How to change your Direct Deposit preferences and elections

To access the GPS portal, Log into OKTA (<u>https://gmr.okta.com</u>), then click on the GPS Portal link.



You will be taken to a page that looks like this. Click on the HR Catalog menu.



You will be then taken to the place to change your direct deposit per the instructions on the following page.



Update your Direct Deposit Information

- 1. Click the Payroll category, then Direct Deposit
- 2. You will be directed to the **Payment Elections** page to create a new direct deposit account.

Categories	Payroll		m ; =
Benefits Candidate Viewing	Authorization for Wisely Pay Authorization for Wisely Pay Card	Direct Deposit Direct Deposit	Direct Deposit Questions Ask a question about direct deposit
General HR Internal	0		View Details
HRIS Manager Assistance	MyPay Payroll Information	Withholdings Payroll	
Onboarding Updates Payroll	8		
PTO	0		

- 3. Once on the **Payment Elections** page, click **Add** to begin the process.
- 4. **Please Note:** You must complete all of the following steps before your update is finalized. Make sure you complete the entire update process before leaving this section.

Payment Ringo Newhi	Elections retest (77777774) 🗃							
Select how to receive	payment for each type of pay. For d	irect deposit, be sure to add	bank accounts before pay	ment elections				
Person	Ringo Newhirelest							
Default Country	United States of America							
Default Currency	USD							
Status	Successfully Completed							
Last Updated	diated 09/14/2020 09.37 AM							
No accounts f Add Payment Elections	bund.							
		Payment Elections						
Pay Type		Payment Type	Account	Account Number	Distribution			
Regular		Check			Balance Yes		Edit	
Supplemental		Check			Balance Yes		Edit	
Tax Adjustment		Manual			Balance Yes	0	Edit	



- 5. Enter the Account Information.
- 6. When Complete, click OK

Add account information for	use when electing direct deposit for payments. Assign the account a nickname for easy identification late	The
Account Holder Name	Ringo Newhystest	
Account Country	United States of America	
Sample Check	Andreas Cascol Angrees Cascol Angrees Cascol Marine and Angrees Angrees Cascol Marine and Angrees Marine and	
Account Inform	Brown Surger Australian Account #	
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- 5. After your direct deposit information is submitted, you will receive a confirmation message.
- 6. Note: This update is still not complete.
- 7. Click Edit in the newly added account row to complete the direct deposit set up.

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Select how to receive	payment for each type of pay. For direct	r deposit, be sure to add bank accr	sunts before payment election	5		
Person	Ringo Newhiretest					
Default Country	United States of America					
Default Currency	USD					
Status	Successfully Completed					
Last Updated	09/14/2020 09:37 AM					
Add	aund					
Payment Elections	3 tema					
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Рау Туре		Payment Type	Account	Account Number	Distribution	
Regular		Check			Balance Yes	Edit
Supplemental		Check			Balance	Edit
Tax Adjustment		Manual			Balance Ves	Edit



8. Go to **Payment Type** where you will see **Check**, which is the default setting.

Payment El	ection				
Designate how to receive a balance to capture the rem	symems. For direct deposit you must first set up accounts on the pr wring amount, or the percentages must add up to 100 percent.	vious page. If an account is not evaluable, return to the summary page	e and add it to the last of valid accounts. If multiple elections are allo	ved, designate the order and distribution of payments. To submit a	eld payment election, the last election specified mu
Pay Type Person Default Country Default Currency Number of Elections Al	Regular Ringo Newhinetest United States of America USD bowed 5				
 Order 	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
•••	× United Obles of America	× 060 (E	X. Check		Balance Amount Percent D00

- 9. Change the Payment Type to Direct Deposit
- 10. Select the appropriate **Amount or Percent** that you want deposited into this account. This will complete your update.
- 11. **Important Note:** Until you change the **Payment Type** to Direct Deposit and allocate the **Amount** or **Percent**, your update will not be final.
- 12. The HR team will contact you if there are any issues with the direct deposit information you entered.