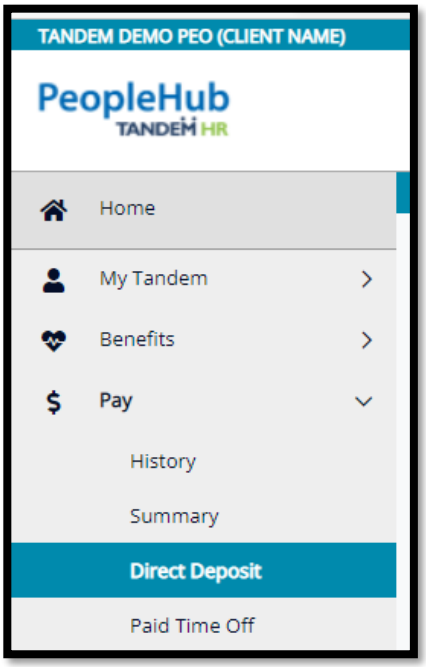
Set Up or Change Your Direct Deposit



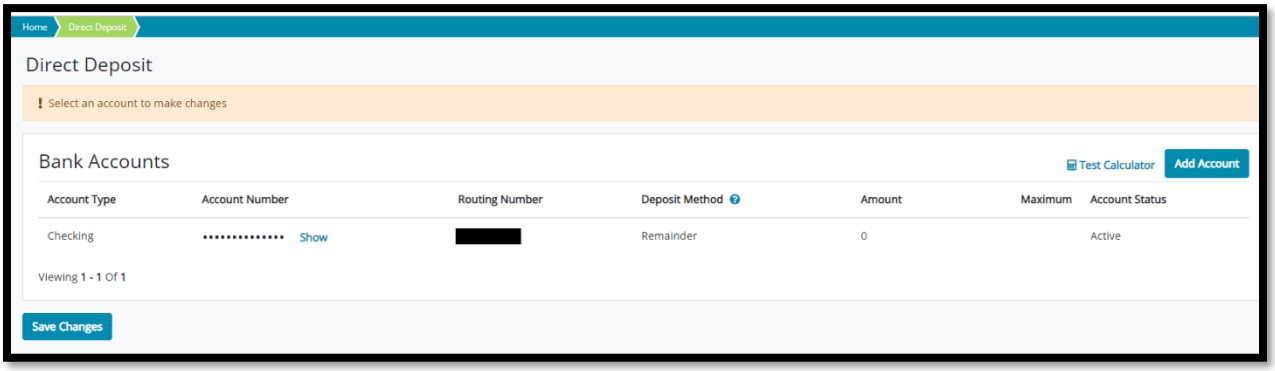
1. Log in to PeopleHub at TandemHR.com
2. Expand the **Pay** menu and select **Direct Deposit**

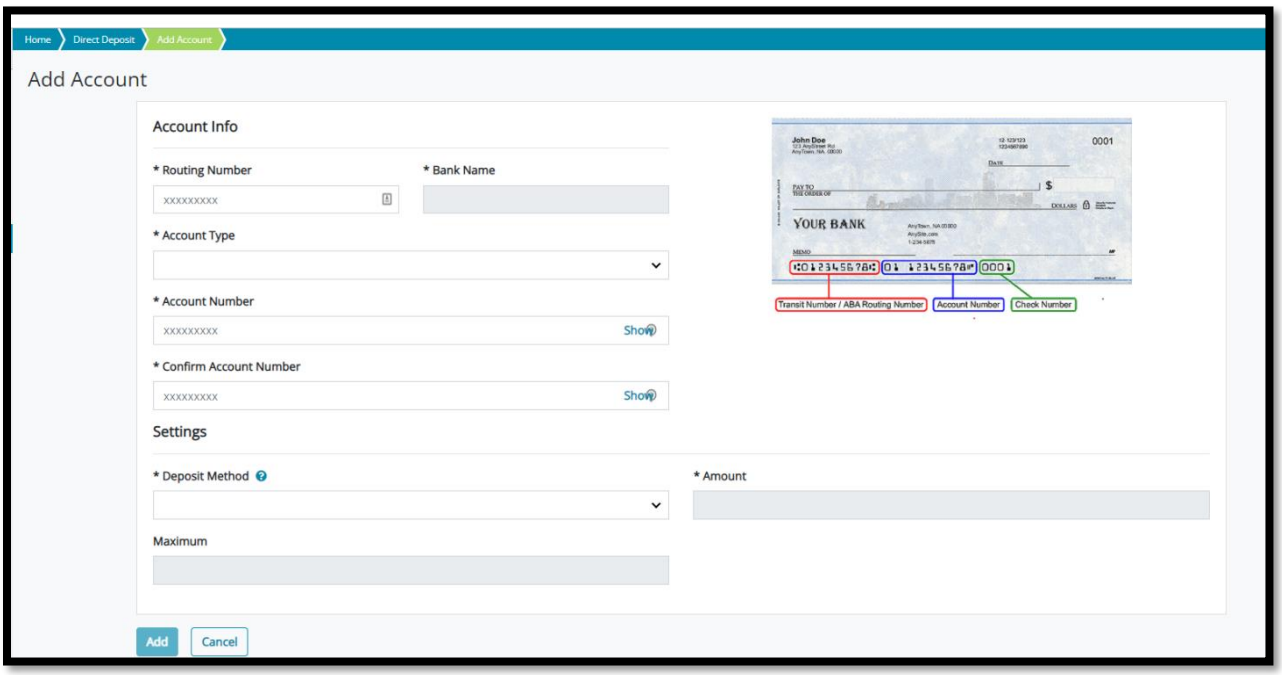
To remove a rejected account:

1. Click on the **Account** in question
2. Select **Remove** on the right side of the page
3. Select **Save**

To add a new account:

1. Click **Add Account**
2. Enter in your account information
3. Select **Add**





Once your form has been processed, it will automatically go into the **Prenote Stage**, which takes anywhere from **7-10 business days** to process. This process will ensure that the banking information we receive is accurate and money can be deposited into the correct account.

If you have any questions, please contact:

Your Solution Center
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