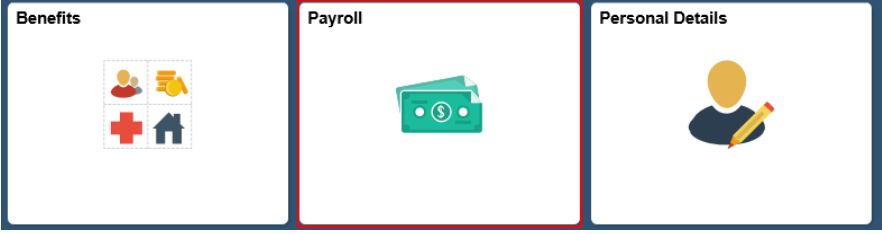
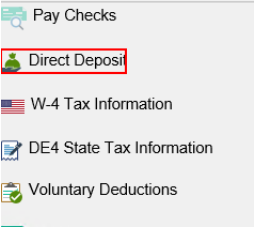
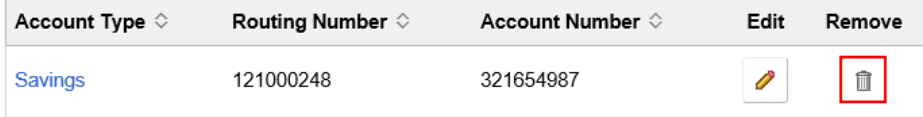







## Deleting a Direct Deposit

Step	Action
1.	<p>Click the <b>Payroll</b> tile.</p> 
2.	<p>Click the <b>Direct Deposit</b> link.</p> 
3.	<p>The <b>Direct Deposit</b> page displays with your current direct deposit information.</p> <p>Use the button in the <b>Remove</b> column to delete the direct deposit.</p>
4.	<p>Click the <b>Remove</b> button.</p> 
5.	<p>The <b>Delete Confirmation</b> page displays.</p> <p>Click the <b>Yes - Delete</b> button to delete your direct deposit.</p> <p>If you change your mind and decide not to delete the direct deposit, Click the <b>No - Do Not Delete</b> button.</p> 



Step	Action
6.	<p>Notice the system displays a Submission Success banner.</p> <p>The <b>Submit Confirmation</b> page displays.</p> <p>Note that deletion must be processed by the payroll staff and may not take effect on your next paycheck check.</p>
7.	<p>Click the <b>OK</b> button.</p> 
8.	<p>The <b>Direct Deposit</b> page displays. You currently have no direct deposits.</p> <p><b>Note:</b> You cannot add another direct deposit today to replace the one you have deleted. You can only make changes to direct deposit information once a day. If you want to add a new direct deposit, you will have to wait until tomorrow.</p>
9.	<p>Click the <b>Home</b> button.</p> 
10.	<p><b>End of Procedure.</b></p>