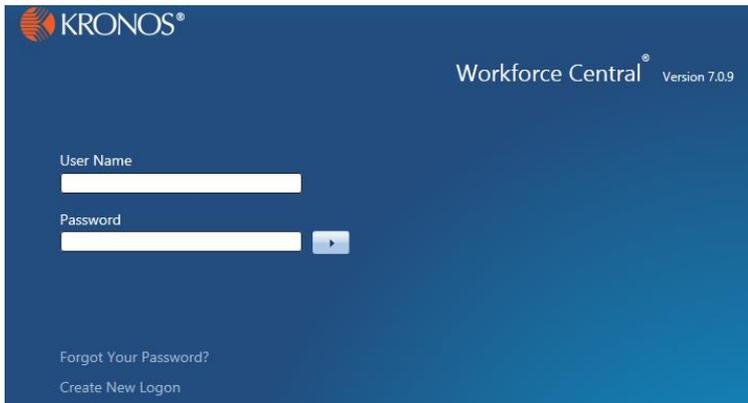


# Setting up Direct Deposit through Kronos – Self Service

**\*\*Note – all direct deposit addition/changes MUST be submitted by the last day of the pay period to affect the following pay date\*\***

**- Example: Saturday is last day of pay period, so on Monday your supervisor will approve your timecard and all direct deposit information is “locked”.**

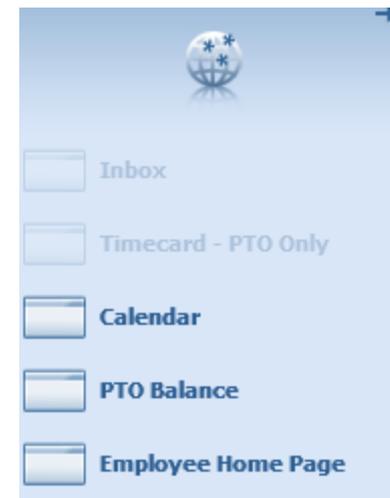


The image shows the login page for Kronos Workforce Central. At the top left is the Kronos logo. To the right, it says "Workforce Central" and "Version 7.0.9". Below this, there are two input fields: "User Name" and "Password". A blue arrow button is to the right of the password field. At the bottom left, there are links for "Forgot Your Password?" and "Create New Logon".

**Click Kronos Icon, enter your username and password.**

**Click “Log In”**

**Under “Related Items” list, click on “Employee Home Page”**





Under “Pay”, click on “Direct Deposit”

Add New or Edit your current Bank information

Accounts	
5	Account Type: Checking Routing Number: [REDACTED] Account Number: [REDACTED] Deposit Type: Fixed Amount Deposit Amount: 62 Effective: 10/30/2015
10	Account Type: Checking Routing Number: [REDACTED] Account Number: [REDACTED] Deposit Type: Fixed Amount Deposit Amount: 175 Effective: 1/16/2015
30	Account Type: Checking Routing Number: [REDACTED] Account Number: [REDACTED] Deposit Type: Remaining Amount Effective: 1/16/2015

Order number – deposit goes to lowest number first, then in order until it hits the highest number

A specific or “fixed” amount is indicated

In the final account, all “Remaining” deposit money will be deposited

# To make changes to your Direct Deposit information:

Below Accounts – click on the “Edit” button



## 1. Edit Account information or Click “Add Account”

**Order** –  
Smallest  
number is  
filled first,  
remaining  
deposit  
amount goes  
to next  
account



**Accounts**

Order:\*

Account Type:\*  ▼

Routing Number:\*  ⓘ

Account Number:\*  ⓘ

Deposit Type:\*  ▼

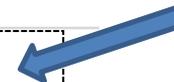
Deposit Amount:\*

[Delete Account](#)

Deposit Type:\*  ▼

Deposit Amount:\*

**Deposit Type** – either a  
“Fixed Amount” with a  
Deposit Amount entered  
OR “Remaining Amount”  
with no Deposit Amount  
(it is grayed out)



## 2. OR Click “Add Account” – to add a brand new account

+ Add Account

Remember to Click Save!

