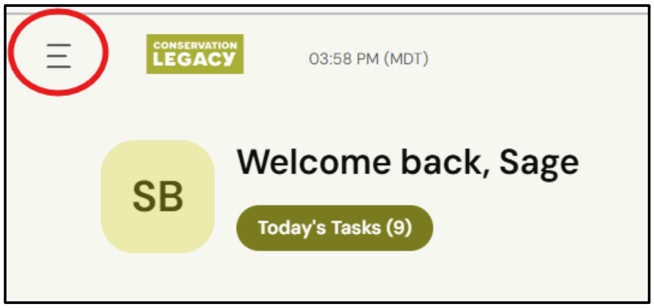
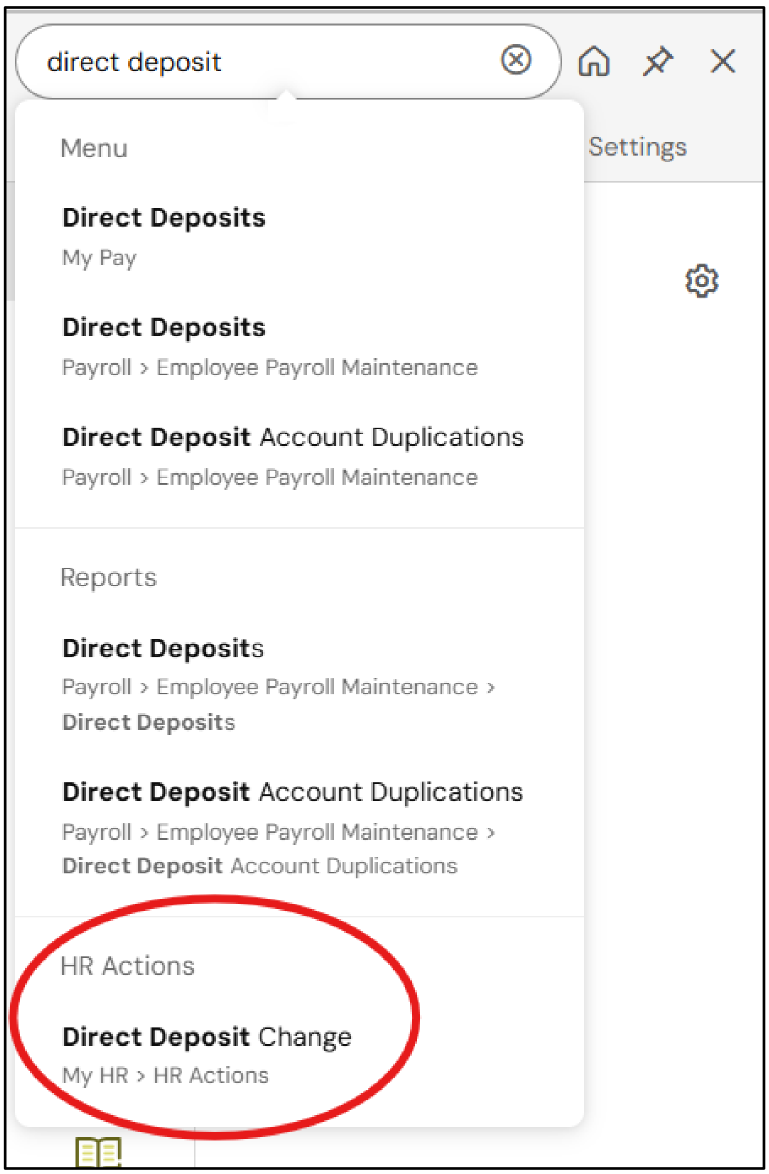
Requesting a Direct Deposit Change in Axiom

Use the below procedure to deactivate and add a new direct deposit account. You can also add additional accounts if you want to allocate money to multiple places. Please note that payroll is submitted the Tuesday before the Friday you get paid, so any changes submitted from Tuesday to Friday of the week you are paid may not be reflected in that pay period.

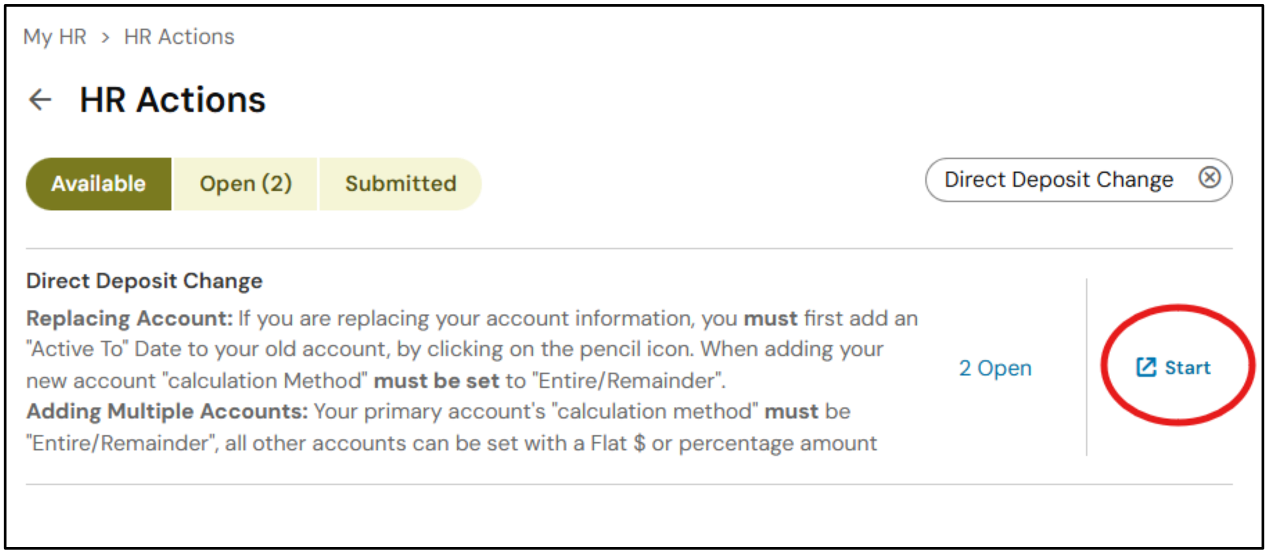
1) When you log into Axiom, click on the 'hamburger' menu on the top left corner to bring up the search bar.



2) Search for 'Direct Deposit' and click on 'Direct Deposit Change' under the 'HR Actions' title



3) You will be brought to the 'HR Actions' page. Click on 'Start' next to 'Direct Deposit Change'.



4) Make sure to read the instructions so that you set up your accounts properly!
   a. Replacing Account: If you are replacing your account information, you must first add an "Active To" Date to your old account, by clicking on the pencil icon. When adding your new account "calculation Method" must be set to "Entire/Remainder".
   b. Adding Multiple Accounts: Your primary account's "calculation method" must be "Entire/Remainder", all other accounts can be set with a Flat $ or percentage amount.
5) After making your changes, double check the routing and account numbers to ensure they match your bank info. When everything looks good, press 'submit'.