

HOW TO UPDATE DIRECT DEPOSIT IN PAYCOM

You can update your direct deposit information in Paycom. Login into your Paycom employee account and click on the Payroll tab at the top of the screen, or you can use the boxes that are showing on the full screen. Click on the option for direct deposit. When you click on direct deposit, you will be able to change the bank account your pay is deposited to or set up distributions to more than one account. Please review your entry multiple times as errors in routing or account numbers will delay your pay and result in an administrative fee of up to \$35 to reverse.

