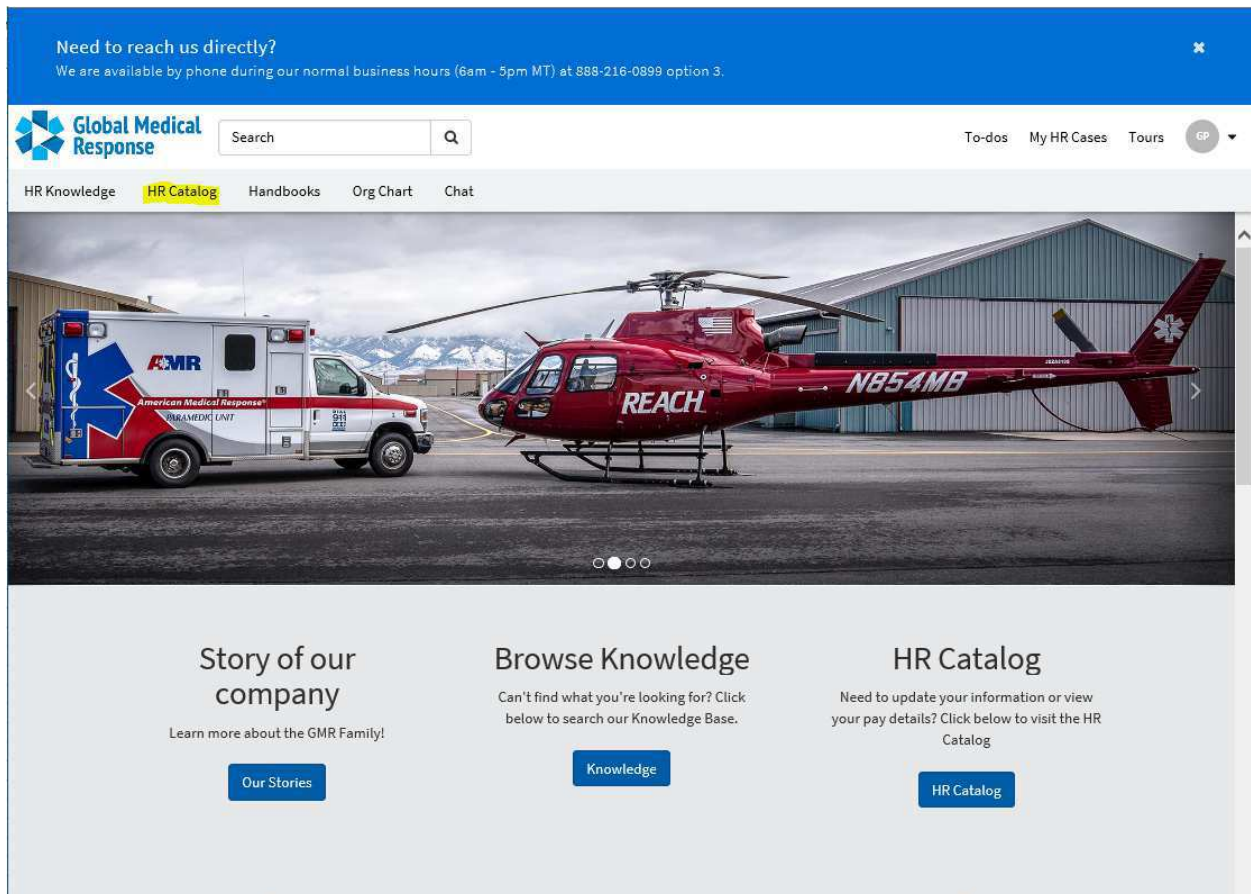


How to change your Direct Deposit preferences and elections

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



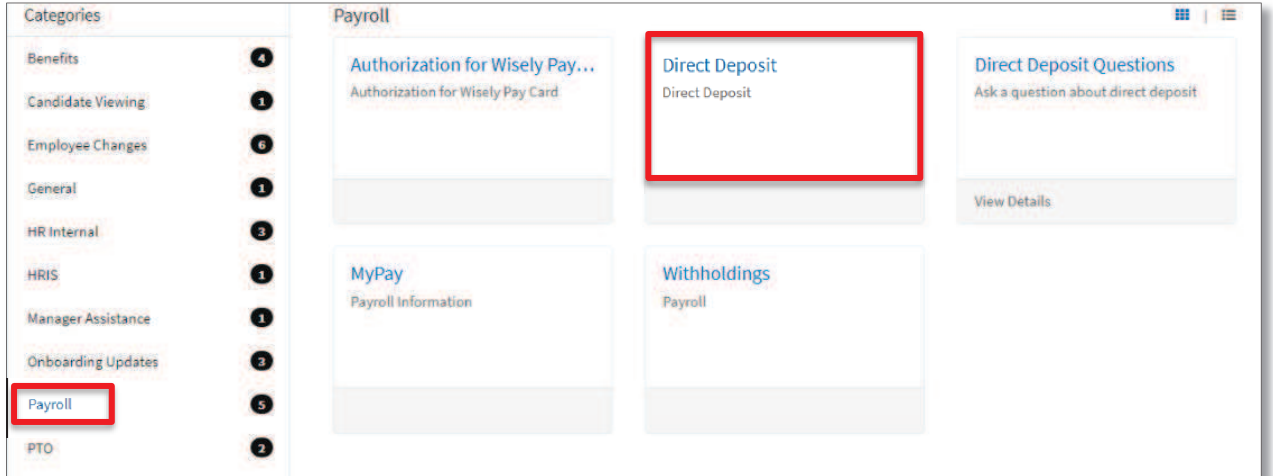
You will be taken to a page that looks like this. Click on the HR Catalog menu.



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.



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 Elections
 Ringo Newhiretest (77777774) (Actions)

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Ringo Newhiretest
 Default Country: United States of America
 Default Currency: USD
 Status: Successfully Completed
 Last Updated: 09/14/2020 09:37 AM

- No accounts found.

Add

Payment Elections: 3 items

Pay Type	Payment Elections			Distribution	
	Payment Type	Account	Account Number		
Regular	Check			Balance Yes	Edit
Supplemental	Check			Balance Yes	Edit
Tax Adjustment	Manual			Balance Yes	Edit


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

Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank i

Account Holder Name: Ringo Newhiretest

Account Country: United States of America

Sample Check: 

Account Information

Account Nickname (optional)

Routing Transit Number

Bank Name

Bank Identification Code

Account Type Checking
 Savings

Account Number

OK
Cancel

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.

Payment Elections

Ringo Newhiretest (7777774) Actions

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Ringo Newhiretest

Default Country: United States of America

Default Currency: USD

Status: Successfully Completed

Last Updated: 09/14/2020 09:37 AM

No accounts found.

Add

Payment Elections: 3 items

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Regular	Check			Balance Yes	Edit
Supplemental	Check			Balance Yes	Edit
Tax Adjustment	Manual			Balance Yes	Edit

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

Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Regular
 Person: Ringo Newbratest
 Default Country: United States of America
 Default Currency: USD
 Number of Elections Allowed: 5

Payment Elections: 1 item

Order	Country	Currency	Payment Type	Account	Balance / Amount / Percent
1	United States of America	USD	Check		<input checked="" type="radio"/> Balance <input type="radio"/> Amount: 0.00 <input type="radio"/> Percent: 0

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