

CHANGING DIRECT DEPOSIT



DIRECT DEPOSIT

1. Open the Paycom app on device.
2. Navigate to the Payroll section.
3. Click on Direct Deposit.
4. You can view the bank your direct deposit is set up under, as well as the checking account number below.
5. To change it, click the edit button located next to the Accounts title.

Payroll

View Pay Stubs

Approve My Check®

Pay-To-Date

Pay Rates

Tax Setup

Scheduled Earnings and Deductions

Test Sample Paycheck

Direct Deposit

Direct Deposit and Pay Cards

Direct Deposit

Add accounts to receive your net pay. Approve and Sign when finished to finalize. [How Direct Deposit Works](#)

Accounts

Edit

1. **Full Net Pay**
Checking #9880100117

Last Signed: 03/28/2024

SAMPLE CALCULATOR

Vault Visa® Payroll Card

IMPORTANT NOTE

Changing any information about Direct Deposit can affect payroll. Please make sure the information is accurate and reach out to Finance to assist if needed.

