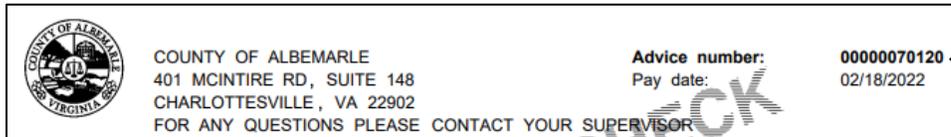


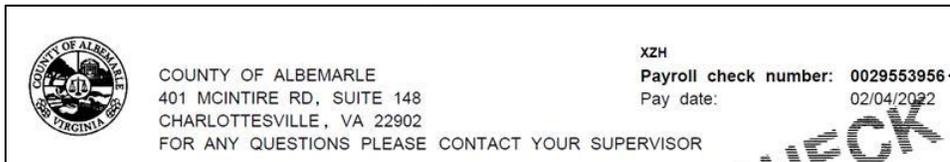
Setting up direct deposit information

Overview

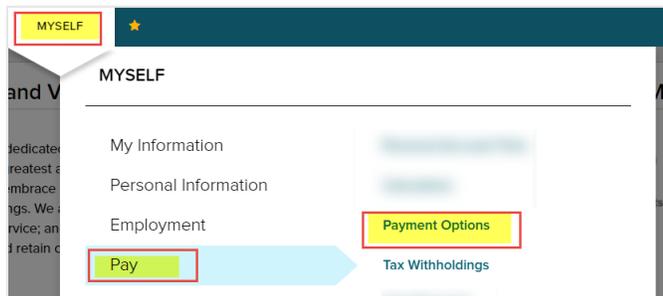
- All employees are required to set up a direct deposit for their paycheck.
- Once you have established your direct deposit, ADP validates your banking information. The timing of this process means that you may receive paper checks for the first couple of pay cycles. Your paper check will be mailed to the home address you used when completing your new employee paperwork.
- Paycheck information will be available in ADP at 12:01 am on the day before payday.
- You can review your pay stub in the ADP portal to determine if you will have a paper check:
 - Payment by direct deposit displays an “Advice number” number with “XXXX”



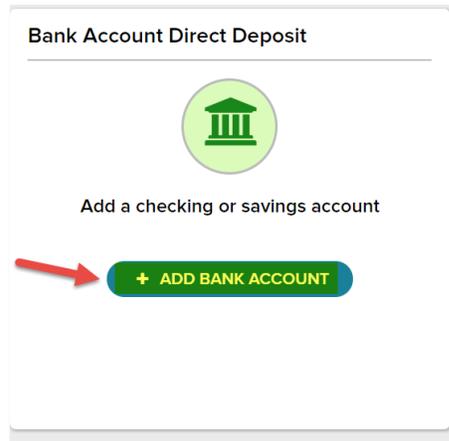
- Payment by check displays a “Payroll check number”



1. Log into ADP with the username and password you created:
<https://workforcenow.adp.com>
2. Click on **Myself**, then click on **Pay**, then click on **Payment Options**.



3. Click the **Add Bank Account** button to add a bank account.



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4. From your banking institution source document, enter the **Routing Number**, then click **Next**.
5. Enter the **Account Number**, then click **Next**.

The image shows two sequential screenshots of the 'Add an Account' app. The first screenshot is for the 'ROUTING NUMBER' step. It features a progress bar at the top with 'ROUTING NUMBER' selected. Below the progress bar, it says 'First, enter your routing number.' There is a blue box with 'EXAMPLE' text and a field containing '122105278'. Below this, there is a 'Routing Number *' field with '122105278' and a 'Confirm Routing Number *' field with '122105278'. At the bottom, there are 'NEXT >', 'CANCEL', and 'BACK' buttons.

The second screenshot is for the 'ACCOUNT NUMBER' step. It features a progress bar at the top with 'ACCOUNT NUMBER' selected. Below the progress bar, it says 'Next, enter your account number.' There is a blue box with 'EXAMPLE' text and a field containing '6724301068'. Below this, there is an 'Account Number *' field with '6724301068' and a 'Confirm Account Number *' field with '6724301068'. At the bottom, there are 'NEXT >', 'CANCEL', and 'BACK' buttons.

Note: When changing routing or account numbers, you may receive a paper check for the upcoming pay period. Any changes to the account or routing information requires verifying the new banking information.

6. **Choose the Account Type.** You may have up to 5 different direct deposits, either checking or savings. If you are adding a second one, you would choose Checking2/Savings2, etc.
7. **Choose the deposit type.** This can be **Full**, or you can enter a specified **amount** or **percentage** to be deposited into this account.
 - **For multiple acco unts,** you can specify a specific amount to all but one account and have the final account designated as “Remainder of my pay”. This will direct all dollar amounts to the various accounts and any remainder to the “remainder deposit” account. One account must be designated as the “remainder deposit.”

The image shows a screenshot of the 'Add an Account' app at the 'ACCOUNT TYPE' step. The progress bar at the top has 'ACCOUNT TYPE' selected. Below the progress bar, it says 'Account Type *'. There is a dropdown menu with 'SV3 - SAVINGS 3' selected. Below this, it asks 'Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?'. There are three radio button options: 'Deposit a specified amount.' (selected), 'Deposit a percentage of my pay.', and 'Deposit the remainder of my pay.'. Below the first option, there is a field with '\$25.00'. Below the second option, there is a percentage symbol. Below the third option, there is a dollar sign icon. At the bottom, there are 'NEXT >', 'CANCEL', and 'BACK' buttons.

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- Click the **Next** button.
- Verify that the **Routing** and **Accounting Numbers** and **Amount Per Pay Check** are correct.
- Click the **I've double-checked my account number** and **I agree to the terms and conditions** toggles to agree to the statements.

The screenshot shows a mobile application screen titled "Add an Account" with a progress indicator showing four steps: ROUTING NUMBER, ACCOUNT NUMBER, ACCOUNT TYPE, and REVIEW (highlighted in yellow). Below the progress bar, the account type is "SV3 - SAVINGS 3". The screen contains the following text: "Last step! Check your account information and agree to the terms and conditions.", "Routing Number 122105278", "Account Number 6724301068", and "Amount Per Pay Check \$25.00". There are two toggle switches, both turned on: "I've double checked my account number." and "I agree to the terms and conditions". At the bottom, there are three buttons: "< BACK", "x CANCEL", and "ADD".

- Click **Add**.
- Verify that all of the Direct Deposit information is accurate.
- If you have multiple deposits, one will need to be a remainder deposit. For example, having \$5.00 going to a one account, \$335.00 into a second, and the final account indicated as "remainder of pay" for the remaining funds going to a third account.

The screenshot displays three "Bank Account Direct Deposit" cards side-by-side. Each card features a bank icon, an account number masked as "XXXXXX", and a deposit amount. The first card has a deposit amount of "\$5.00", the second "\$335.00", and the third "Remainder of my pay". Each card has an "EDIT" button at the bottom.