

## What is required to set up Direct Deposit?

- Complete the [Direct Deposit Authorization Form](#)
- If you have it, submit Bank Account Verification with the Authorization form (this is usually a copy of a check)
- Already registered on the Employee Self Service Kiosk? Submit your Direct Deposit setup directly through the portal! [Go To Instructions](#)



## Can I add multiple accounts?

Yes! We can split between several accounts, but we do not recommend more than 5 active account splits.

## What is a Pre-Note?

Whenever adding a new account—whether it's your first time adding direct deposit, you're adding a secondary account for a split, or you are updating/changing your account information on file—that account will undergo what's known as a Pre-Note.

This is a verification procedure whereby the first payroll that processes after the account is added will send a test deposit to said account, confirming that the account does exist and has been entered correctly.

**This means your first check after adding a new account will still be a LIVE CHECK, and direct deposit should be active on the check date following.**

## When will I receive deposits in my account(s)?

Deposits are dated for check dates, but they require two business days for processing, so if your employer processes payroll in a shorter window, you may see your net check deposited a business day later.

## I'm used to seeing my direct deposit in my account the day BEFORE check date, what's changed?

If you're used to seeing your check deposited the day prior to your check date, that posting is only allowed at the discretion of your bank. There are a number of reasons you might see this change, including, but not limited to:

- Your employer processed on a narrower window than normal.
- You recently changed banks, and your new bank has different posting procedures.
- Your bank recently updated their procedures and they are no longer allowing early posting.
- You bank with a credit union. (Credit Unions tend to post later in the day.)