

## Directions to Change Direct deposit in Employee Access Center

1. Log in with your CISD username/password to the SSO: <https://sso.conroeisd.net>
2. Click on the Employee Access Center icon.
3. Click on Deductions and Benefits in the blue margin

Deduction Title	Status
<a href="#">*TRS RETIREMENT</a>	Active
<a href="#">TRS RETIREMENT 90 DY WAIT</a>	Inactive
<a href="#">TRS INSURANCE</a>	Active
<a href="#">RELIANCE STANDARD</a>	Active
<a href="#">UNUM LIFE - CHILD</a>	Inactive
<a href="#">UNUM LIFE - EMPLOYEE</a>	Active
<a href="#">ALTERNATE-EMPLOYER CONT</a>	Active
<a href="#">LONG TERM DISABILITY</a>	Active
<a href="#">**VSP VISION CARE</a>	Active
<a href="#">EDUCATION FOUNDATION</a>	Inactive
<a href="#">BK OF AMER</a>	Active

4. Click on your current bank name, which should be at the bottom of the Deduction Title list. Note: If new hire click on, Add New Direct Deposit Deduction.

Add New Direct Deposit Deduction

5. The Deduction Information screen will appear.

**Deduction Information**

Code	[Redacted]	Title	BK OF AMER
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking	Account Number	[Redacted]
Bank	BANK OF AMERICA	Confirm Account Number	[Redacted]
Routing Number	[Redacted]		
Confirm Routing Number	[Redacted]		
Additional Information <a href="http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/">http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/</a> If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date (USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. I hereby authorize CISD to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account above.			
	Effective Date	9/21/2022	
		Save	Cancel

6. Click on the drop down for **Account Type** to select "Checking" or "Savings".
7. Update your new bank **Routing Number** and confirm if prompted.
8. Update your new **Account Number** and confirm if prompted.
9. Be sure the **Status** is Active.
10. Update the **Effective Date**.
11. Click **Save** at the bottom to save all changes.
12. Be sure to make your previous account "Inactive."