

WEC is discontinuing the payroll deduction process in favor of direct deposit. As soon as possible, please do the following to add/change your direct deposit:

- Go to **Employee Central** Home page
- Click **My Profile**
- Select **Payroll information** OR scroll through profile and find **Direct Deposit**
- Click the pencil icon to get to the edit screen
- Click **Add** (bottom left corner)
- Enter the **effective date** of change (most cases that will be current date)
- Scroll below other direct deposits you have set up until you reach the blank boxes
- **Pay Type** should be **Secondary** in most cases (if you have your net check deposited elsewhere)
- **Payment Method** should be **Direct Deposit**
- **Account Type** – should be Savings in most cases (all loan payments would come through savings)
- **Routing Number** – enter **271080309**
- **Account Number** - _____
- **Amount** - \$ _____
- **Bank** – Type in **271080309** and Peoples Energy Credit Union should autofill
- **Account Owner** – should be your name (populates)
- **Save** (bottom right corner)

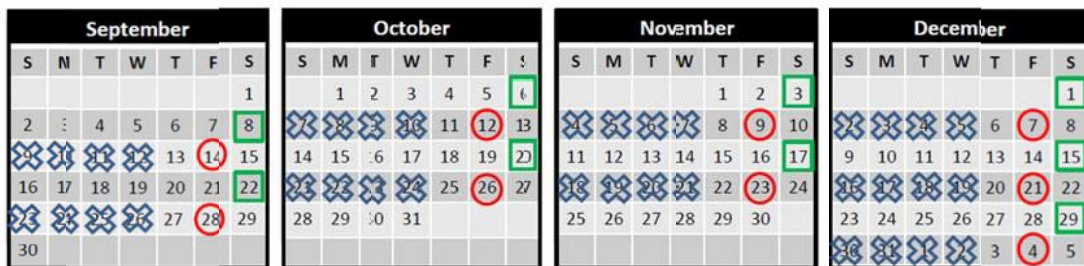
Please email requests@peoplesenergycu.org when you have entered the change to prevent duplicating your deposit. The calendar below indicates when the changes can be made.

You must also enroll in online banking and E-Statements. Direct deposit triggers a requirement for us to mail MONTHLY statements instead of quarterly. Printed monthly statements will incur a \$10.00 monthly charge.

Visit www.peoplesenergycu.org – Online Banking link in the upper right corner

Enroll (if you are not already enrolled.) If already enrolled, log in and go to the Self Service tab E-Statements. Follow the steps to complete E-Statement selection.

Please use a personal email



LEGEND	
	Payday
	Last day to make a change prior to Payday
	Change not allowed