

SIGNING UP

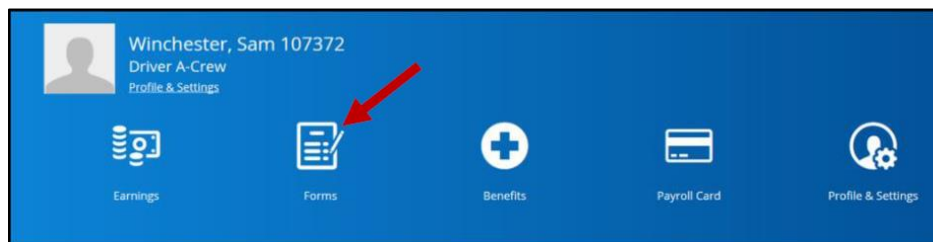
Whether electing to sign up for direct deposit or updating your current direct deposit information, Dayforce makes it easy. Follow these steps to sign up for direct deposit:

NOTE: Direct deposit enrollment will take at least one complete pay period/pay cycle to take effect.

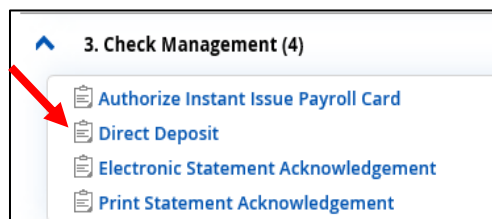
1. Login into Dayforce at www.dayforcehcm.com.

The image shows the Dayforce HCM login page. At the top, it says "DAYFORCE | HCM". Below that are three input fields: "Company" with "MCW" entered, "User Name", and "Password". There is a "Login" button and a link that says "Can't access your account?".

2. Click the Forms icon on the homepage.



3. Select "Direct Deposit" under the "3. Check Management" section.



4. The direct deposit form will open. Click the “+Add” button to setup a new direct deposit. The screen below will pop up; fill out the following information:
 - Pay Method (Checking, Pay Card, or Savings).
 - Your Routing Number and the Account Number.
 - *You can find your bank’s routing number and your account number on your bank’s mobile app, on the lower portion of your personal checks, or other account documentation from your bank. The routing number is always 9 digits.*
 - To deposit your full pay from your paycheck to one account, click the “Remainder” box near the top of the form.
 - Click “OK” to submit the form.

- Your deposit will populate on the Direct Deposit Form.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit L.	View/Edit
18	<input checked="" type="checkbox"/>	Savings					<input type="checkbox"/>	View/Edit

DIRECT DEPOSIT



- To split your pay between more than one account, return to the Direct Deposit screen. Click the "+Add" button and follow the step 4 to enter the new account information and the amount to deposit to the account.
 - Use the "Move Up" or "Move Down" option to move the deposits up and down the list.
 - The "Remainder" account must be the last account on the list.

Direct Deposit Information

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

+ Add ✕ Remove ⬆ Move Up ⬇ Move Down

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input checked="" type="checkbox"/>	Checking	[REDACTED]				<input type="checkbox"/>	View/Edit

Comment

Please add comments to the employee's file

Save Draft Submit Cancel Print

CHANGING YOUR DIRECT DEPOSIT

- To view or edit information for your accounts, click the "View/Edit" box on the far right. The pop-up box will allow you to edit your deposit information.

Direct Deposit Information

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

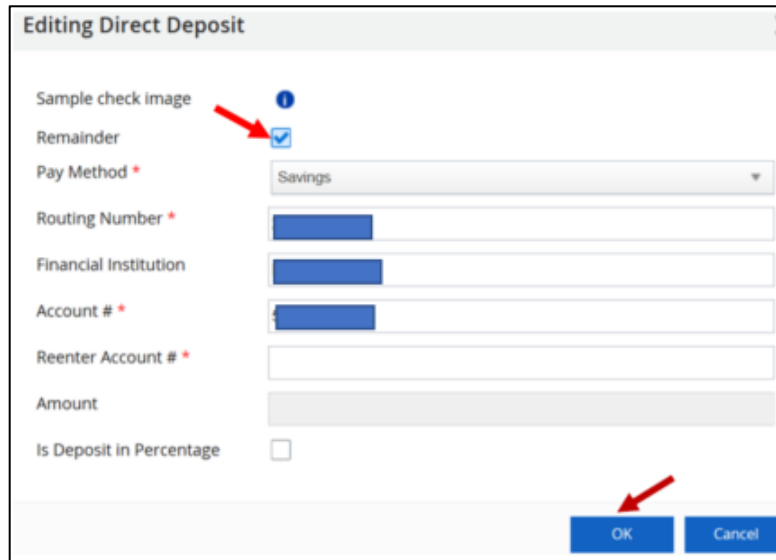
+ Add ✕ Remove ⬆ Move Up ⬇ Move Down

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input checked="" type="checkbox"/>	Checking	[REDACTED]				<input type="checkbox"/>	View/Edit

Comment

Please add comments to the employee's file

Save Draft Submit Cancel Print



The screenshot shows a form titled "Editing Direct Deposit". The form contains the following fields and controls:

- Sample check image: A field with a blue information icon to its right.
- Remainder: A checkbox that is checked, with a red arrow pointing to it.
- Pay Method *: A dropdown menu currently showing "Savings".
- Routing Number *: A text input field with a blue bar.
- Financial Institution: A text input field with a blue bar.
- Account # *: A text input field with a blue bar.
- Reenter Account # *: A text input field.
- Amount: A text input field.
- Is Deposit in Percentage: An unchecked checkbox.
- At the bottom right, there are two buttons: "OK" and "Cancel". A red arrow points to the "OK" button.

- Direct Deposit enrollment will take at least one complete pay period/pay cycle to take effect.
- When adding a payroll card as a form of direct deposit, you must first complete the *Authorize Instant Issue Payroll Card* form. After completing this form, select "Pay Card" as the pay method. The routing and account numbers will auto-populate. Please refer to the Pay Card Setup document for full instructions.