



Memo

Date: August 30, 2021
To: Business managers and payroll administrators
From: Shannon Wiggins, HRMS analyst, Office of Human Resources
Re: Adding direct deposits in Paychex

Paychex has made a few changes to their system which may impact the ability for a payroll admin to add direct deposit information in HRO during the hiring process or for an existing employee.

If you discover you are no longer able to add the information in HRO, you can add the direct deposit account in Preview/Payroll. Locate the employee record in Employee Entry, select the F6 Options Menu and select #4 – Direct Deposit.

Direct Deposit information SHOULD NOT be updated with an email request. If you receive an email from an employee requesting a change to their direct deposit account information, **do not reply to that email.** Instead, contact the employee using a known phone number or send a separate email instructing the person to **come into the office to complete a Direct Deposit Form and remit a voided check copy or bank letter.**

Email scams and phishing attempts are on the rise and we must remain alert and diligent to protect our employee's payroll information.

If you have any questions, please contact me at swiggins@archatl.com.