

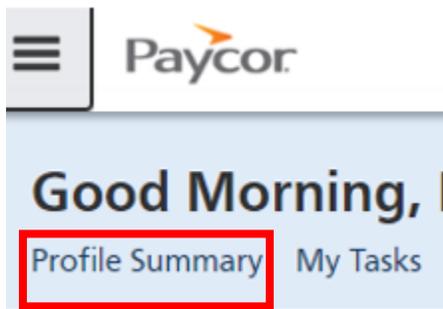
## UPDATING DIRECT DEPOSIT IN PAYCOR

We are excited to introduce new features in Paycor that will provide employees the flexibility to review and update their personal information on demand. Paycor provides our employees enhanced self-service capabilities including the ability to modify direct deposit.

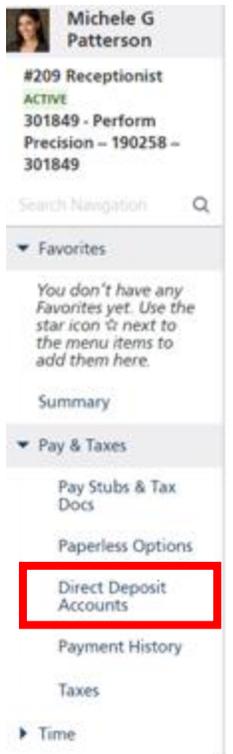
To begin, log in to Paycor at [www.augustana.edu/Paycor](http://www.augustana.edu/Paycor). A reminder that you will need to use your Augustana Single Sign On Credentials (what you use to access your email and log into your computer) and go through the Duo process.

### HOW TO UPDATE YOUR DIRECT DEPOSIT ACCOUNT INFORMATION

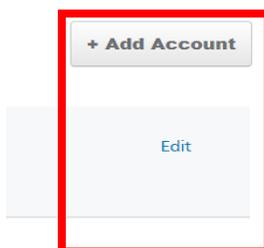
1. After you log into Paycor, in the upper left corner of the screen, the Paycor logo, click **Profile Summary**.



2. In the vertical menu on the left side of the screen, go to **Pay & Taxes > Direct Deposit Accounts**.



3. The Direct Deposit screen will show your current accounts set up for direct deposit. On the right side of the screen will be an option to either add an account or edit.



You should select **+ Add Account** to add a new bank account where you would like money to be directed.

You should select **Edit** to change to change the amount of money going to an established account or to stop money from going to that account.

#### 4. ADDING A NEW ACCOUNT

Here is an image of the screen that appears when you select to **+ Add Account**. All required fields have a star next to them and more information about the fields is below.

### Account Details

Name your Account (optional)

Routing Number \*

Bank Name

Account Number \*

Show Account Number(s)

Account Number (again) \*

Account Type \*

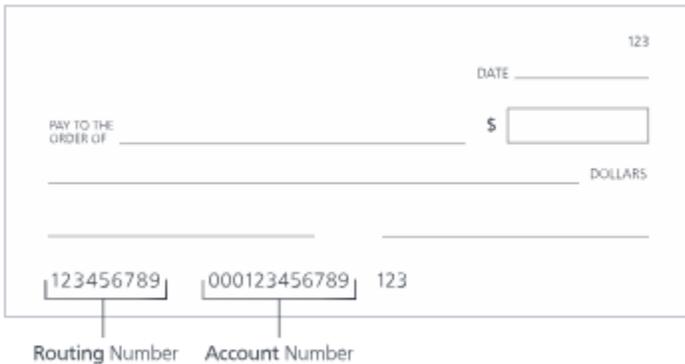
### Allocation

All of My Pay  Partial Amount

Deposit **a set dollar amount** in this account. \*

How often should this happen? \*

- You can **Name Your Account** if you wish
- Enter the **Routing Number** and **Account Number**. These numbers appear on the bottom of your personal checks (image below). You can also obtain this information from your banking app or by contacting your bank.



Once you have entered your routing number, you should see the name of your bank appear under the heading Bank Name.

Routing Number \*

Bank Name

I H MISSISSIPPI VALLEY CREDIT UNION

You will be asked to enter your account number twice to ensure you are entering it accurately. Click Show Account Numbers to confirm the numbers you have entered

- Select the **Account Type** (checking or savings)
- For **Allocation**, the **All of My Pay** option will automatically be marked if you have only one bank account set up. If you are adding a secondary or additional bank account, select **Partial Amount**. **Please note that when you set up multiple accounts for direct deposit, one of them must be marked All of My Pay.** More instructions and a screen shot of a correct set up are at the end of these instructions.
- You can designate if you wish to have a **Set Dollar Amount** or a **Percentage** to be deposited from your check into the account.
- Under **How Often Should This Happen**, you may also choose the frequency with which funds are sent to this account. This option is defaulted to every pay period.
- Click **Save**.

## 5. EDITING AN EXISTING ACCOUNT

Here is an image of the screen that appears when you select to **Edit**. In this screen you can opt to change the amount of funds going to this account or inactivate it so no future deposits are made to it.

 Routing and Account Numbers can be found on printed checks. [See an example.](#)

Routing Number \*

Bank Name  
**I H MISSISSIPPI VALLEY CREDIT UNION**

Account Number \*  Show Account Number(s)

Account Number (again) \*

Account Type \*  
Checking ▾

All of My Pay  Partial Amount

How much pay will go into this account?  
Entire Check

How often should this happen?  
Every Pay Period

- If you wish to **change** the amount deposited into the account you will first need to make sure that on the right side of the screen, the option for **Partial Amount** is selected instead of All of My Pay. You can then update:
  - Your designation of the **Set Dollar Amount** or a **Percentage** to be deposited from your check into the account.
  - The frequency with which funds are sent to this account under **How Often Should This Happen**.
  - Click **Save**.

Routing Number \*

Bank Name  
I H MISSISSIPPI VALLEY CREDIT UNION

Account Number \*  Show Account Number(s)

Account Number (again) \*

Account Type \*  
Checking

How much pay will go into this account?  
 All of My Pay  Partial Amount

Entire Check

How often should this happen?  
Every Pay Period

- If you wish to **stop** sending funds to an existing account, you should select **Inactivate**.

The option to Delete the account is available, but we do not recommend choosing that to maintain the history of all of your accounts and in the event you wish to contribute to it again in the future.

#### **IMPORTANT NOTE WHEN YOU HAVE MULTIPLE ACCOUNTS ESTABLISHED FOR DIRECT DEPOSIT**

There **must** be **one** account that is designated **Primary Net** into which your net pay will be deposited. This means that **one of your accounts must be set up with the option All of My Pay**.

If a **Primary Net** account is not established, the following will occur:

- A paper check is generated for **zero dollars** when the payroll is processed
- Check is sent to you with your default delivery method **and** it will include **delivery fees**.

**An example of an employee with multiple direct deposit accounts correctly set up is below:**

**Michele G Patterson**  
 #209 Receptionist  
 ACTIVE  
 301849 - Perform Precision - 190258 - 301849

Search Navigation

▼ Favorites  
 You don't have any Favorites yet. Use the star icon next to the menu items to add them here.

Summary

▼ Pay & Taxes  
 Pay Stubs & Tax Docs  
 Paperless Options  
 Direct Deposit Accounts  
 Payment History  
 Taxes

▶ Time

## Direct Deposits (3 Active)

⚠ Changes have been submitted and are awaiting approval.

📄 We allocate money to your alternate accounts first and then the remaining NET balance goes to your primary account.

UMB, NA Savings ending in ***2161 <a href="#">SHOW</a>	<b>10% of your earnings</b> Every pay period Edit
FIFTH THIRD BANK Checking ending in ***4941 <a href="#">SHOW</a>	<b>PRIMARY NET</b> (Remaining Pay) Edit
<b>Other Deposits (1)</b>	
REGIONS BANK HSAERDD - Employer HSA Contribution DD Checking ending in ***9874 <a href="#">SHOW</a>	<b>\$100.00 of your earnings</b> Every pay period View <small>This amount includes only employer contribution.</small>