

## Employee Access® Managing Your Direct Deposits

Direct deposits are available in Employee Access only if your company offers this feature. You can have up to 4 direct deposit accounts.

### Add a Direct Deposit Account

**Starting Point:** Pay > Direct Deposit tile

- 1 Click **Get Paid Faster** and then click **Add an Account**.

If you already have a direct deposit set up, click **Update Direct Deposit** and then click **Add an Account**.

- 2 Enter your bank's 9-digit routing number and click **Next**.



Use the account information from the bottom of a voided check from the account, not a deposit slip.

- 3 Enter your bank account number twice to confirm, and click **Next**. You have to type the number in the Confirm Account Number field—you can't copy and paste it.

- 4 Select how much of your pay you want to deposit into this account and click **Next**.

- **Deposit a specified amount** – enter the amount
- **Deposit a percentage of my pay** – enter the percentage
- **Deposit everything here / the remainder of my pay**

Any money that's left over will be issued to you as a paper check. If you don't want a paper check, make sure you choose **the remainder of my pay** for one of your accounts.

- 5 Select the Account Type, **Checking** or **Savings**.
- 6 Enter an optional name for the account (a nickname) and click **Next**.
- 7 Make sure the account details are all correct and indicate that you double checked. **If the account information is wrong, you will not be paid.**

- 8 Review and accept the terms and conditions and click **Done**.

If you have another direct deposit account, click **Add an Account** and repeat the steps to set up the account.

- 9 At the bottom of the page, click **Save**.

### Change a Direct Deposit Account

**Starting Point:** Pay > Direct Deposit tile

- 1 Click **Update Direct Deposit**.
- 2 Click **Edit** for the account you want to change.
- 3 Update the account information and click **Done**.
- 4 At the bottom of the page, click **Save**.

### Delete a Direct Deposit Account

**Starting Point:** Pay > Direct Deposit tile

- 1 Click **Update Direct Deposit**.
- 2 Click  for the account you want to delete.
- 3 Click **Delete**.
- 4 At the bottom of the page, click **Save**.

### Can I Cancel My Changes?

If you make changes and decide you want to undo them, click **Reset** at the bottom of the page. All changes since your last save will be undone.

### Will I Get a Confirmation of My Changes?

When your direct deposit information is changed in Employee Access, you'll get an email confirmation. If you get an email confirming that changes were made and you didn't make them, speak to your company's payroll contact immediately.

## Direct Deposit Examples

You want \$200 deposited into a Savings account and the rest distributed in a paper check.



Savings 

\$200  
Each pay period

 EDIT

You want \$200 deposited into a Savings account and the rest deposited into a Checking account.



Savings 

\$200  
Each pay period

 EDIT



Checking 

Remainder of my pay  
Each pay period

 EDIT

You want 50% deposited into a Checking account and the rest deposited into a Savings account.



Checking 

50%  
Each pay period

 EDIT



Savings 

Remainder of my pay  
Each pay period

 EDIT

You want 75% deposited onto a paycard (use account type Checking) and 25% deposited into a Savings account.



Paycard 

75%  
Each pay period

 EDIT



Savings 

25%  
Each pay period

 EDIT

You want \$200 deposited into a Savings account, \$300 deposited into a Checking account, and the rest distributed in a paper check.



Savings 

\$200  
Each pay period

 EDIT



Checking 

\$300  
Each pay period

 EDIT

### Tips for Direct Deposits

- The total of your percentage deposits can't be over 100.
- If you want to deposit 100% of your pay into one account, make sure you don't have any other accounts set up.
- For a paycard or pre-loaded debit card, choose Checking as the Account type. You may want to use Paycard as the nickname for the account.

## Frequently Asked Questions

### Q Why don't I see an option to enter my direct deposit details in Employee Access?

Speak to your company's payroll contact, who must activate the feature that allows you to manage your own direct deposits.

### Q Can I set up a direct pay account to pay a monthly bill, like my mortgage or a utility bill?

No. Direct deposit is available only for bank accounts with a routing number and an account number.

### Q What does Reset do?

Click Reset to undo any changes you made to your deposit accounts since the last time you saved in this session.

### Q What is a Routing number and where do I get it?

It's a nine digit number that identifies your bank. You can find it on the bottom of a voided check from your bank account.

### Q I don't have a voided check. Can I use a deposit slip?

The deposit slip doesn't show the bank's routing number, but you can contact your bank to get the number.

### Q I added my direct deposit information but still received a check. When will my direct deposit start?

Typically with your next pay. Check with your company's payroll contact for the exact date.

If only a partial amount of your pay is deposited into a bank account, the remainder will be distributed in a check.

### Q I didn't receive a direct deposit payment, a paper check, or a pay statement. What happened?

Notify your company's payroll contact immediately.

### Q Can I Stop Direct Deposit for One Paycheck?

Ask your payroll contact to stop your direct deposit when processing the payroll.

### Q Can I change my direct deposit accounts using the ADP Mobile Solutions app?

No. At this time, you can only manage your direct deposits using Employee Access on the web.

### Q When will my pay be available in my account?

Pay statements are available in Employee Access on the actual date paid.

### Q I made changes to my direct deposits but didn't get an email confirmation. What should I do?

In Employee Access, click your photo and select **Settings**. Under **Contact Preferences**, make sure your email address is correct. To choose a different email, click **Edit**. To change an email address, go to **Profile > Personal Info > View**, and then click **Edit** next to the email you want to change.

### Q Can I manage my HSA direct deposit accounts using Employee Access?

No, this information must be maintained by your company's payroll contact.