



### Change your personal info

Sign into [Paycor](#) > hover over **Me** menu > Click on **Profile Summary** > **Employee** > **Personal Information** (name changes) or **Contact Information** (address and emergency contacts)

### Adding a Net Direct Deposit Account

Sign into [Paycor](#) > hover over **Me** menu > Click on **Profile Summary** > **Compensation** > **Direct Deposits** > **+Add Direct Deposit** > Enter the **Routing Number** > enter **Account Number** > Indicate whether the account is a **Checking** or **Savings** > Select **Net** as the deposit type > Click **Save**

\*\*if you already have a Net account, you will have to inactivate the Net account first (see instructions below) and then add the new net account. It is not possible to have two active net accounts.

### Adding Additional Direct Deposit Accounts

Sign into [Paycor](#) > hover over **Me** menu > Click on **Profile Summary** > **Compensation** > **Direct Deposits** > **+Add Direct Deposit** (you can label account here) > Enter the **Routing Number** > enter **Account Number** > Indicate whether the account is a **Checking** or **Savings** > Select either Dollar Amount or Percent, then enter the dollar amount or percentage > Click **Save**

### Deleting Accounts

Sign into [Paycor](#) > hover over **Me** menu > Click on **Profile Summary** > **Compensation** > **Direct Deposits** > click the **engine** next to the account > select "Delete." > Click **OK**

\*\*If there is pay history with the direct deposit, if the account is NET or enforced, or if the employee is currently in a payrun, the system will alert you and you will not be able to proceed. In this case you will need to *Inactivate account* (see below for instructions).

### Manage Inactive Accounts

Sign into [Paycor](#) > hover over **Me** menu > Click on **Profile Summary** > **Compensation** > **Direct Deposits** > click the **engine** next to the account > click **inactivate account**.

Any hidden accounts can be accessed by clicking **Show Inactive accounts** .

To reactivate an account, click the **engine** next to the account > **Reactivate** > Confirm by clicking **Reactivate account**.