

Applies to

Direct Deposit is available to all associates.
There is no waiting period. You may sign up at any time.

Eligible accounts

You can have your regular pay deposited into:

- checking account(s)
- savings account(s)

Your pay can be directly deposited into as many as five accounts at the financial institution(s) of your choice.

Direct Deposit amount

To take advantage of the benefits of Direct Deposit, you must deposit your entire **net pay** into the account(s) you select. You can deposit your pay into as many as five different accounts.

You must choose either direct deposit or a paper check. You cannot use Direct Deposit for a portion of your net pay and receive the rest as a check.

Direct Deposit Exceptions

Only pay checks will be automatically deposited into the account(s) you select.

You will receive a paper check for any special pay (bonus, adjustments, re-issues, etc.) as these cannot be automatically deposited into your account(s).

Setting up Direct Deposit

To enroll in or set up a new Direct Deposit account, you must select the Direct Deposit Change link in ExpressHR and click the "Add New Account" button.

It is extremely important to make sure routing and account numbers are entered correctly. If you are not sure if you have the correct routing and account numbers contact your bank or financial institution to get correct information.

Your Direct Deposit will be effective within three pay cycles. Until it is effective you will receive your pay as you have been.

Changing or Cancelling Direct Deposit

To change or cancel your current Direct Deposit account(s), you must:

- access the Direct Deposit screen after signing in and follow the instructions to "Edit Accounts"

Your Direct Deposit account changes will be effective within three pay cycles.

If you cancel Direct Deposit and choose to receive a paper pay check instead, you can expect to start receiving paper checks within two pay cycles. Direct Deposit will continue until you begin to receive paper checks.