How Employees and Student Workers Update Direct Deposit Info

1. Login to RiverGuide.
2. Click the **Employee Dashboard** tile.

Direct Deposit Information

3. Click "*Direct Deposit Information*."

Proposed Pay Distribution

4. Review the information in the **Proposed Pay Distribution** section.
   a. If the accounts are correct and only the priority and amounts need to be changed, proceed to step 9.
   b. If the accounts are correct but one or more should be removed, proceed to step 9.
   c. If the accounts are not correct, proceed to step 5.
5. Add a new account by clicking the **Add New** button then select "*Create New*."

Choose an option:

○ Create from existing account information

⊖ Delete   ⊕ Add New   ● Create new

6. Enter the routing number, the account number twice, the account type, and the account priority.

Bank Routing Number ⓘ	Account Number ⓘ	Verify Account Number
Bank Routing Number	Account Number	Verify Account Number
Bank Name	Account Type	Priority
	Select a Type ⌄	3 ⌄

   a. If you will only be using one account, the priority should be 1. If you are using multiple accounts, the account you are depositing a certain percentage or specific amount into needs to be first priority and the account you are depositing the remaining amount into needs to have the last priority.
   b. NOTE: If you are adding a new account and changing priorities or distribution amounts, first add the account as the last priority and make changes to priority and amounts later.

Amount

● Use Remaining Amount

○ Use Specific Amount

○ Use Percentage

7. Select the amount that correlates with the account.
   a. Use Remaining Amount – to be used when the entire paycheck is deposited into one account or you are distributing your check to multiple accounts and this is the final account the remainder of your paycheck should go into.
   b. Use Specific Amount – to be used when you want a certain amount of your paycheck to go into an account.
   c. Use Percentage – to be used when you want a certain percentage of your paycheck to go into an account.

8. Check the box next to the acknowledgement statement and then click "*Save New Deposit*."

☑ By checking this box, I authorize PRCC to initiate direct credits or debits on my behalf to the accounts I have entered. I understand that entering incorrect account information could result in my deposit being sent to the wrong account or my payroll being delayed up to 10 business days. I understand that I must contact HR with any concerns regarding my direct deposit information.

CANCEL | SAVE NEW DEPOSIT

9. Review the information under the **Proposed Pay Distribution** section and make any necessary changes to the accounts, amounts, and priorities.
    a. Accounts can be deleted by using the *Delete* button.
    b. If changes are made to the accounts, amounts, or priorities, check the box at the bottom of the screen next to the acknowledgement statement and click "*Save Changes*."

Note: Student refunds are distrusted based on the direct deposit account **Accounts Payable Deposit** section of this screen. That section can also be edited using the instructions above; however, only one account can be listed.

Common Direct Deposit Issues

Routing Number Error

If the system does not accept your routing number, contact the Business Office at 601.403.1206.

Saving Changes

You will not be able to save changes until you have checked the box next to the acknowledgement statement. When adding an account, you check the box in the pop-up. When editing existing accounts, you check the box at the bottom of the page.

Locating Account and Routing Numbers

Please refer to the example below to help you find the ABA or bank routing number (denoted in red) and the bank account number (denoted in blue) on a check. If you do not have a check for the account you are using, contact your bank or financial institution to obtain the ABA or bank routing number and bank account number.