

How to add or change your Direct Deposit in ADP

All changes must be made by the Sunday (before the pay date) at 11:59pm to ensure they are included in that Friday's payroll.

Go to Myself > Pay > Payment Options

Pay

[Personal Accrued Time](#)

[Calculators](#)

[Payment Options](#)

[Tax Withholdings](#)

[Total Rewards](#)

[Pay & Tax Statements](#)

If you are adding a new Direct Deposit, click **Add Account**

Select Type > Bank Account

Direct Deposit

Select Type

Which type of account do you want to set up?



Bank Account

Send your pay to any of your existing checking or savings account



If this is your first account, under Account Type, Select Checking 1. Enter the Routing number of 101014869. As a reminder, you may only use direct deposit if you have a nbkc bank account. Check the box at the bottom then choose Next.

Direct Deposit

Enter Account

Account Type

CHECKING 4

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

☐ I have received and agreed to the terms and privacy statement.

[Terms](#)

[Privacy Statement](#)

Except for Wisely card holders, ADP uses GIACT® to verify bank routing and account numbers.

[Review the GIACT privacy policy](#)

[Previous](#)



If you receive an Account Verification message, click Next to continue.

Direct Deposit



Account Verification



We're unable to validate this account. If you've verified the account information is correct you can proceed.

Note: If the account information submitted is unverified it may result in your direct deposit either failing or not taking effect until a future pay period.

Previous

Next

Enter the Amount of the Deposit

Full net means 100% of your check

Deposit a percentage

Deposit a fixed amount

Direct Deposit



Deposit Amount

How much do you want to deposit in this account?

☒ Deposit remaining amount

☐ Deposit a percentage

☐ Deposit fixed amount

 The remainder of your pay is already being deposited in another account.

Previous

Next

If you use percentage or fixed amount, then you must have another account that is assigned Full Net, so that the remainder will be deposited there.

If you have additional checking accounts, select the appropriate number for Checking. Same applies to Savings. Do not select HSA Checking.

When you are finished, click Submit.

HR will be notified of your change. If there are any questions, they will reach out.