Updating Direct Deposit Information in Paycor

Follow these steps to update your Direct Deposit account:

1. After you log into **Paycor**, on the left side under the Paycor logo, click **Profile Summary.**

2. In the left menu, go to **Pay & Taxes** > **Direct Deposit Accounts**. The Direct Deposit section appears where you can do either:

   - Click **Edit** to change to a **different** bank account.
   - Click **+ Add Account** to add an additional bank account.

3. Enter the bank routing and account numbers and select **account type** (checking **or** savings).
   Note: In **Allocation**, the **All of My Pay** select is marked you have **only one** bank account.

4. If you are adding a secondary or additional bank account, select **Partial Amount** and designate either an amount or a percentage to be deposited from your check.

5. Click **Save**.

Important:

- There **must** be **one** account that is designated **Primary Net** into which your **net pay** will be deposited.

- You **cannot** have **multiple** accounts with a **percentage** being deposited into each **without at least one account marked as Primary Net**.

EXAMPLE of two account setup: