



## Update Your Direct Deposit Information

1. Log in to *KnowHope Plus* (<http://plus.hope.edu>)
  - If you do not know your Employee ID or PIN, please call CIT at x7670.
2. Select **Employee**
3. Select **Pay Information**
4. Select **Direct Deposit Allocation**
5. Select **Update Direct Deposit Allocation**
6. Make necessary changes to the following fields:

**Bank Routing Number:** The first 9 numbers from the left at the bottom of your check are your Bank Routing Number. This number is always 9 digits. The name of your Bank will populate automatically. If the name of your Bank does not appear you will need to complete the rest of the setup with the Payroll Office in Human Resources.

**Account Number:** The other numbers printed at the bottom of the check (not the Routing Number or the Check Number) are your Account Number.

Susan B. Sample  
2244 Lois Lane  
Anytown, FL 32123-4567

5678

20

123/456  
789

Pay to the Order Of \$

Dollars

Memo

⑆ 234567890 ⑆ 234567890 ⑆ 2345678

Routing #                      Account #                      Check #

7. Select the **Account Type**.
8. Enter the **Amount** or **Percent** that will be directed to this account. When splitting your check between more than one account, the last account **MUST** have "remaining balance" selected.
9. Click **Save**.

If you would like to have your pay amount directed to more than one bank and/or account number, repeat this process.

If you have questions, please call Dianna Machiela at x7820.