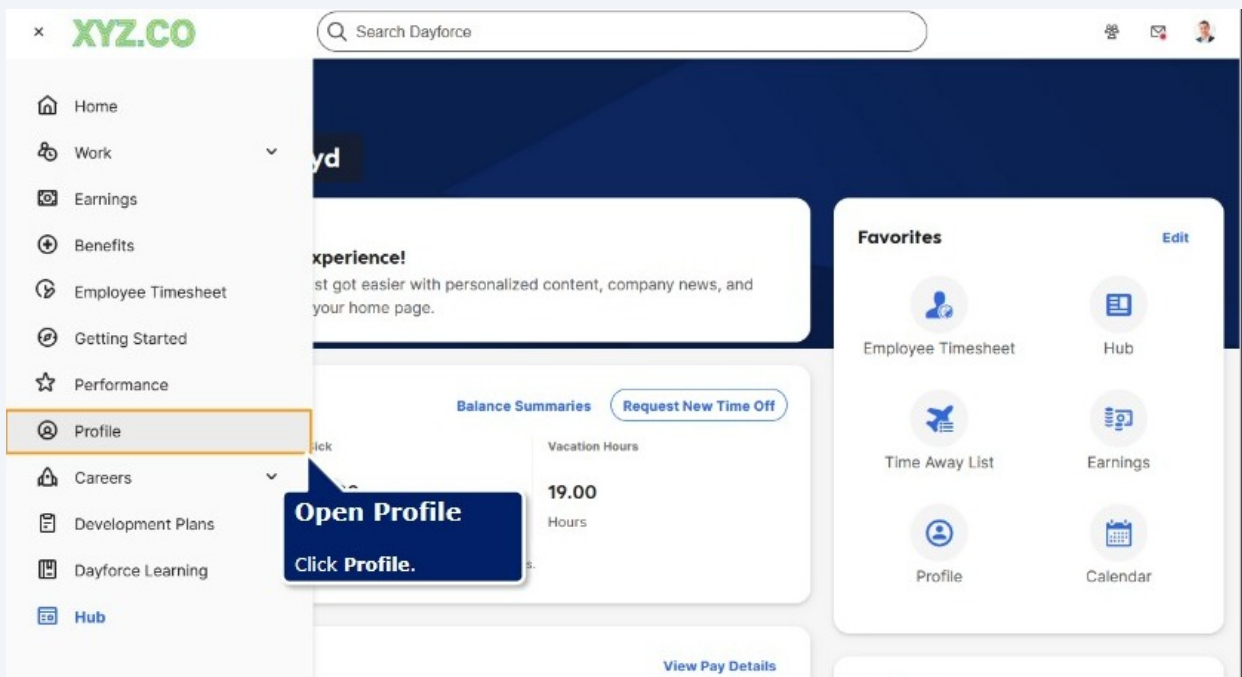


Submitting your Direct Deposit Information on Dayforce

To have your paycheck deposited directly into your bank account.

1 Open the Menu

Open Profile Screen



2 Open Forms

XYZ.CO Search Dayforce

Alfonso Boyd
Receiving Receiver

EMPLOYEE NUMBER
64574

LOCATION
Plant 1 - Plant 1 - Receiving

Personal Career **Forms** Settings

About Me

Contact Information

Addresses

Primary Residence

444 Willow Drive
Camden, NJ
08105
United States of America

Phone Numbers
Home
+1 (614)-255-9878

Email Addresses
Personal Email
alfonso.boyd1991@gmail.com

Emergency Contact
No emergency contact

Open the Forms screen
This is where you'll enter your direct deposit information in Dayforce.
Click **Forms**.

3 Open Direct Deposit Form

Personal Career Forms Settings

Forms

My Form Submissions **1 Pending**

Available Forms

Search Forms

20 Results

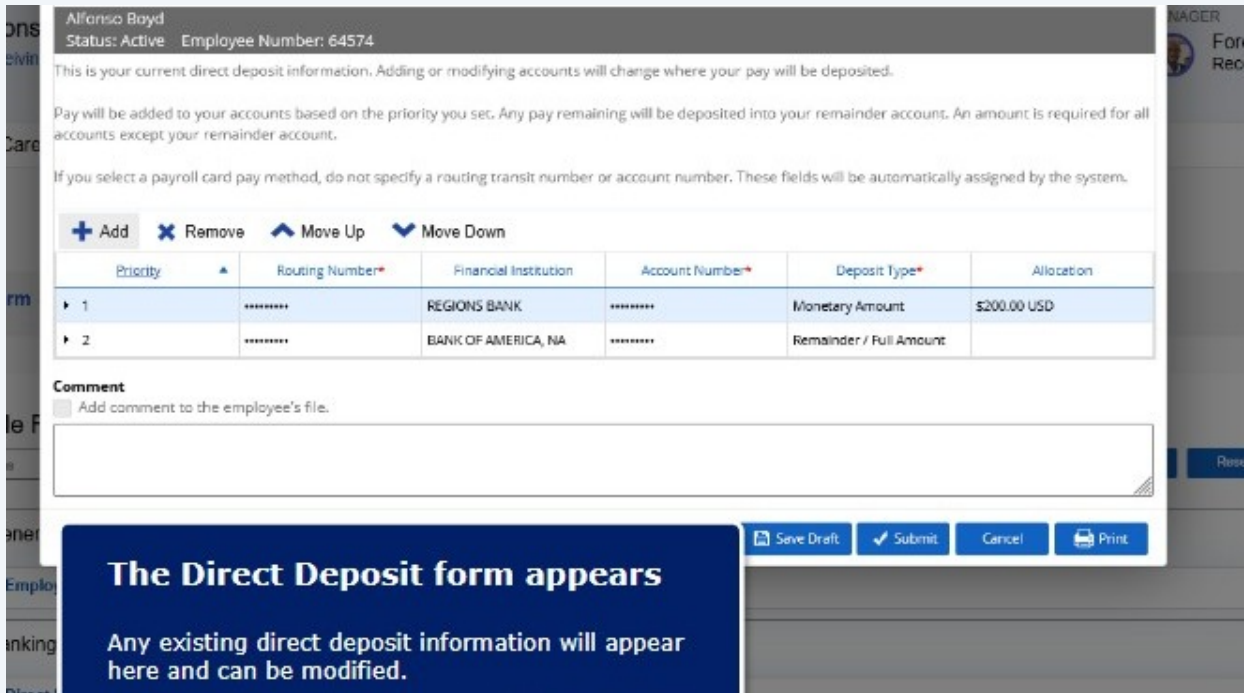
- General Forms
- Employee C
- Banking Inform (2)
 - Direct Deposit**
 - Request Payroll Card

Open the Direct Deposit Form
Click **Direct Deposit**.

4 Once Direct Deposit form is open

Any existing direct deposit information will appear here and can be modified

Or add additional accounts



Alfonso Boyd
Status: Active Employee Number: 64574

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

+ Add **✕ Remove** **⬆ Move Up** **⬇ Move Down**

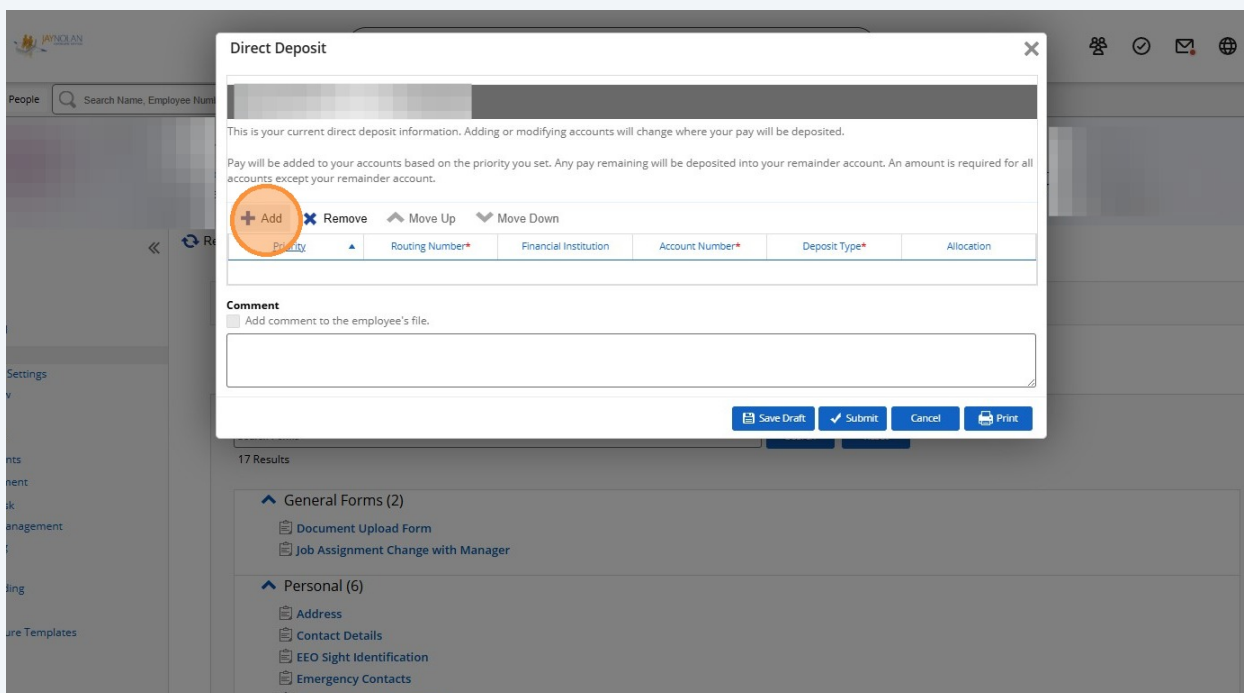
Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation
1	*****	REGIONS BANK	*****	Monetary Amount	\$200.00 USD
2	*****	BANK OF AMERICA, NA	*****	Remainder / Full Amount	

Comment
 Add comment to the employee's file.

The Direct Deposit form appears
Any existing direct deposit information will appear here and can be modified.

Save Draft Submit Cancel Print

5 Adding an account for the first time Click Add



Direct Deposit

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add **✕ Remove** **⬆ Move Up** **⬇ Move Down**

Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation
----------	-----------------	-----------------------	-----------------	---------------	------------

Comment
 Add comment to the employee's file.

Save Draft Submit Cancel Print

Account Information Entry

6 You must enter details into all the fields that are marked mandatory.

Account Type

Routing Number

Account Number

Financial Institution Name auto populates once routing number is entered.

Reenter Account Number

Deposit Type

Click Submit

The screenshot shows a 'Direct Deposit' form with the following fields and options:

- Priority:** 1
- Routing Number*:** [Text Input]
- Account Number*:** [Text Input]
- Financial Institution:** [Text Input]
- Reenter Account Number:** [Text Input]
- Deposit Type*:** Radio buttons for Remainder / Full Amount (selected), Monetary Amount, and Percentage.
- Account Type*:** Dropdown menu set to 'Checking'.
- Supporting Documents:** Section with 'Add' and 'Remove' buttons and a 'Supporting Documents' link.
- Comment:** Text area for 'Add comment to the employee's file.'
- Buttons:** 'Save Draft', 'Submit' (highlighted with an orange box), 'Cancel', and 'Print'.

7

You have successfully added your direct deposit account

XYZ.CO

Search Dayforce



Alfonso Boyd
Receiving Receiver

EMPLOYEE NUMBER
64574

LOCATION
Plant 1 - Plant 1 - Receiving

MANAGER
Forest Tyler
Receiving Manager

Personal Career Forms Settings

Forms

My Form Submissions Pending

You have successfully added your direct deposit account

You can manage your Dayforce Card and funds via the Dayforce Wallet app.

Click **NEXT** to continue.

Available Forms

Search Forms

20 Results

General Forms (1)

Employee Contribution Template

Banking Information (2)

Direct Deposit
Request Payroll Card

Search Reset