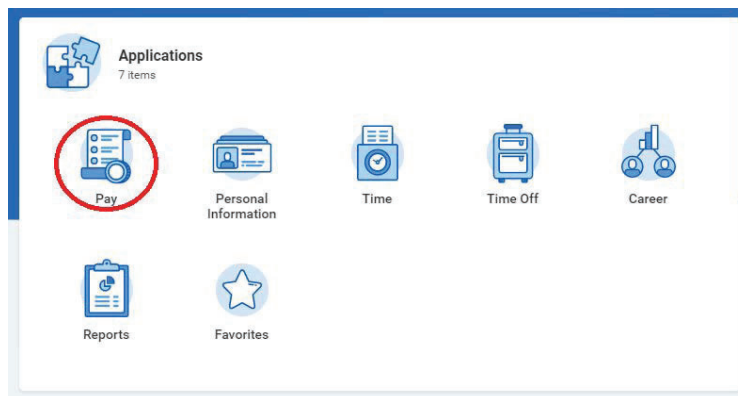# DIRECT DEPOSIT

BENEFITS OF DIRECT DEPOSIT

* Peace of Mind - with Direct Deposit, you don't have to worry about receiving your payment late because of mail delays or having your check lost or stolen.

* Prompt Payment - you will have access to your money earlier, since the deposit will be credited on the payment date, thus eliminating any mail delays.

* Convenience -If you need cash, simply go to an ATM teller to withdraw cash that has already been deposited to your account!

* Freedom - Your payment will be automatically deposited to your account, whether you are on vacation, traveling, or ill.

* Time Savings - with Direct Deposit, you will have more time to do the things you enjoy since you do not have to make a special trip to deposit your check.

* Weather Proofing - many times, bad weather makes getting out to deposit your check inconvenient or even hazardous. Direct Deposit by electronic funds transfer eliminates this problem

STEP 1

Select "Pay" on your workday Home page.

STEP 2

Select "Payment Election" under View/Update Elections.

STEP 3

 Select "Add Account."

STEP 3 - Continued

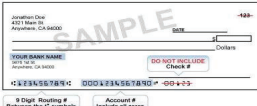Enter your Account Type, Bank Name, 9-digit Routing Number and Account Number. Then Select OK.

*Account Number is not your 16-digit Debit Card number.

STEP 4

Once your accounts have been added, designate your payment election to each account as an Amount, Percent, or Balance. The last account must be set to Balance. Then Select OK.