

## Direct Deposits

Your direct deposit accounts and elections display here. If your employer has stored historical direct deposit information, you can see the history by de-selecting the box to 'Show Active Only' above the accounts listing.

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Show Active Only

Priority	Routing	Account	Type	Amount	Is Active
99	123123123	987654321	%	100.00	True
1	123123123	123456789		50.00	True

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### Direct Deposit

How much Net Pay will be deposited into this account?

My Entire Paycheck  
 Part of My Paycheck

Priority: 99  -  +

Routing No. (Required):

Bank Name:

Account No. (Required):

Name On Account:

Account Type:

Start Date (Required):

End Date (Required):

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### Direct Deposit Authorization

I hereby authorize **Demo For Training** to provide for direct deposit any salary or wages due me, less any mandatory or authorized withholding or deductions therefrom, in the above designated account.

If at any time the amount of salary or wages so deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize **Demo For Training** to either:

- a. Withhold a sum equal to the overpayment from future salary or wages; or
- b. Recover such overpayment from the above-designated account.

If **Demo For Training** is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet eligibility requirements for the Direct Deposit program, I understand **Demo For Training** may terminate my enrollment in the program. If any action taken by me results in nonacceptance of a direct deposit by the designated financial institution, I understand **Demo For Training** assumes no responsibility for processing a supplemental salary or wage payment until the amount of the nonacceptance deposit is returned to **Demo For Training** by the financial institution.

I agree to the Direct Deposit Authorization agreement above

If your employer allows you to make electronic changes, you may update your account information on this screen. If the account listed should no longer be used, you may end date the bank account.

If you are simply changing the amount going to the account, update the applicable fields.

To add a brand new account, select **Add** and enter your new account and amount information into the applicable fields.

A Direct Deposit Authorization will always appear below the account information section. When making changes to any existing account information or adding new account information, you must check the box acknowledging your agreement before you can **Save** your new information.

## Deductions

The amounts taken from your paycheck to cover items such as insurance, loans, and retirement funds are listed here. You can see the amount, the last time a deduction was taken, the amount withheld year-to-date (YTD) and any goal that may be set to stop the deduction.

If your employer has stored historical deduction changes, you can see the history by de-selecting the box to 'Show Active Only' above the deduction code listing.

## Pay Rates

The tab displays your hourly pay rate or salary. If you are paid different rates for different types of work, you will see more than one rate listed. Each rate may be associated with a specific job or department. Also listed under the Employee Pay Settings are your pay, tax frequency and hours associated with your salary, if applicable.

If your employer has stored historical rate changes, you can see the history by unchecking the Show Active Only box.