

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:

The screenshot displays the 'Direct Deposits (3 Active)' page in the Paycor system. On the left is a navigation sidebar for user Michele G. Patterson, showing her role as #209 Receptionist and the 'Pay & Taxes' menu item. The main content area shows a notification that changes are pending approval and an allocation note. Two active accounts are listed:

Bank Name	Account Type	Allocation	Action
UMB, NA	Savings ending in ***2161	10% of your earnings Every pay period	Edit
FIFTH THIRD BANK	Checking ending in ***4941	PRIMARY NET (Remaining Pay)	Edit