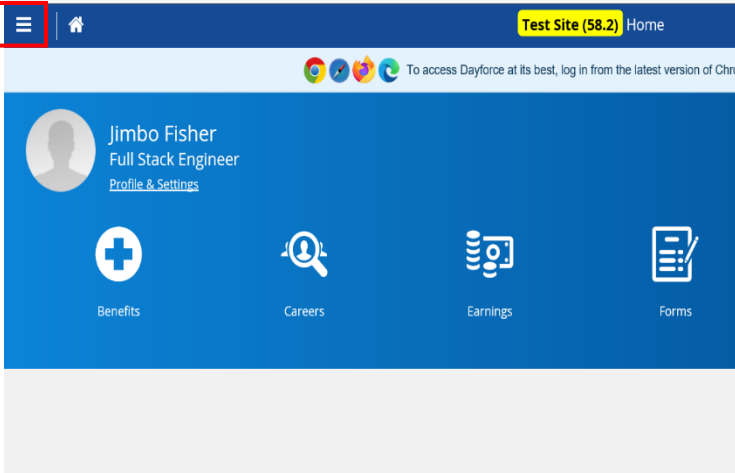
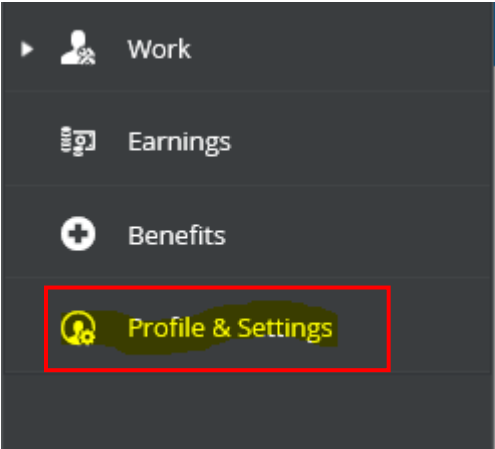



How To	Manage Your Direct Deposit Information
<p>Click the <b>Menu</b> button.</p>	 <p>The screenshot shows the top navigation bar of the Dayforce application. On the left, there is a menu icon (three horizontal lines) enclosed in a red rectangular box. To its right is a home icon. Further right, the text 'Test Site (58.2)' and 'Home' are visible. Below the navigation bar, the user's profile is displayed: 'Jimbo Fisher', 'Full Stack Engineer', and a link for 'Profile &amp; Settings'. Below the profile, there are four main navigation buttons: 'Benefits' (with a plus icon), 'Careers' (with a magnifying glass icon), 'Earnings' (with a document icon), and 'Forms' (with a document icon).</p>
<p>Click the <b>Profile &amp; Settings</b> button.</p>	 <p>The screenshot shows a dark grey mobile navigation menu. It contains four items: 'Work' (with a person icon), 'Earnings' (with a document icon), 'Benefits' (with a plus icon), and 'Profile &amp; Settings' (with a person and gear icon). The 'Profile &amp; Settings' item is highlighted with a red rectangular box.</p>
<p>Click the <b>Forms</b> tab.</p>	 <p>The screenshot shows two tabs: 'Profile' and 'Forms'. The 'Forms' tab is selected, indicated by a blue underline beneath it.</p>

<b>How To</b>	<b>Manage Your Direct Deposit Information</b>
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Click the **Direct Deposit** link to access the form.

Personal Information (5)

- Address
- Contact Details
- Direct Deposit**
- Emergency Contacts
- Name and Marital Status

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To Add A New Account:  
Click Add

Direct Deposit

Jimbo Fisher  
Status: Active Employee Number: 38976

**Direct Deposit Information**  
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
1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount	

Comment  
 Add comment to the employee's file.

Save Draft Submit Cancel Print

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All of the information you will need for this form can be found on one of your own checks.

Click the **Sample check image** button.

Priority ↑ Routing Num

2

Priority  
2

Pay Method\*  
Checking

**Sample check image**

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**How To**

**Manage Your Direct Deposit Information**

This image helps you locate the information required to set up direct deposit.

Once all of the correct information has been gathered:

Click on OK or the X in the top right-hand corner to close this window.

And begin to add your Direct Deposit Information.

YOUR NAME  
123 ANY STREET  
ANY TOWN, PROVINCE  
ATA TAT

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
/100 DOLLARS

1 2 3  
1234567890 1234567890 00

1 Routing Number  
2 Account Number  
3 Check Number

OK

Click the **Payment Method** list and select.

You have the option to choose Checking or Savings.

Pay Method\*

Checking  
Checking  
Savings

To Add your Direct Deposit Information:

Click in the **Routing Number** field and enter the required information.

Remember, you can use the Sample Image link for help.

Routing Number\*

**How To** **Manage Your Direct Deposit Information**

Click in the **Account #** field and enter the required information.

Account Number\*

Click in the **Reenter Account #** field.

Reenter Account Number

Next: Select the Deposit Type

Deposit Type\*

Remainder / Full Amount ?

Monetary Amount

Percentage

**Option 1** Remainder/Full Amount

This is your primary account.

Entire Check is deposited to one account.

All Ben E Keith employees **MUST** have at least ONE Direct Deposit Account.

Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation
1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount	

**Option 2** Monetary Amount

You will need to add an Additional Account to use the Monetary Amount option.

As an example: Use this option if you would like to have a \$50 Direct Deposit to your Savings Account.

Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation
1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount	
2	111017694	BB&T - TEXAS	987654321	Monetary Amount	\$50.00 USD

Priority: 2  
 Routing Number\*: 111017694  
 Account Number\*: 987654321  
 Deposit Type\*:  Monetary Amount  
 Pay Method\*: Savings  
 Financial Institution: BB&T - TEXAS  
 Reenter Account Number:   
 Amount (USD)\*: 50.00

**How To**

**Manage Your Direct Deposit Information**

**Option 3 Percentage**

You will need to add an Additional Account to use the Percentage option.

As an example: Use this option if you would like to have 25% of your net pay as a Direct Deposit to your Savings Account.

The screenshot shows a form for adding a direct deposit account. At the top, a blue header bar contains the following information: Priority: 2, Routing Number: 111017694, Financial Institution: BB&T - TEXAS, Account Number: 987654321, Deposit Type: Percentage, and 25%. Below this, the form fields are: Priority (2), Routing Number\* (111017694), Account Number\* (987654321), Deposit Type\* (Percentage selected), Pay Method\* (Savings), Financial Institution (BB&T - TEXAS), and Reenter Account Number (empty). A 'Sample check image' link is visible. The 'Percentage\*' field is highlighted with a red box and contains the value '25'.

Once you have added your Direct Deposit information you may select the following options:

- Save Draft**
- Submit**
- Cancel**
- Print**

In order to update the Direct Deposit information, you must click on **Submit**.

Once you submit; your Direct Deposit information is updated immediately. If you need to make a change, you will need to follow the process again.

The screenshot shows the bottom of the form with four blue buttons: 'Save Draft' (with a document icon), 'Submit' (with a checkmark icon), 'Cancel', and 'Print' (with a printer icon).

**How To**

**Manage Your Direct Deposit Information**

**Remove Direct Deposit Information**

Highlight the account that is being removed.

Click on **Remove**.

Click on **Submit**.

All BEK Employees must have a least ONE primary account for Direct Deposit.

The screenshot shows a web interface for managing direct deposit information. At the top, there are navigation buttons: '+ Add', 'Remove' (highlighted with a red box), 'Move Up', and 'Move Down'. Below this is a table with columns: Priority, Routing Number\*, Financial Institution, Account Number\*, Deposit Type\*, and Allocation. The first row shows: 0, 111017694, BB&T - TEXAS, 98765432, Monetary Amount, and \$50.00 USD. Below the table are input fields for: Priority (0), Routing Number\* (111017694), Account Number\* (98765432), Deposit Type\* (Radio buttons: Remainder / Full Amount, Monetary Amount (selected), Percentage), Pay Method\* (Checking), Financial Institution (BB&T - TEXAS), Reenter Account Number, and Amount (USD)\* (50). At the bottom right, there are buttons: Save Draft, Submit (highlighted with a red box), Cancel, and Print.

Ben E Keith Notes

Direct Deposit Changes must be completed the Monday prior to pay day to ensure your new account information is active timely.

In order to submit a direct deposit form, you must have an address in your employee record.

All Ben E Keith Employees are required to have at least ONE Direct Deposit account and are limited to 5 Accounts total.

If you have more than one account, the Remainder/Full Amount account must be moved to the bottom.