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.

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.

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

To add another account you would use the “Add Account” button.
Enter a 1 in the “Deposit Order” box.

Add your routing and account number.

Select “Account Type”.

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

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.

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

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 appears 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.