Direct Deposit Instructions - Detailed

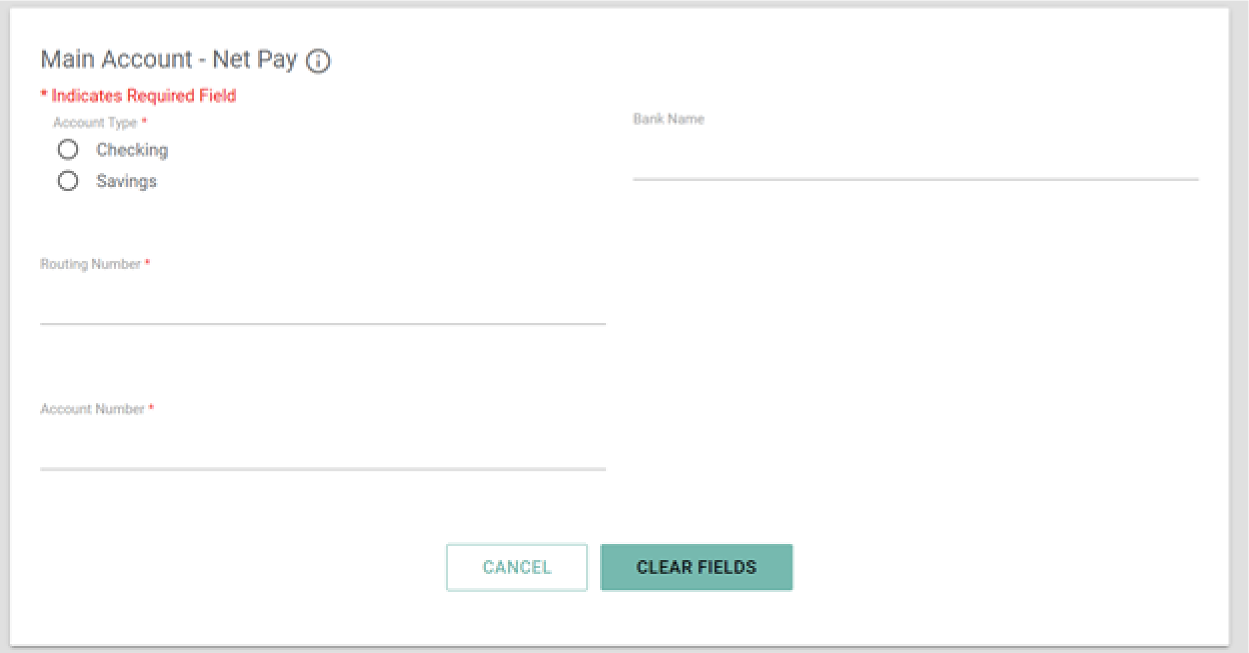
Direct Deposit Setup in Paycom

- Are you a new employee or is this your 1st time setting up a direct deposit with Right at School? Follow instructions on this page in the Right at School Wiki - **CLICK HERE**
  - For best results, we recommend using the Paycom App
- Are you trying to change your existing direct deposit information? Follow the instructions below. Instructions differ for the computer & the Paycom app, so we've included both

Desktop/Computer Instructions

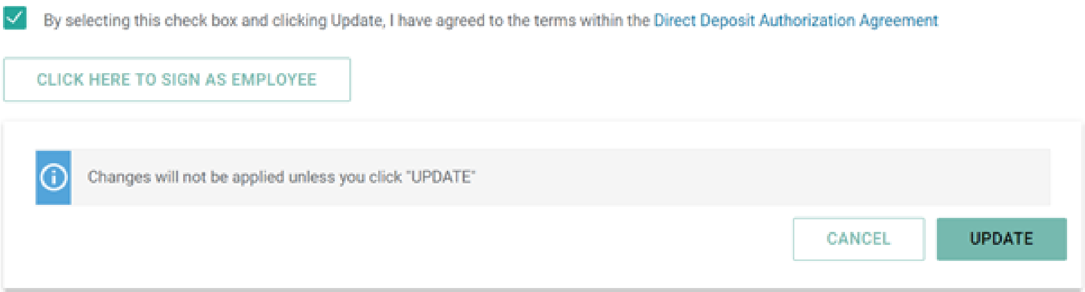
To get to the direct deposit screen, click Payroll

- Then click Direct Deposit
- Do you have more than one bank account set-up?
- **If NO,** then you will only be editing the section titled "Main Account – Net Pay."


Main Account - Net Pay
* Indicates Required Field
Account Type *
○ Checking
○ Savings
Bank Name
Routing Number *
Account Number *
CANCEL
CLEAR FIELDS

- Within this section, follow these steps:
  - Click Clear Fields
  - Enter in your new banking information, which includes:
    - Account Type
    - Routing Number
    - Account Number
    - Bank Name
  - Scroll to the bottom

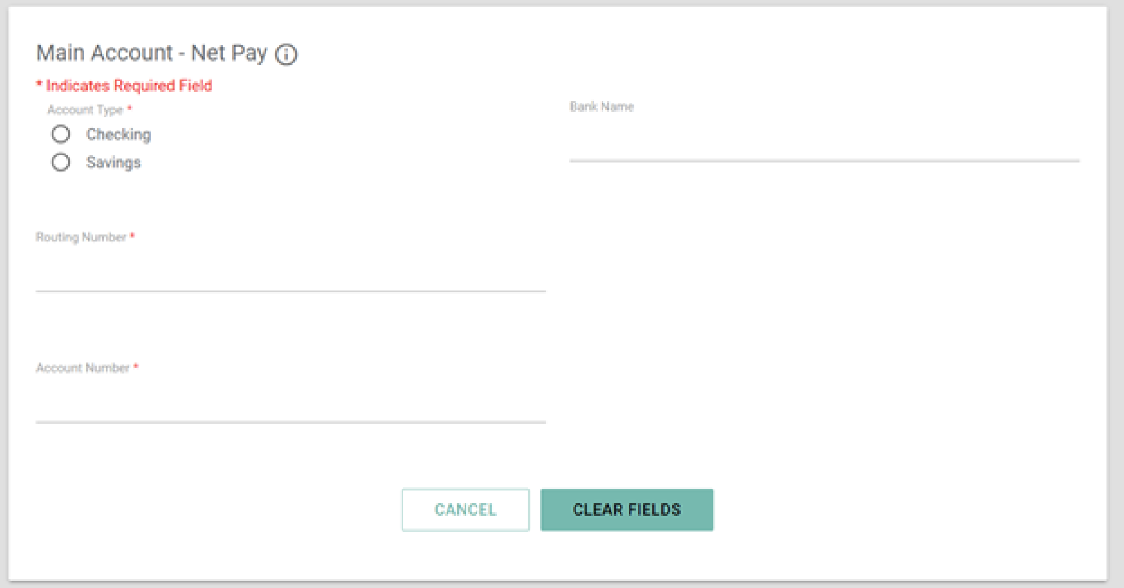
- Check the box to the left of the message, “by selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement
- Click the box that says, “CLICK HERE TO SIGN AS EMPLOYEE”
- Click Update – changes will not be applied unless you complete ALL three of these items:
  - Check the box
  - Sign as an employee
  - Click the update button



☑ By selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement

Changes will not be applied unless you click "UPDATE"

  - **If YES**
    Are you trying to update your main bank account or one of your distribution bank accounts?
    A - **Main Account only**
    you will only be editing the section titled “Main Account – Net Pay



Main Account - Net Pay

* Indicates Required Field

Account Type *

○ Checking
○ Savings

Bank Name

Routing Number *

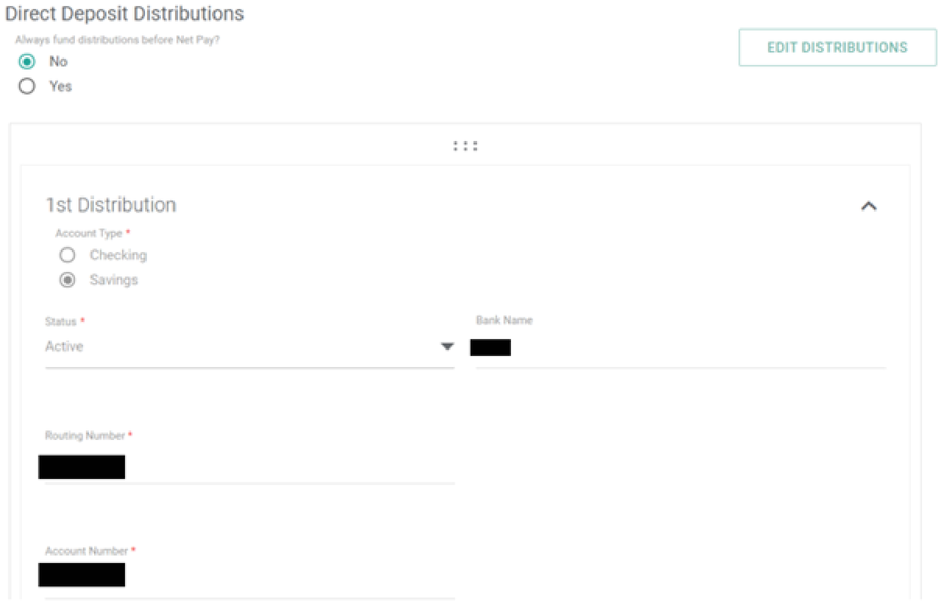
Account Number *

  -
    - Within this section, follow these steps:
      - Click Clear Fields
      - Enter in your new banking information, which includes:
        - Account Type
        - Routing Number
        - Account Number
        - Bank Name
      - Scroll to the bottom
      - Check the box to the left of the message, “by selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement

    - Click the box that says, “CLICK HERE TO SIGN AS EMPLOYEE”
    - Click Update – changes will not be applied unless you complete ALL three of these items:
        - Check the box
        - Sign as an employee
        - Click the update button

B - One (or more) of your Distribution Bank accounts only:

- Within this section, follow these steps:
    - Leave your “Main Account – Net Pay” section as is. Do not make any changes here
    - Scroll down to the Direct Deposit Distributions section of the page



Direct Deposit Distributions

Always fund distributions before Net Pay?

● No

○ Yes

1st Distribution

Account Type *

○ Checking

● Savings

Status *

Active

Bank Name

[redacted]

Routing Number *

[redacted]

Account Number *

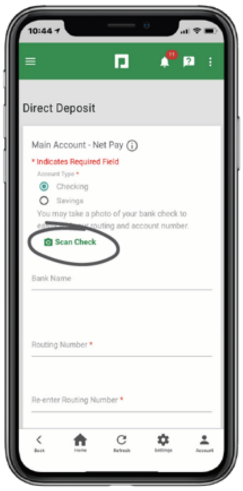
[redacted]

    -
        - Click Edit Distributions on the right side of the screen. Until you click this button, you will not be able to modify your information
        - Enter in your new banking information, which includes:
            - Account Type
            - Routing Number
            - Account Number
            - Bank Name
        - Repeat this process for every distribution account you want to update.
        - Once you’ve updated everything you needed to, scroll to the bottom of the page
        - Check the box to the left of the message, “by selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement
        - Click the box that says, “CLICK HERE TO SIGN AS EMPLOYEE”
        - Click Update – changes will not be applied unless you complete ALL three of these items:
            - Check the box
            - Sign as an employee

- Click the update button

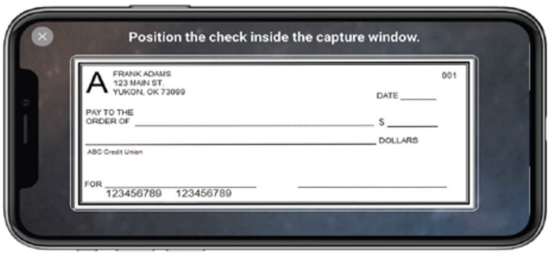
C - Both your Main Account AND your distribution bank accounts

- Follow the instructions in sections A and B, which are highlighted in green
- **Paycom App Instructions**
  To get to the direct deposit screen, click Payroll
  Then click Direct Deposit
  To get to the direct deposit screen, click Payroll
  - Then click Direct Deposit
  - Do you have more than one bank account set-up?
    - **If NO,** then you will only be editing the section titled "Main Account – Net Pay." Within this section, follow these steps:
      - Click Clear Fields
      - Enter in your new banking information, which includes:
        - Account Type
        - Routing Number
        - Account Number
        - Bank Name
      - OR click Scan Check

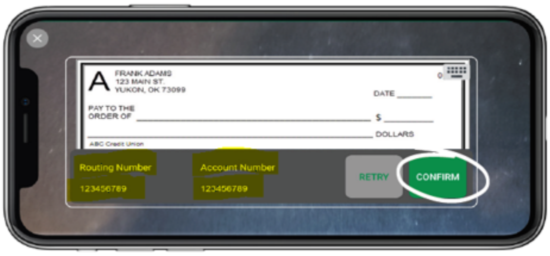

10:44
Direct Deposit
Main Account - Net Pay
* Indicates Required Field
Account Type *
Checking
Savings
You may take a photo of your bank check to e... routing and account number.
Scan Check
Bank Name
Routing Number *
Re-enter Routing Number *
Back
Home
Refresh
Settings
Account

If you click "Scan Check" make sure you have one of your bank checks available and that you've allowed the Paycom app access to your phone camera.

Screenshot of the Paycom App.

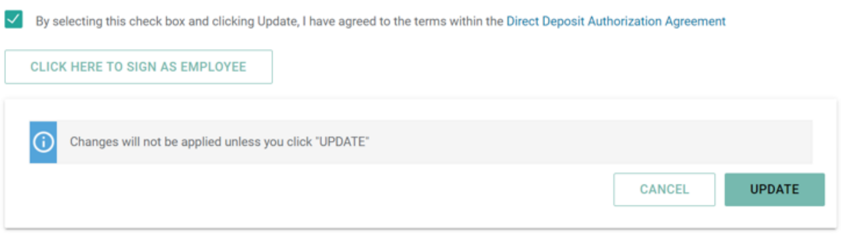

Position the check inside the capture window.
FRANK ADAMS
123 MAIN ST.
YUKON, OK 73099
001
DATE
PAY TO THE ORDER OF
$
DOLLARS
ABC Credit Union
FOR
123456789 123456789

If you're scan is successful, the app will display the account number and routing number in the bottom corner, and then you just have to click "confirm"


FRANK ADAMS
123 MAIN ST.
YUKON, OK 73099
DATE
PAY TO THE ORDER OF
$
DOLLARS
ABC Credit Union
Routing Number
123456789
Account Number
123456789
RETRY
CONFIRM

Once you've added in your new banking information:

- Scroll to the bottom
- Check the box to the left of the message, "by selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement
- Click the box that says, "CLICK HERE TO SIGN AS EMPLOYEE"
- Click Update – changes will not be applied unless you complete ALL three of these items:
  - Check the box
  - Sign as an employee
  - Click the update button



☑ By selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement

CLICK HERE TO SIGN AS EMPLOYEE

Changes will not be applied unless you click "UPDATE"

CANCEL UPDATE

Do you have more than one bank account set-up?

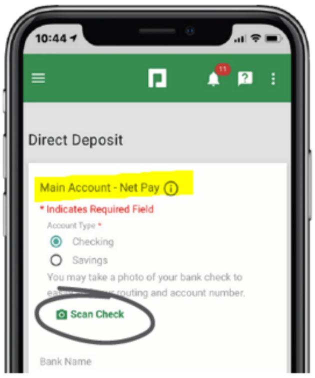
If YES

Are you trying to update your main bank account or one of your distribution bank accounts?

A - Main Account only

you will only be editing the section titled "Main Account – Net Pay

- Within this section, follow these steps:
  - Click Clear Fields
  - Enter in your new banking information, which includes:
    - Account Type
    - Routing Number
    - Account Number
    - Bank Name
  - OR click Scan Check & follow the instructions provided by Paycom



10:44

Direct Deposit

Main Account - Net Pay

* Indicates Required Field

Account Type *

● Checking

○ Savings

You may take a photo of your bank check to

routing and account number.

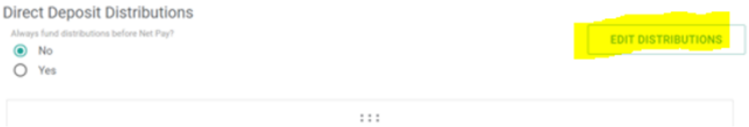
Scan Check

Bank Name

Once you've added in your new banking information:

- Scroll to the bottom
- Check the box to the left of the message, "by selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement
- Click the box that says, "CLICK HERE TO SIGN AS EMPLOYEE"
- Click Update – changes will not be applied unless you complete ALL three of these items:
  - Check the box
  - Sign as an employee
  - Click the update button

- **B - One (or more) of your Distribution Bank accounts only:**
  - Within this section, follow these steps:
    - Leave your "Main Account – Net Pay" section **as is**. Do not make any changes here
    - Scroll down to the Direct Deposit Distributions section of the page



Direct Deposit Distributions

Always fund distributions before Net Pay?

● No

○ Yes

- Click Edit Distributions on the right side of the screen. Until you click this button, you will not be able to modify your information
- Enter in your new banking information, which includes:
  - Account Type
  - Routing Number
  - Account Number
  - Bank Name
- OR click Scan Check & follow the instructions provided by Paycom
- Repeat this process for every distribution account you want to update.

Once you've added in your new banking information:

- Scroll to the bottom of the page
- Check the box to the left of the message, "by selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement
- Click the box that says, "CLICK HERE TO SIGN AS EMPLOYEE"
- Click Update – changes will not be applied unless you complete ALL three of these items:
  - Check the box
  - Sign as an employee
  - Click the update button

C - Both your Main Account AND your distribution bank accounts

Follow the instructions in sections A **and** B, which are highlighted in green

Still have questions?

- Contact your Area Manager and request in-person assistance
- Ask one of your peers for help. Every Right at School employee utilizes the same Paycom Employee Self-Service portal, so your coworker may be able to assist you

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