

ACCESSING DIRECT DEPOSIT FOR HOSPITAL EMPLOYEES

*All payroll adjustments are maintained online on the Ascension Health Portal



1. Click on **Associate Self Service** link on the left hand menu
2. Click on **Payroll & Time Management** link on the left hand menu
3. Click on **Direct Deposit** in the middle of the screen
4. A new window will pop up with all direct deposit info. To modify a current deposit click **edit** next to the account you want to modify. To add a new deposit, click the add new button at the bottom of the page.
5. Information you may need:
 - Credit Union Routing Number: **264081111**
 - Your Account number: _____

