Adding/Updating a bank account in ADP

From the ADP mobile App:

- Select **Pay**
- Select **Manage Direct Deposit**
- Click either **Add a New Account** OR **Edit Account**
- If you are changing bank accounts, delete the old one first
- Any change you make will take effect for what you are earning
    - EXAMPLE: If you are making a change on a Tuesday, it will not take effect until the following Friday.

If your bank account has been compromised and you need to make immediate changes for the upcoming pay date, contact the General Office payroll team at (417)-370-6495 for assistance.

General Office Payroll team