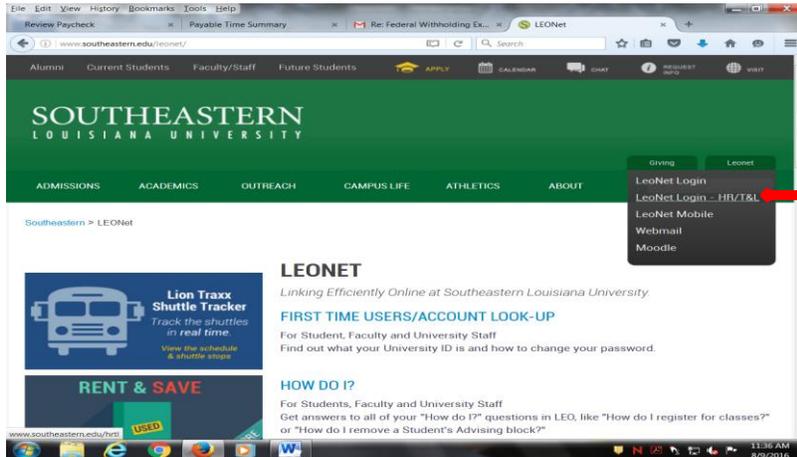
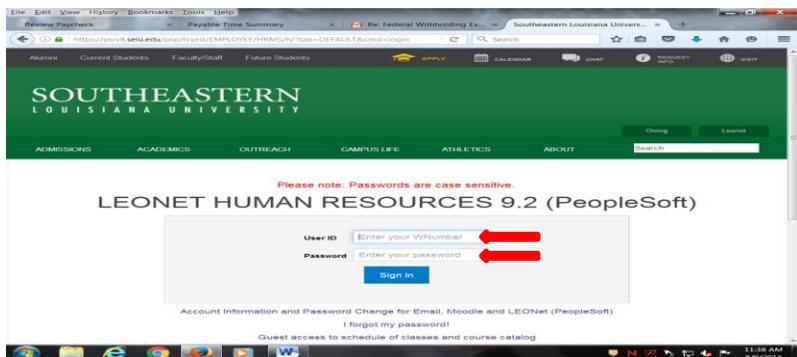


Instructions to change or add Direct Deposit information:

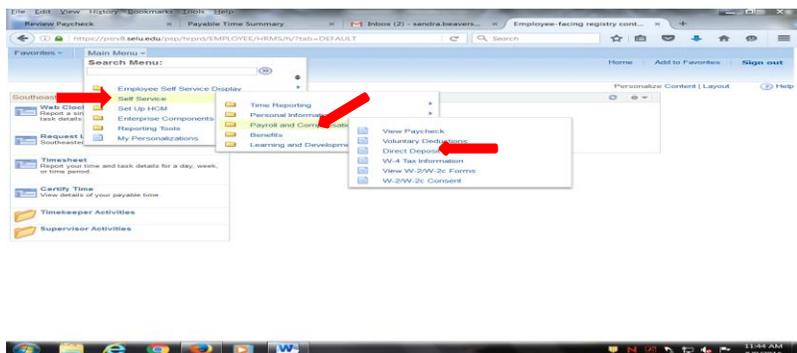
Log in to LeoNet HR/T&L



Enter your W# and email Password to complete the log in process:



Navigate to the following: Main Menu > Self Service > Payroll and Compensation > Direct Deposit



The following screen will appear: This screen will allow you to review your current direct deposit.



To update your information to another bank and/or account number you must edit the routing number and account number. Click on Edit. This "999" account can not be deleted.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail				
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order
Checking			Balance of Net Pay	999

[Add Account](#) [Edit](#)

Change the routing and account number to the account that you choose for your primary account. The net balance of your check will go to this account if you have more than one account.

Direct Deposit

Change Direct Deposit

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

[Submit](#)

* Required Field

[Return to Direct Deposit](#)

International ACH Bank Account

Please check the appropriate box. Payments deposited to the above referenced U.S. Financial Institution are:

being directed to an account outside the United States.

NOT being directed to an account outside the United States.

In the drop down choose the type of account, checking or savings.

Direct Deposit

Change Direct Deposit

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

[Submit](#)

* Required Field

[Return to Direct Deposit](#)

International ACH Bank Account

Please check the appropriate box. Payments deposited to the above referenced U.S. Financial Institution are:

being directed to an account outside the United States.

NOT being directed to an account outside the United States.

To add another account you would use the "Add Account" button.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail				
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order
Checking			Balance of Net Pay	999

[Add Account](#) [Edit](#)

Enter a 1 in the "Deposit Order" box.

The screenshot shows the 'Change Direct Deposit' form. The 'Deposit Order' field is highlighted with a red arrow and contains the value '999'. The form includes fields for 'Routing Number', 'Account Number', 'Account Type' (set to 'Checking'), 'Deposit Type' (set to 'Balance of Net Pay'), and 'Amount or Percent'. A 'Submit' button is visible at the bottom left.

Add your routing and account number.

The screenshot shows the 'Change Direct Deposit' form. Red arrows point to the 'Routing Number' and 'Account Number' fields, which are currently empty. The 'Deposit Order' field contains '999'. The form includes fields for 'Account Type' (set to 'Checking') and 'Deposit Type' (set to 'Balance of Net Pay'). A 'Submit' button is visible at the bottom left.

Select "Account Type".

The screenshot shows the 'Change Direct Deposit' form. A red arrow points to the 'Account Type' dropdown menu, which is currently set to 'Checking'. The 'Deposit Order' field contains '999'. The form includes fields for 'Routing Number', 'Account Number', 'Deposit Type' (set to 'Balance of Net Pay'), and 'Amount or Percent'. A 'Submit' button is visible at the bottom left.

In the next drop down choose between dollar amount or percentage. For example, if you have 2 accounts you can choose \$50 or 25% to go into your savings or another checking account, and the balance of your check will go to the "net balance" account.

The screenshot shows the 'Change Direct Deposit' form. A red arrow points to the 'Amount or Percent' field, which is currently empty. The 'Deposit Order' field contains '999'. The form includes fields for 'Routing Number', 'Account Number', 'Account Type' (set to 'Checking'), and 'Deposit Type' (set to 'Balance of Net Pay'). A 'Submit' button is visible at the bottom left.

***The “International ACH Bank Account” question must be answered in order to complete your direct deposit information.

The screenshot shows the 'Change Direct Deposit' form. The 'Submit' button is highlighted with a red arrow. The form includes fields for 'Routing Number', 'Account Number', '*Account Type' (set to 'Checking'), '*Deposit Type' (set to 'Balance of Net Pay'), and '*Deposit Order' (set to '999'). Below these fields is a section titled 'International ACH Bank Account' with two radio button options: 'being directed to an account outside the United States.' and 'NOT being directed to an account outside the United States.' The second option is selected.

When you have completed your information, click “Submit”. Do not submit until you have finished. You can only edit your direct deposit once in a 24 hour period.

This screenshot is identical to the one above, showing the 'Change Direct Deposit' form with the 'Submit' button highlighted by a red arrow.

Note: To view a sample check click on “View Check Example”.

The screenshot shows the 'Change Direct Deposit' form. A red arrow points to the 'View check example' link located next to the 'Routing Number' field.

The routing number is normally the first 9 numbers at the bottom of the check on the far left side.

The account number is usually the next set of numbers. Make sure that you do not leave out or transpose any of the numbers, this includes any zeros. The check number is at the top, right of the check and may also appear on the bottom line of the check either in between the routing and account numbers or on the right side of the account numbers. Do NOT include these numbers when entering your account information. It is advised that you do not use a deposit slip for your information as some banks use an in-house number in the place of the Federal Reserve number.

This screenshot shows the 'Change Direct Deposit' form with a 'Check Example' pop-up window. The pop-up window displays a check number '9999' and explains that the routing number and account number can be obtained from the check. It shows a sample check number '1 999999999 9999 999 9999' and identifies the first two groups as the routing number and account number, respectively. A 'Return' button is also visible in the pop-up.

