

Viewing your Direct Deposit Elections - Quick Steps Guide

Viewing your Direct Deposit Elections in Advanced HR 2.0



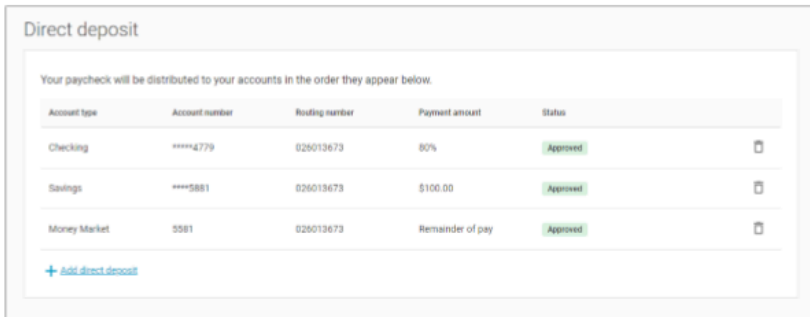
Evolution[®] HCM
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To view your existing Direct Deposit elections:

1. Go to **My HR – My Payroll – My Direct Deposit**.



2. The system displays the **Direct Deposit** screen showing, if applicable, your existing direct deposit account elections.



3. If the employee has no existing direct deposit elections, the system will display a screen indicating that they do not have any direct deposits currently set up but can add their bank account(s).



[ADD DIRECT DEPOSIT](#)

4. If you want, click the **Add Direct Deposit** button to display the **Add Direct Deposit** screen to add a direct deposit request.



This Quick Steps Guide describes how employees view their existing direct deposit elections using the Direct Deposit user interface.

Employees can view their existing Direct Deposit elections from the **My HR – My Payroll – My Direct Deposit** screen.

The screen shows your current direct deposit elections with the:

- **Account type**
- **Account number**
- **Routing number**
- **Payment amount**
- **Status:** Pending, Approved, Rejected, etc.

Employees can change their direct deposit election by clicking on the account row on the Direct Deposit screen that they want to edit.

Employees can add a direct deposit election by clicking the **+ Add direct deposit** link on the Direct Deposit screen.

[+ Add direct deposit](#)