

# Direct Deposit Instructions - High Level & New Hires

Direct Deposit is a benefit available to every employee and is highly encouraged, so you can receive your paycheck on Right At School's Paydate. To add or edit your direct deposit information login to the [Paycom website](#) or use the Paycom App on your phone.

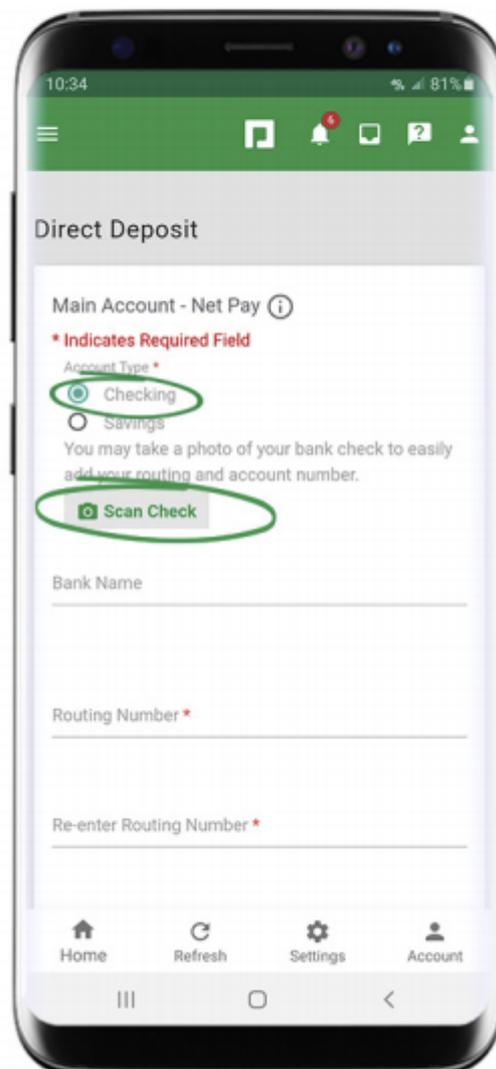
If you enter or edit your direct deposit information by end of day on the Monday before pay day your next check will be direct deposited. If you enter it after that date it will take until the next paycheck when it is effective.

Follow the attached instructions if you need more guidance. They are also displayed below

**With Mobile Check Scanning, manually entering direct deposit details is a thing of the past. Now, employees can use their mobile device to scan a check and Paycom will automatically extract the routing and account number. This streamlined process ensures data accuracy and allows employees to set up direct deposit set up in less than 30 seconds.**

To scan a check, employees will log in to the Paycom app and navigate to the Direct Deposit screen. Then, employee's will select "Checking" as the Account Type and tap "Scan Check."

*Because banks do not issue checks for savings accounts, the Scan Check option will not display if "Savings" is selected as the Account Type.*



# SHOW ME HOW

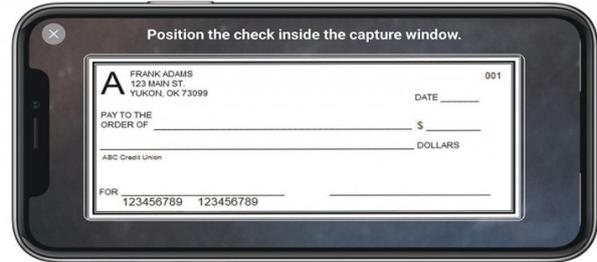
## to Update My Direct Deposit Details

### Payroll



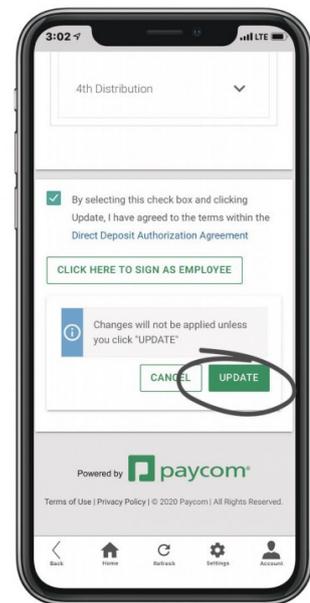
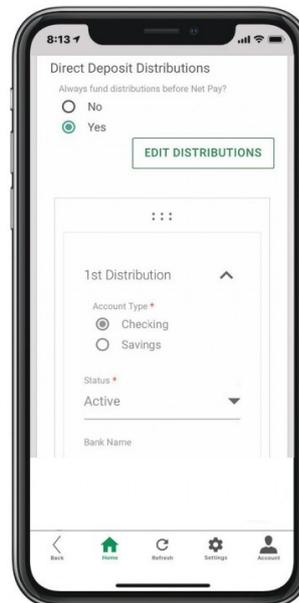
#### STEP 3

Position the check in the capture window. When you're ready, click "Confirm" and the Routing Number and Account Number will display automatically.



#### STEP 4

Add any additional bank accounts under the Distribution sections. Once all changes are complete, click the checkbox to agree to the terms and conditions and click "Update."



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



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