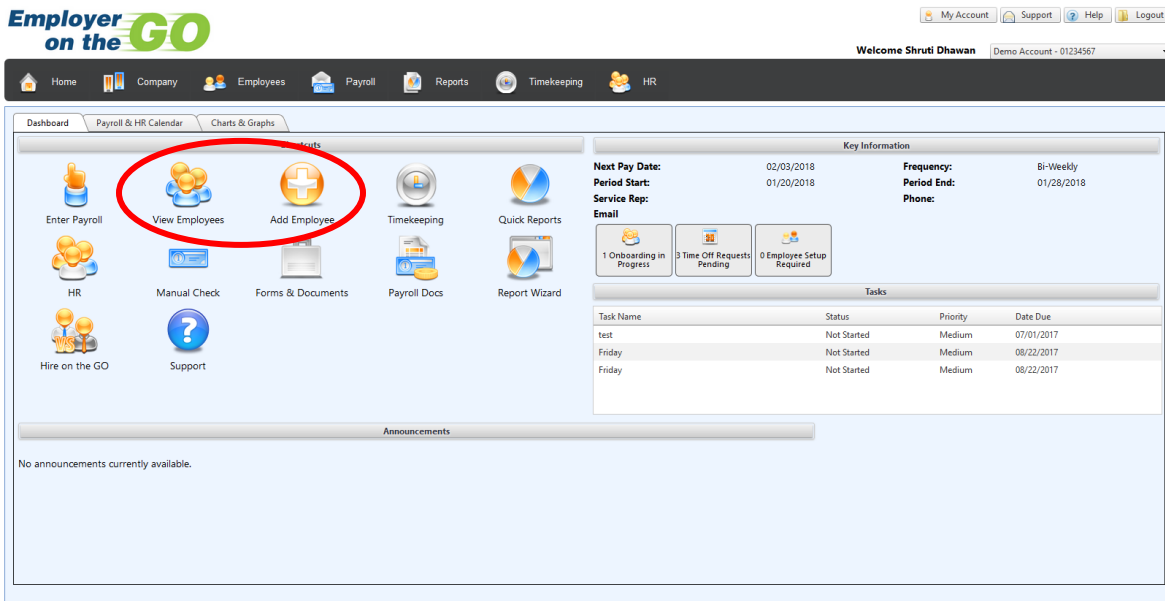
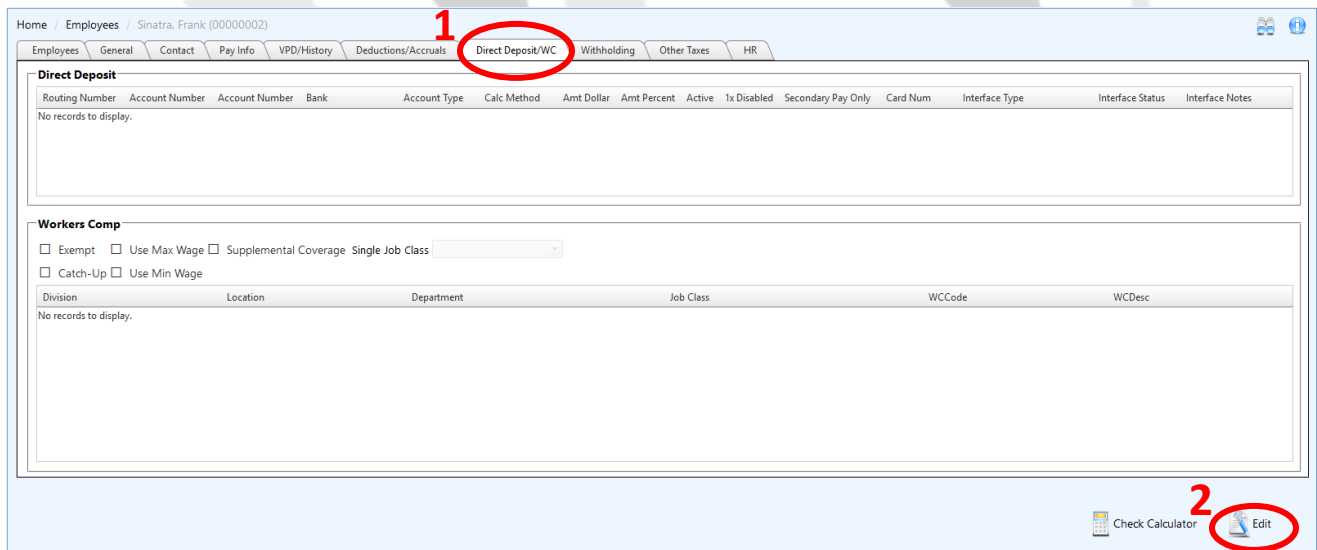


Adding a Direct Deposit

1. Log into your Employer on the Go account
2. Select “View Employees” or “Add Employee”



3. Select the “Direct Deposit” tab and then click “Edit” at the bottom of the screen.



4. Click “Add New Record”

Home / Employees / Sinatra, Frank (00000002)

Employees General Contact Pay Info VPD/History Deductions/Accruals **Direct Deposit/WC** Withholding Other Taxes HR

Direct Deposit

+ Add new record Refresh

Routing Number	Account Number	Account Number	Bank	Account Type	Calc Method	Amt Dollar	Amt Percent	Active	1x Disabled	Secondary Pay Only	Card Num	Interface Type	Interface Status	Interface Notes
No records to display.														

Workers Comp

Exempt Use Max Wage Supplemental Coverage Single Job Class

Catch-Up Use Min Wage

+ Add new record Refresh

Division	Location	Department	Job Class	WCCode	WCDesc
No records to display.					

5. Enter the employee’s routing number and their account number (account number must be entered in twice)

Direct Deposit

+ Add new record

Routing Number	Account Number	Account Number	Bank	Account Type	Calc Method	Amt Dollar	Amt Percent	Active	1x Disabled	Secondary Pay Only	Card Num	Interface Type
<input checked="" type="checkbox"/>	061100334	1234	1234	SUNTRUST BANK AL	Checking	% of Net Amc	0	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. Make sure to keep all other information the same

7. Click the check mark on the left side of the routing number

Direct Deposit

+ Add new record

Routing Number

061100334

8. Remember to click “Save” at the bottom of the screen.

Home Employees Sinatra, Frank (00000002)

Employees General Contact Pay Info VPD/History Deductions/Accruals Direct Deposit/WC Withholding Other Taxes HR

Direct Deposit

+ Add new record Refresh

Routing Number	Account Number	Account Number	Bank	Account Type	Calc Method	Armt Dollar	Armt Percent	Active	1x Disabled	Secondary Pay Only	Card Num	Interface Type	Interface Status	Interface Notes
X 061100334	1234	1234	SUNTRUST BANK AUGUSTA GA	Checking	% of Net Amount	0.00	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Workers Comp

Exempt Use Max Wage Supplemental Coverage Single Job Class:

Catch-Up Use Min Wage

+ Add new record Refresh

Division	Location	Department	Job Class	WCCode	WCDesc
No records to display.					

Check Calculator **Save** Cancel