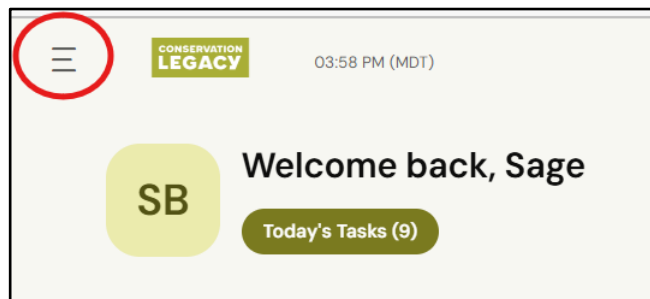


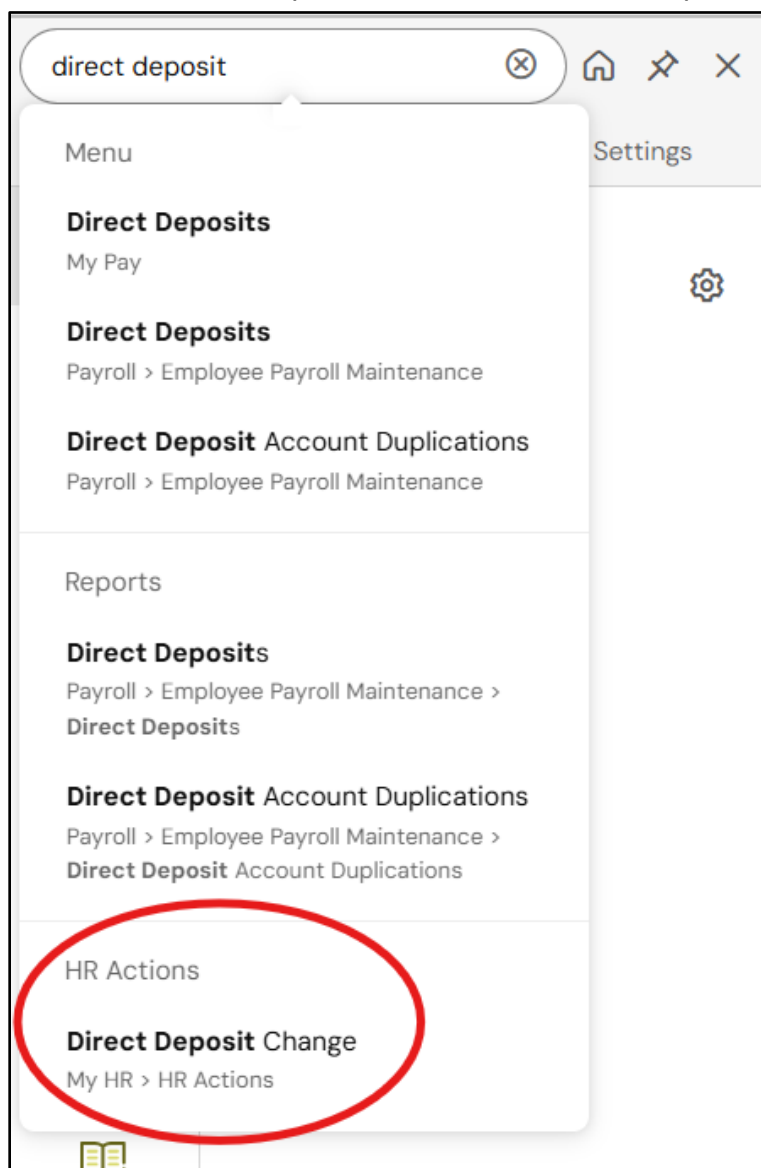
Requesting a Direct Deposit Change in Axiom

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'.

The screenshot shows the 'HR Actions' page. At the top, there is a breadcrumb 'My HR > HR Actions' and a back arrow. Below this is the title 'HR Actions'. There are three tabs: 'Available' (highlighted in green), 'Open (2)' (highlighted in yellow), and 'Submitted' (highlighted in yellow). To the right of these tabs is a filter button labeled 'Direct Deposit Change' with a close icon. Below the tabs, there is a section titled 'Direct Deposit Change'. It contains two paragraphs of text: '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".' and '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'. To the right of the text, there is a status indicator '2 Open'. At the bottom right of the section, there is a blue button with a pencil icon and the text 'Start', which is circled in red.

- 4) Make sure to read the instructions so that you set up your accounts properly!
- 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".
 - 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'.