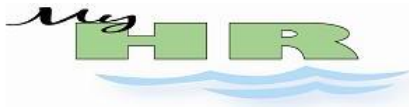


Direct Deposit Instructions



UPGDEV1 User ID: <input type="text" value="U03578"/>	Select a Language: English Español Dansk Deutsch Français Français du Canada Italiano Magyar Nederlands Norsk Polski Português Suomi Svenska Čeština 日本語 한국어 Русский ไทย 简体中文 繁體中文 العربية
UPGDEV1 Password: <input type="password" value="••••••"/>	
<input type="button" value="Sign In"/>	
To set trace flags, click here	

Personalize [Content](#) | [Layout](#) Home [Add to Favorites](#) [Sign out](#) [Help](#)

Menu
Search:
▶ My Favorites
▶ **Self Service**
– Change My Password

Click the Self Service link.
▶ Self Service

Personal Information and activities.
▶ Personal Information
▶ Payroll and Compensation
▶ Benefits

[Change My Password](#)
Create a new password.

Home [Add to Favorites](#) [Sign out](#)

Menu
Search:
▶ My Favorites
▶ **Self Service**
▶ Personal Information
▶ Payroll and Compensation
▶ Benefits
– Change My Password

Main Menu > Self Service
Navigate to your self service information and activities.

Personal Information
Review and update your personal information.
▶ Personal Information Summary
▶ Home and Mailing Address
▶ Phone Numbers
▶ Email Addresses
▶ Emergency Contacts
▶ Name Change

Payroll and Compensation
Review your pay, deposit and other deduction or contribution information.
▶ View Paycheck
▶ Voluntary Deductions
▶ Direct Deposit
▶ Compensation History
▶ W-4 Tax Information
▶ W-2 Reissue Request

Click the Payroll and Compensation link.
[Payroll and Compensation](#)

▶ Benefits Information
▶ Dependents and Beneficiaries
▶ Benefits Summary
▶ Dependent/Beneficiary Info
▶ Insurance Summary
▶ Benefits Enrollment

Home [Add to Favorites](#)

Menu
Search:
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▶ Self Service
▶ Personal Information
▶ **Payroll and Compensation**
– View Paycheck
– Voluntary Deductions
– Direct Deposit
– Compensation History
– W-4 Tax Information
– W-2 Reissue Request
▶ Benefits
– Change My Password

Main Menu > Self Service > Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

View Paycheck
Review current and prior paychecks.

Voluntary Deductions
Add or update your voluntary deductions.

Direct Deposit
Add or update your direct deposit information.

Compensation History
Review compensation history for base, variable, and stock options.

W-4 Tax Information
Review or change your W-4 information.

W-2 Reissue Request
Request a reissued W-2.

Click the Direct Deposit link.
[Direct Deposit](#)



Menu

Search:

- ▷ My Favorites
- ▽ Self Service
 - ▷ Personal Information
 - ▽ Payroll and Compensation
 - [View Paycheck](#)
 - [Voluntary Deductions](#)
 - **Direct Deposit**
 - [Compensation History](#)
 - [W-4 Tax Information](#)
 - [W-2 Reissue Request](#)
- ▷ Benefits
- [Change My Password](#)

Direct Deposit

Roxie Smith

Click the **Add Account** button.

Add Account

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	322078668	0000000046791	Balance	100		Edit	Delete

Add Account

[Return to Payroll and Compensation](#)

Direct Deposit

Add Direct Deposit

Roxie Smith

*Account Type:

*Deposit Type:

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Deposit Order: (example: 1 = first account processed)

* Required Field

Save

[Return to Direct Deposit](#)

Enter the account details. *Verify bank routing transit number from your financial institution.*

Click the **Save** button.

Save

Direct Deposit

Save Confirmation

Click the **OK** button.

OK



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK