

Submitting your direct deposit information

Step	Action
(1)	<p>First, open the Profile & Settings screen</p> <p>This is where you'll access your forms.</p> <p>Keep in mind, in order to submit a direct deposit form you must have an address in your employee record.</p> <p>Click the Menu button.</p>
(2)	<p>Click the Profile & Settings button.</p>
(3)	<p>Open the Forms screen</p> <p>This is where you'll enter your direct deposit information in Dayforce.</p> <p>Click the Forms tab.</p>
(4)	<p>Open the Direct Deposit Form</p> <p>Click the Direct Deposit form.</p>
(5)	<p>Add a new account</p> <p>Click the Add button.</p>
(6)	<p>Display a sample check</p> <p>All the information you'll need for this form can be found on one of your own checks.</p> <p>Click the Sample check image button.</p>
(7)	<p>This image helps you locate the information on a check.</p> <p>Click the Close button.</p>
(8)	<p>Enable the Remainder option</p> <p>This confirms your entire pay check will be deposited into this account.</p> <p>If you wanted to distribute your pay across multiple accounts you would instead leave this blank and enter a value in the Amount field.</p> <p>Select the Remainder checkbox.</p>

(9)	<p>Select the Pay Method</p> <p>This is the type of account your pay will be deposited into.</p> <p>Select the Checking pay method.</p> <p>Expand the Payment Method list.</p>
(10)	Select Checking as the pay method.
(11)	<p>Enter your Routing Number</p> <p>Click in the Routing Number field.</p>
(12)	Enter the routing number.
(13)	<p>Enter your account number</p> <p>Click in the Account # field.</p>
(14)	Enter the Account #.
(15)	<p>Reenter and confirm your account number</p> <p>Click in the Reenter Account # field.</p>
(16)	Enter the Account #.
(17)	<p>Save your changes</p> <p>Click the OK button.</p>
(18)	<p>Submit the form</p> <p>Click the Submit button.</p>