SHOW ME HOW

to Update My Direct Deposit Details Payroll

STEP 1

Log in to Employee Self-Service® from the Paycom mobile app. Navigate to Payroll > Direct Deposit.





Tap "Add Account" and determine if this should be your main direct deposit account or an additional account and tap "Continue."



EMPLOYEES



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STEP 3

Enter your Bank Name, Routing Number and Account Number manually or tap "Scan Check" and take a picture of a blank check.

To ensure accuracy, if you do not scan a check, you must manually enter the Routing Number and Account Number twice.

	it	Cancel M	ain Account	
Direct Deposit		Direct Deposit		
Paper Check		Paper Check		
ank Details	ACCOUNT LIST	Bank Details	ACCOL	INT LIST
ank Name		Bank Name		
Select account type:		Select account type		
Checking		Checking		
Savings		O Savings		
ou may take a photo of your blank our routing and account number.	. check to easily add	You may take a photo your routing and account	of your blank check to e int number.	asily add
SCAN CHECK		SCAN CHECK		
Pouting Number *		Douting Number *		
County reamber		Rodong Normer		
e-Enter Routing Number*		Re-Enter Routing Nu	mber *	
		Account Number		
scoupt Number 1		Mucount Humber		
account Number*				



STEP 4

All Routing numbers will be nine digits and found accordingly on your check.

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0X0	x		





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STEP 5

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

A FRANK ADAMS 123 MAIN ST.	001
YUKON, OK 73099	DATE
PAY TO THE DRDER OF	S
	DOLLARS
ABC Credit Union	
OR	

A FRANK ADAMS 123 MAIN ST.		0
YUKON, OK 730	99	DATE
PAY TO THE ORDER OF		s
		DOLLARS
ABC Credit Union		
Routing Number	Account Number	
23456789	123456789	ELETRY CONFIRM



STEP 4

Add any additional bank accounts under the Distribution sections. Once all changes are complete, tap "Save."



EMPLOYEES

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

