



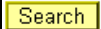





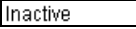



## Stopping an Employee's Net Direct Deposit

1.	Click the <b>Compensate Employees</b> link. 
2.	Click the <b>Maintain Payroll Data (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>Direct Deposit</b> link. 
5.	Click in the field in which you want to search.
6.	Enter the desired information into the <b>Name</b> field. Enter a valid value, e.g. " <b>Winter</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the desired entry. 
9.	Click the <b>Add a new row at row 1</b> button in the <b>Deposit Information</b> box to insert a new row. 
10.	Click the <b>Choose a date</b> button. 
11.	Enter the <b>Effective Date</b> for the direct deposit routing information to become inactive. Click <b>30</b> . 
12.	Click the <b>*Status</b> list. 
13.	Update the <b>Status</b> to <b>Inactive</b> . Click <b>Inactive</b> . 
14.	Click the <b>Save</b> button. 
15.	The procedure for stopping an employee's Net Direct Deposit is completed. <b>End of Procedure.</b>