

## Change or Add Direct Deposit Information in the Portal

To update or change your direct deposit information, log in to the PeopleHub portal at [www.TandemHR.com](http://www.TandemHR.com) by clicking on **PeopleHub** then **Employee Login**.

Select **Pay** on the left navigation menu and **Direct Deposit**.

If you currently receive your pay via direct deposit, your account(s) are listed here. To edit or remove an account, click on the line and either update the information within or click **Remove** to delete the account.

To add an entirely new account, click the **Add Account** button.

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Got Questions?

Pay > Direct Deposit > Add Account

### Add Account

**Account Info**

\* Routing Number  \* Bank Name

\* Account Type

\* Account Number  [Show](#)

\* Confirm Account Number  [Show](#)

**Settings**

\* Deposit Method  \* Amount

Maximum

[Add](#) [Cancel](#)

John Doe  
123 AnyStreet Bldg  
AnyTown, NA, 00000  
12-123123  
123-4567890  
0001  
DATE  
PAY TO THE ORDER OF \$  
DOLLARS  
YOUR BANK  
AnyTown, NA 00000  
Any@hr.com  
1-234-5678  
MEMO  
⑆012345678⑆ 012345678⑆ 0001  
Transit Number / ABA Routing Number Account Number Check Number

Enter the required fields: routing number\*, bank name, account type, account number, deposit method, and amount.

*\*If a bank name does not populate when you enter your routing number, please contact Your Solution Center at 630.468.9298 for support.*

Please note the definition of the following deposit methods:

**Fixed:** An exact dollar amount to deposit into this account (assuming the net pay amount is greater than this amount).

**Percentage:** The percentage of your net pay to deposit into this account.

**Remainder:** If this method is the only one used, your entire net pay will be deposited to this account. However, if you've chosen a fixed or percentage amount to deposit into another account, the remainder would go into this one. If you are splitting out your paycheck between different accounts, use remainder for the last account.

Once all required fields are complete, click **Add**.