Log in to the **Gweb Information System** and follow these steps to update your direct deposit information.

1. **Employee Information Tab**
   - Choose Pay Information to view/update direct deposit information.
2. **Modify Direct Deposit**
   - Choose Modify Direct Deposit.
Enter the Bank Routing Number and Account Number to add a new account. You can designate a set dollar amount, percentage or the remaining net pay.

For multiple accounts, make sure one is designated as "remaining".

**Tips**

- Direct Deposits are created up to a week in advance of payday.
- Do not use a routing number from a savings deposit slip. Please verify with your bank for the proper routing number for ACH purposes.
- Some checks have a special routing number in small print noted for ACH purposes. Please use this number for the Bank Routing Number.
- Enter every number of your account, even if they are zeros.
- If you are setting up a money market account, please verify with your bank if they consider this account to be savings or checking. Indicating the wrong type of account will result in your funds being rejected.
- Example of a split $1,000.00 direct deposit:
  
<table>
<thead>
<tr>
<th>Bank</th>
<th>Type</th>
<th>Amount</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10%</td>
<td>$100.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>B</td>
<td>10%</td>
<td>$90.00</td>
<td>$810.00</td>
</tr>
<tr>
<td>C</td>
<td>Remaining</td>
<td>$810.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>