

# Direct Deposit Instructions - Detailed

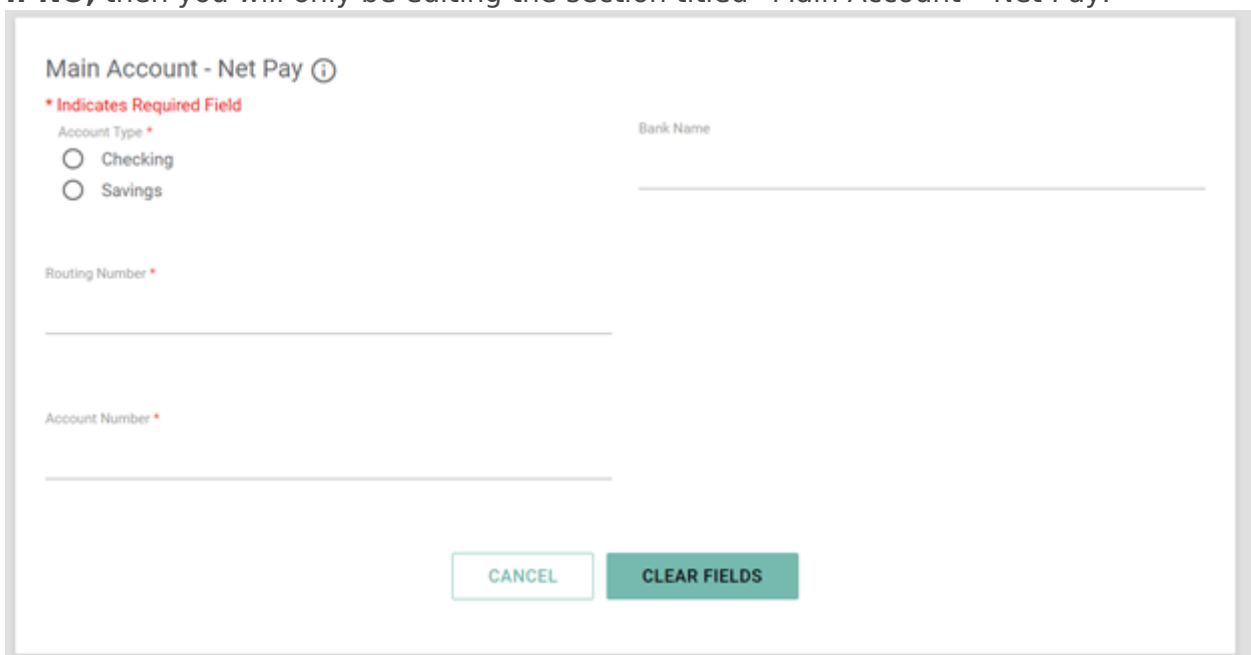
## Direct Deposit Setup in Paycom

- Are you a new employee or is this your 1<sup>st</sup> 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."



The screenshot shows a web form titled "Main Account - Net Pay" with an information icon. A red asterisk indicates required fields. The form includes:


- Account Type \***: Radio buttons for "Checking" and "Savings".
- Bank Name**: A text input field.
- Routing Number \***: A text input field.
- Account Number \***: A text input field.
- Buttons**: "CANCEL" and "CLEAR FIELDS" at the bottom.

- 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](#)

[CLICK HERE TO SIGN AS EMPLOYEE](#)

 Changes will not be applied unless you click "UPDATE"

[CANCEL](#) [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 \*

[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

**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

[EDIT DISTRIBUTIONS](#)

**1st Distribution**

Account Type \*

☐ Checking  
☒ Savings

Status \*

Active

Bank Name

Routing Number \*

Account Number \*

- 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

## 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

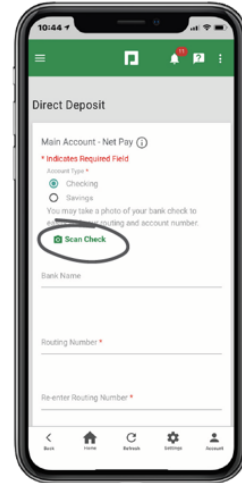
Then click Direct Deposit

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

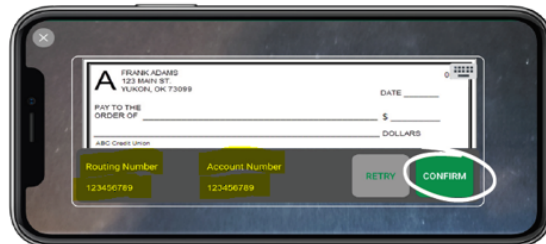


If you click "Scan Check" make sure you have one of your bank checks available and that you've allowed the Paycom app access to your phone camera.

Screenshot of the Paycom App.



If your 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"




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?

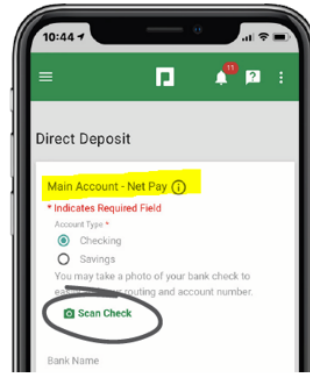
#### If YES

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



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

EDIT DISTRIBUTIONS

- 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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