

How to Add/ Update your Direct Deposit Information in My HR Employee Self Service

Your banking information entered in the system will be used accordingly to send your funds, therefore

4

Self Service Payroll and Compensation Direct Deposit

Add your Banking Information

5 "Add Account"

6

"Add Account Screen"

If you are unsure of what numbers to use, click the icon to bring up the following help guide:

| | |
|----------------|----------------|
| Branch ID | 5 Dgt |
| Bank ID | 3 Dgt |
| Account Number | 7 to 12 Digits |

DONOT ENTER YOUR NIBRAC DEBIT CARD OR CREDIT CARD/ LINE OF CREDIT INFORMATION AS DIRECT DEPOSIT ACCOUNT

7

verified "Save".

8

Making Changes to Your Online Banking

Click the “>”

“Edit Account”

Pen Icon

“SAVE”

6

security reasons, the account number will be partially masked

For