been closed from underneath the Accounts Click on the Remove button on the far right.



Click OK

Anytime you update or change anything on you pay elections, it will go through payroll for approval. We will not always know if an account has been closed so please remember to remove that.