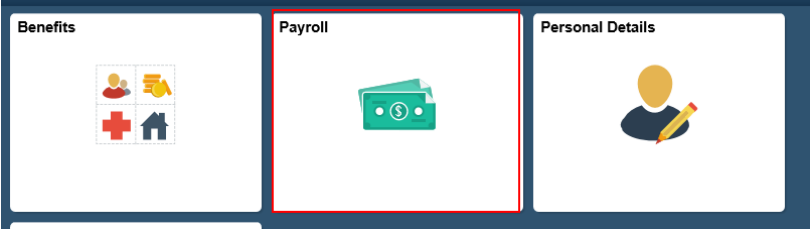
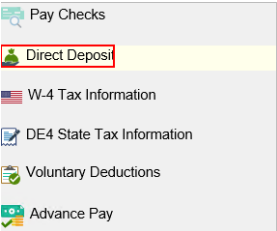
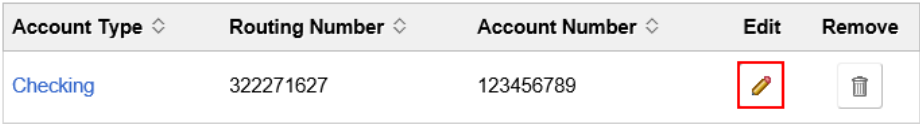




Editing a Direct Deposit

Step	Action
1.	<p>Click the Payroll button.</p> 
2.	<p>Click the Direct Deposit link.</p> 
3.	<p>The Direct Deposit page displays.</p> <p>You have an existing direct deposit going to a checking account (Account Number 123456789) at J.P. Morgan Chase (Routing Number: 322271627).</p> <p>For this example, you will edit the direct deposit information. You will change bank, account type, and account number.</p> <p>The new direct deposit will be made to a saving account (Account Number: 321654987) at Wells Fargo Bank in Martinez (Routing Number: 121000248)</p>
4.	<p>You are now ready to edit the direct deposit information.</p> <p>Click the Edit button.</p> 

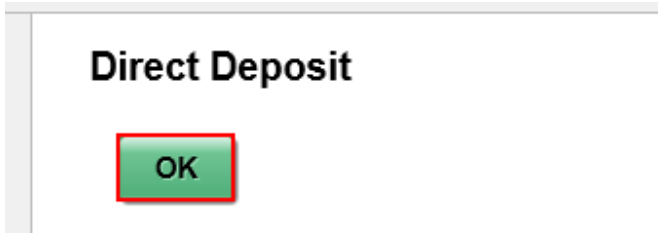
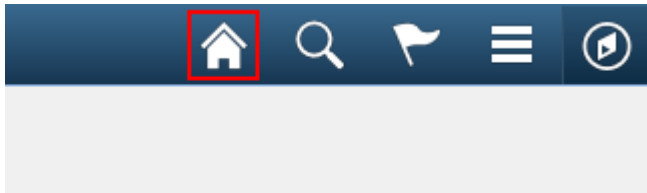


Step	Action
5.	<p>The Direct Deposit Details page displays.</p> <p>You will change information in the following fields to reflect the new direct deposit:</p> <ul style="list-style-type: none"> - Routing Number - Account Number - Retype Account Number - Account Type
6.	<p>Click in the Routing Number field.</p> <p>View Check Example</p> <p>Routing Number <input type="text" value="322271627"/></p> <p>Distribution Instructions</p> <p>Account Number <input type="text" value="123456789"/></p>
7.	<p>Enter the desired information into the Routing Number field. Enter a valid value e.g. "121000248".</p> <p>Your Bank Information</p> <p>View Check Example</p> <p>Routing Number <input type="text" value="322271627"/> x</p>
8.	<p>Click in the Account Number field.</p> <p>Distribution Instructions</p> <p>Account Number <input type="text" value="123456789"/></p> <p>Retype Account Number <input type="text"/></p> <p>*Account Type <input type="text" value="Checking"/></p>
9.	<p>Enter the desired information into the Account Number field. Enter a valid value e.g. "321654987".</p> <p>Distribution Instructions</p> <p>Account Number <input type="text" value="123456789"/> x</p> <p>Retype Account Number <input type="text"/></p> <p>*Account Type <input type="text" value="Checking"/></p>
10.	<p>Press [Tab] to move away from the Account Number field. The Retype Account Number field will become active.</p>



Step	Action
11.	<p>Click in the Retype Account Number field.</p> <p>Distribution Instructions</p> <p>Account Number 321654987</p> <p>Retype Account Number <input type="text"/></p>
12.	<p>Enter the desired information into the Retype Account Number field. Enter a valid value e.g. "321654987".</p> <p>Distribution Instructions</p> <p>Account Number 321654987</p> <p>Retype Account Number <input type="text"/></p>
13.	<p>Click the Account Type list.</p> <p>Distribution Instructions</p> <p>Account Number 321654987</p> <p>Retype Account Number 321654987 x</p> <p>*Account Type <input type="text" value="Checking"/></p>
14.	<p>Click the Savings list item.</p> <p>Retype Account Number 321654987</p> <p>*Account Type <input type="text" value="Checking"/> <input type="text" value="Savings"/></p>
15.	<p>You have completed entering your direct deposit information.</p> <p>This information must be submitted for further processing by payroll staff.</p> <p>Click the Submit button.</p> <p>Account Number 321654987</p> <p>Retype Account Number 321654987</p> <p>*Account Type <input type="text" value="Savings"/></p> <p><input type="button" value="Submit"/></p>



Step	Action
16.	<p>The direct deposit information you just submitted will not take effect until the prenotification process has been completed.</p> <p>This process, run by the payroll staff, verifies with your bank that routing number and account number included on the direct deposit are valid and that the bank can receive direct deposits from the County using the routing number and account number you provided.</p>
17.	<p>Click the OK button.</p> 
18.	<p>The Direct Deposit page now displays the information you just entered. This information must be processed by the Payroll department before it takes effect.</p>
19.	<p>Click the Home button.</p> 
20.	<p>End of Procedure.</p>