

# Insite Direct Deposit Setup Instructions

These instructions explain how to access the Online Banking system through Insite, allowing employees to add, change, or remove Direct Deposit accounts.

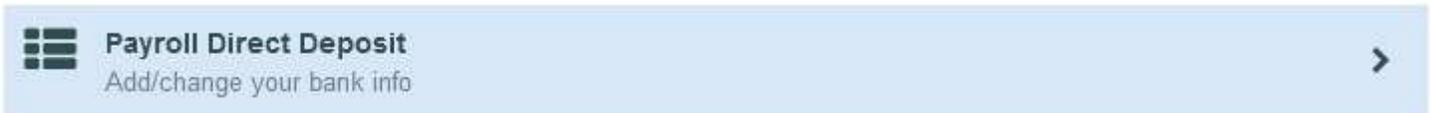
**Student workers, please see page 2 for instructions. All other employees, follow instructions below.**

**1. Log Into Insite**

**2. Select the "HR-Payroll" Tile**



**3. Select "Payroll Direct Deposit"**



**4. Select "+ Add an Account"**



**5. Select "Activate"**



**6. Read instructions, fill out the form and submit. This will go directly to District Payroll for Processing.**

# Student Worker Instructions

1. Log Into Insite
2. Select the “Student-Emp.” Tile



3. Select “Time Entry”



4. Select the “Home” button



5. Select “Banking Information”



6. Select “+ Add an Account”



7. Select “Activate”



8. Read instructions, fill out the form and submit. This will go directly to District Payroll for Processing.