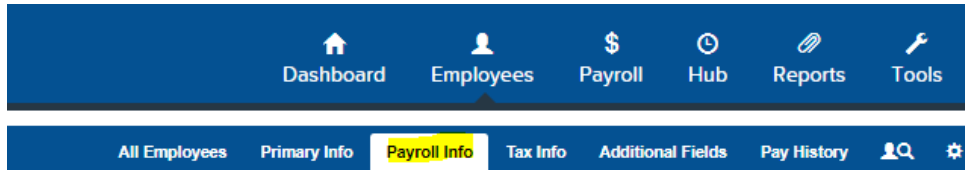# Creating or Changing a Direct Deposit Account in PPX

On your PPX Dashboard, choose the Employees tab and then select the employee you need to update. Once you are on the employee's page, click the Payroll Info tab:

Scroll down to the bottom and you will see the Direct Deposit box. Click the Pencil icon to start editing:

It should look like this:

To start, you will want to make sure to choose Checking or Savings next to Account Type.

Next, you can enter in the bank routing number and the account number below it.

For the Split Method, there are two options you can choose:

1) Percent Split – Choose this option if the employee wants a percentage of their check or the entire check to go into that direct deposit account.
2) Flat Split – Choose this option if the employee wants a specific dollar amount to go into that direct deposit account.

Next, you can choose the amount for either the Percent Split of Flat Split. If the employee would like the entire check deposited to that account, you can enter 100 into the box and it will update to 100%:

The last step is to click the check mark to save the changes:

DIRECT DEPOSIT

	First Account	Second Account
Account Type:	None ▼	None ▼
Bank Routing #:	123456789	Bank Routing #2
Employee Acct. #:	123456789000	
Split Method:	Percent Split ▼	▼
Amount:	100.00%	$0.00
DD Status:	▼	▼

Please call or email your PPX Team to activate the new direct deposit and the Pre-Note will then change to Active. If this is left on Pre-Note, the employee will not receive the direct deposit and a printed check will be sent instead:

DIRECT DEPOSIT

	First Account	**Second Account**
Account Type:	Checking	None
Bank Routing #:	000000000	
Employee Acct. #:	123456789000	
Split Method:	Percent Split	
Amount:	100.00%	$0.00
DD Status:	Pre-Note	

If you have more than one account to set up, follow the same directions. You will need to place the lowest amount account under the First Account and then the next highest in the Second Account, etc, up to four accounts:

On the last account, you will want to choose Percent Split, 100%, as you will want all remaining funds to go into that account:

DIRECT DEPOSIT		✔ ✖
	First Account	Second Account
Account Type:	Checking ▾	Savings ▾
Bank Routing #:	000000000	000000000
Employee Acct. #:	123456789000	321654987000
Split Method:	Flat Split ▾	Percent Split ▾
Amount:	$250.00	100.00%
DD Status:	Pre-Note ▾	▾

Note: Please make sure to set up the accounts in order. **If you set up a single direct deposit account in the Fourth Account column, it will not work.** If there is one direct deposit account it should go under First Account, two accounts should go under First Account then Second Account, etc.