Changing an Employee's Net Direct Deposit

1.	Click the **Compensate Employees** link. Compensate Employees
2.	Click the **Maintain Payroll Data (USF)** link. Maintain Payroll Data (USF)
3.	Click the **Use** link. Use
4.	Click the **Direct Deposit** link. Direct Deposit
5.	Click in the field in which you want to search.
6.	Enter the desired information into the **Name** field. Enter a valid value, e.g. "**Winter**".
7.	Click the **Search** button. Search
8.	Click the desired entry. 0016 HE WINTER,FRED
9.	Click the **Add a new row at row 1** button in the **Deposit Information** box to insert a new row. +
10.	Click the **Choose a date** button. 31
11.	Enter the **Effective Date** for the old direct deposit routing information to become inactive. Click **22**. 22
12.	Click the ***Status** list.
13.	Update the **Status** to **Inactive**. Click **Inactive**. Inactive
14.	Click the **Add a new row at row 1** button to insert a new row. +
15.	Click the **Choose a date** button. 31
16.	Enter the **Effective Date** for the new direct deposit information to become effective. 29
17.	Click the ***Status** list.
18.	Update the **Status** to **Active**. Click **Active**. Active

19.	Click the **Save** button. 
20.	The procedure for entering net direct deposit information into EHRP for a NET Allotment Change is completed. **End of Procedure.**