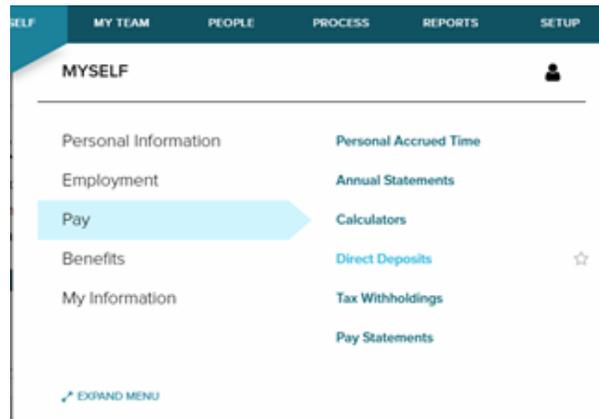


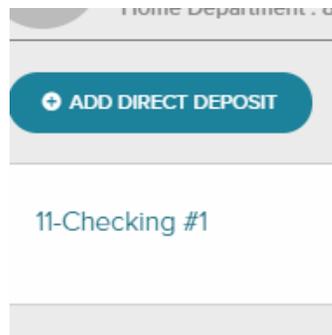
## Employee Self Service - ADP Workforce Now

### Your Personal Information



1. To add or change your Direct Deposit information, please log into <https://workforcenow.adp.com> and navigate to **Myself > Pay > Direct Deposit**

### Add a Checking or Savings Account



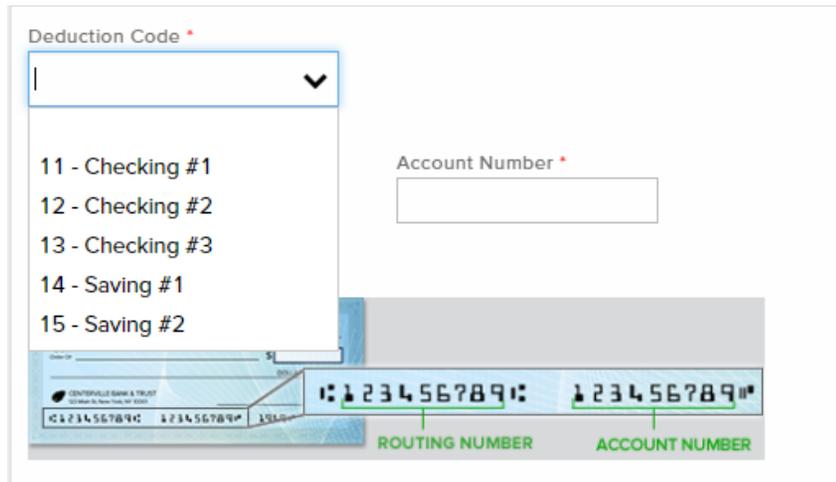
2. Select **ADD DIRECT DEPOSIT** from the blue button below your name, title and department info header.



It is the employee's responsibility to: 1) ensure bank account and deposit information is correct and complete; 2) timely verify that all transactions are accurate; and 3) immediately notify NKC of any errors.

# Employee Self Service - ADP Workforce Now

## Direct Deposit



Deduction Code \*

- 11 - Checking #1
- 12 - Checking #2
- 13 - Checking #3
- 14 - Saving #1
- 15 - Saving #2

Account Number \*

ROUTING NUMBER      ACCOUNT NUMBER

- 3. You can add up to 3 different checking accounts and 2 different savings accounts. There are separate deduction codes for each account. Enter your account and routing numbers.

Tip: Your Routing Number is 9 digits.

- 4. You can select to have your full paycheck (Full Net), a partial amount of your paycheck (Partial Net) or a percent of your paycheck (Percent Net) deposited into your account.

Note: You will receive a check for any money that is left over after pay is deposited into your accounts. If you don't want a check, make sure that you set up a Full Net direct deposit account or a combination of direct deposit accounts that equal 100% of your pay.

Amount to Deposit ? i

Full Net

Partial Net

Percent Net  %



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## Employee Self Service - ADP Workforce Now

### Direct Deposit Disclaimer

5. Last, please accept the disclaimer by checking the small box to the left of the paragraph and then select Done.

Your information will be sent to Payroll to be approved and processed for the next pay cycle.

**For the first payroll after you have made a change to your direct deposit, you will receive a live paper check.** This allows the bank to test the routing and account number provided to ensure that it transmits correctly. The following payroll will be a direct deposit.

Please agree to the following:

- Please read the statement below, and check the box to indicate that you Agree. I authorize my Employer, through ADP as its payroll service provider, to deposit in my account (by initiating electronic credit entries) all amounts, ("deposits") owed to me by my Employer at the financial institution specified above (the "Bank"), and I authorize the Bank to accept such deposits to my account. In the event that my Employer and/or ADP deposit funds into my account to which I am not entitled, I authorize my Employer, either directly or through ADP, to return such funds by initiating appropriate debit entries and adjustments accordingly. I understand that my deposit may not be credited to my account until the end of the day on the applicable pay date. It is my responsibility to: 1) ensure my bank account and deposit information is correct and complete; 2) timely verify that all transactions are accurate; and 3) immediately notify my Employer of any errors. This authorization will remain in effect until I have cancelled it in writing with my Employer and Bank.

CANCEL

DONE



It is the employee's responsibility to: 1) ensure bank account and deposit information is correct and complete; 2) timely verify that all transactions are accurate; and 3) immediately notify NKC of any errors.