



Updating Direct Deposit Information

- Sign in to [Harris School Solutions](#).
- Click on the Documents Tab on the left side of the screen.
- Then click on the Company Document to download the Authorization Agreement form.
- A voided check can be uploaded instead of completing the Authorization form.
- Upload the completed form/voided check to the Direct Deposit tab under Personal.
- Delete the old bank and ADD the new bank.
- Be sure to SAVE your changes.
- This will be sent to the Payroll department.