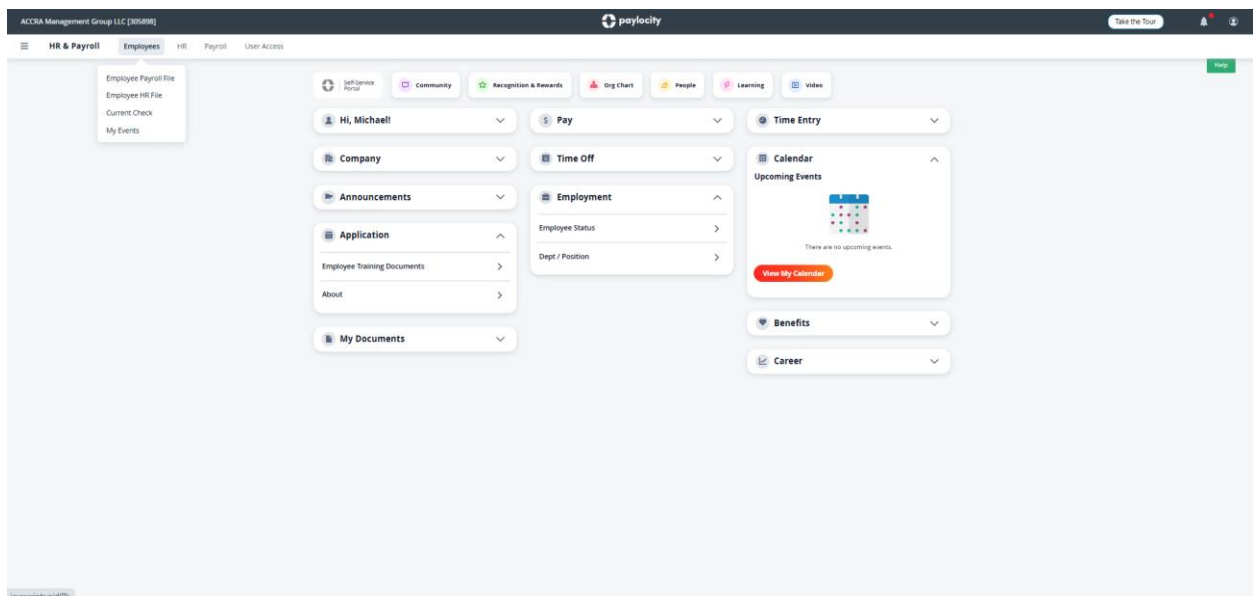**Paylocity: How to Update Direct Deposit**

When you log into your Paylocity account using your *desktop browser* you will be greeted with the Self-Service portal. To update your Direct Deposit account in the self-service portal, follow these steps:

- Hover over the Employee's tab on the top menu and select "Employee Payroll File".

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- Select the Payroll Setup tab from the top menu
- Select Direct Deposit

- To add a new direct deposit account on file, fill in the following fields
  - Account Type: Checking or Savings
  - Account Number
  - Name on Account
  - Routing Number

  **If you have another account on file and you are adding a 2nd account, select the check box associated with the Additional Deposit Account and make selections for:

  - Amount Type
  - Amount

Once you have entered the fields, select "Save" to save your changes. After saving the changes, HR will receive notice to review the requested change. After approving, you will receive an email notification informing you of the approval/denial.

Please allow one pay period for your changes to take effect.

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