

## Viewing Pay Checks and Direct Deposit

With one click using the Pay Checks Widget on the ExponentHR Dashboard, you can access your Pay Checks and view the corresponding detail. you can also add accounts and make edits to existing accounts in My Info.

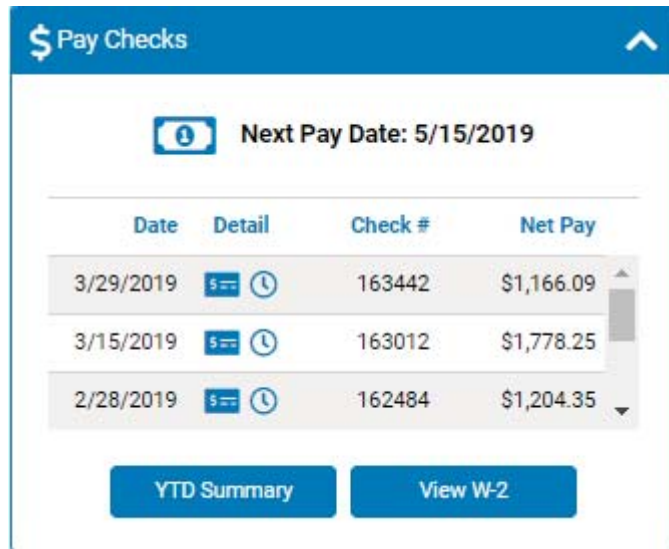
### Pay Checks Widget

- To view your Pay Checks, log into ExponentHR. If you elected to have the Pay Checks Widget on your dashboard, it will be on the first page.




**Note:** To add the Pay Checks Widget, click on the Configure Dashboard



 [Configure Dashboard](#), check the box next to Pay Checks, and click Apply.

- The Pay Checks Widget will display the current year Pay Checks. The widget will have the Date as well as information about each check including the Net Pay.



The screenshot shows the 'Pay Checks' widget with a blue header. Below the header, it displays 'Next Pay Date: 5/15/2019'. A table lists three pay checks with columns for Date, Detail, Check #, and Net Pay. At the bottom, there are two buttons: 'YTD Summary' and 'View W-2'.

Date	Detail	Check #	Net Pay
3/29/2019		163442	\$1,166.09
3/15/2019		163012	\$1,778.25
2/28/2019		162484	\$1,204.35

- To view the check voucher, click on the **Check** icon .
- To view the details for a specific check, click on the **Clock** icon .
- If you want to view your W-2 for the current year you can click on **View W-2** button. To see past W-2s and year to date pay summary information, click on the **YTD Summary**.

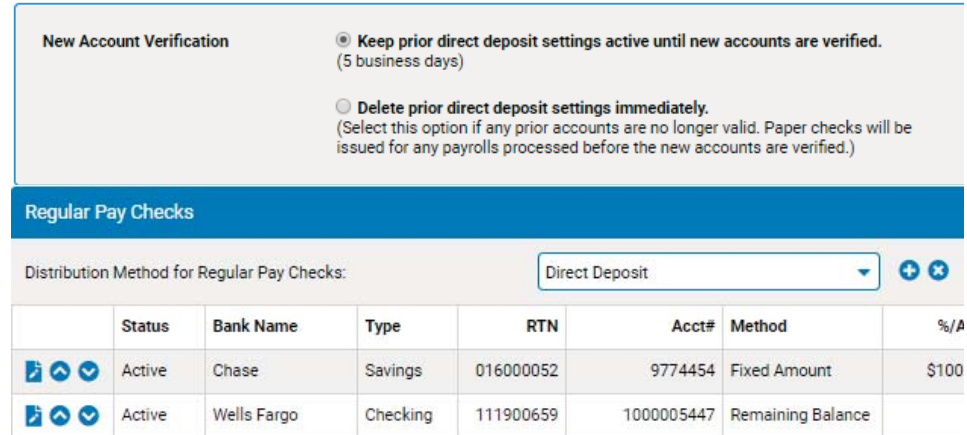
# Pay Checks and Direct Deposit

*Employee Job Aid*







## Direct Deposit Changes





### NAVIGATE: My Info > Change My Information > Change Direct Deposit

- To add/edit a Direct Deposit account, go to the Change Direct Deposit EAN using the navigation path above.
- For New Account Verification, first decide whether you want to keep the existing accounts active or to delete the prior direct deposit settings.



The screenshot shows the 'Change Direct Deposit' form. It has two sections: 'New Account Verification' and 'Regular Pay Checks'. The 'New Account Verification' section has two radio buttons: 'Keep prior direct deposit settings active until new accounts are verified. (5 business days)' (selected) and 'Delete prior direct deposit settings immediately. (Select this option if any prior accounts are no longer valid. Paper checks will be issued for any payrolls processed before the new accounts are verified.)'. The 'Regular Pay Checks' section has a dropdown menu for 'Distribution Method for Regular Pay Checks' set to 'Direct Deposit'. Below this is a table of accounts.

	Status	Bank Name	Type	RTN	Acct#	Method	%/A
  	Active	Chase	Savings	016000052	9774454	Fixed Amount	\$100
  	Active	Wells Fargo	Checking	111900659	1000005447	Remaining Balance	

- To add a new account, click the **Plus** icon  in either the Regular or Supplemental Pay Checks section and enter you bank information to add the account. Click **Save**.
- Click **Submit** to start the EAN approval process.  
**Note:** If you need assistance on where to find the information needed to complete the form, please refer to the sample check at the top of the page. The Allocation Methods available are Percentage, Fixed Amount and Remaining Balance. ExponentHR will verify the bank account, which is a 5-day process.
- To edit an existing account, click on the **Edit** icon  and make the necessary adjustments. Once all the changes are made, click **Save**. Click **Submit** to start the EAN approval process.
- If you want to change the order the accounts receive the money you can use the arrow icons  .
- Note :** One of the accounts in each section must have Remaining Balance selected as the Allocation Method to prevent a paper check being issued.

## How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.