


**Here is how:**

- Log into My Sam
- Click on Banner Employee Profile
- Select "Direct Deposit Information"
- Select "Add New"
- Choose an option listed
- To "Create New"
  - Enter Routing/Account/Account Type
  - Select Amount Type
  - Check the confirmation check box
  - Hit "Save New Deposit"
- To update current account information, click on "Create from existing account information"
  - Make necessary updates
  - Check the confirmation check box
  - Hit "Save New Deposit"

# UPDATE YOUR DIRECT DEPOSIT ONLINE NOW!

**Employee Dashboard**



Sammy Bearkat  
[My Profile](#)

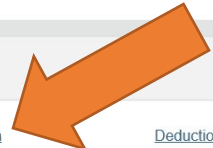
**Leave Balances as of 08/16/2018**

Vacation in hours	334.25	Sick in hours
Comp Time Overtime in hours	0.00	

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**Pay Information**

Latest Pay Stub: [08/01/2018](#)      [All Pay Stubs](#)      [Direct Deposit Information](#)      [Deductions History](#)



[Previous](#) • Direct Deposit Allocation

**Pay Distribution as of 08/15/2018**

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
COMPASS BANK	xxxxx	xxxxxx	Checking	\$1,554.98
<b>Total Net Pay</b>				<b>\$1,554.98</b>

**Proposed Pay Distribution**

[-] Edit    [+] Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> COMPASS BANK	xxxxx	xxxxx	Checking	Remaining	1	\$1,554.98	Active
<b>Total Net Pay</b>							<b>\$1,554.98</b>



**Note:** Follow the same steps to set up direct deposit for Accounts Payable (travel reimbursements, etc.) Only one Accounts Payable deposit can exist at a time.

*The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.*

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Pay Distribution as of 08/15/2018

Bank Name	Routing
COMPASS BANK	xxxxx05

Proposed Pay Distribution

Bank Name	Routing Number
<input type="checkbox"/> COMPASS BANK	xxxx

### Add Payroll Allocation

Choose an option:

Create from existing account information

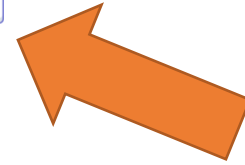
Create new

Bank Routing Number  Account Number  Account Type

Amount:  Use Remaining Amount  Use Specific Amount   Use Percentage

Priority:

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf



*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Pay Distribution as of 08/15/2018

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
COMPASS BANK	xxxxx	xxxxx	Checking	\$1,554.98
				Total Net Pay <b>\$1,554.98</b>



Once you hit "Save New Deposit" – you will see your new Direct Deposit Allocation information listed at the bottom of the screen.



Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Bank Of America-Atlanta GA	xxxxx	xxxxx	Checking	\$100.00	1	\$100.00	Active
<input type="checkbox"/> COMPASS BANK	xxxxx	xxxxx	Checking	Remaining	2	\$1,454.98	Active
							Total Net Pay <b>\$1,554.98</b>