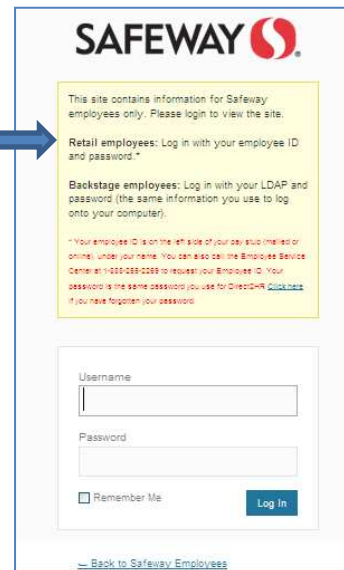


How to Set up Direct Deposit

1. Sign into the Safeway Employee site

- a. At work  <https://backstage.safeway.com/>
- b. At home <https://employee.safeway.com/>

this screen appears



The screenshot shows the Safeway Employee login page. At the top is the Safeway logo. Below it is a yellow box with login instructions for Retail and Backstage employees. There are input fields for Username and Password, a 'Remember Me' checkbox, and a 'Log In' button. A 'Back to Safeway Employees' link is at the bottom.

2. Click on

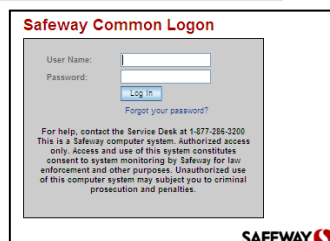


3. From home - Click **US Login**



The screenshot shows the DIRECT2HR home page. It has a 'Login to Direct2HR' section with 'FIRST TIME USERS or Trouble logging in? Click Here' and 'Canada Login' and 'US Login' buttons. Below are links for 'Access from Home', 'US Direct2HR', 'Canada Direct2HR', and 'Contact the HR/HRIS Direct2HR Administrator'. At the bottom are logos for Safeway, Vons, Dominick's, Randalls, The Fresh Market, Pavilions, Carrs, and Safeway.

4. Sign into this screen:



The screenshot shows the 'Safeway Common Login' screen. It has input fields for 'User Name' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below is a disclaimer about system access.

5. The screen below will appear – select Payroll and Compensation Home



The screenshot shows two side-by-side windows. The left window is titled 'Menu' and contains a search bar and a list of links including 'My Favorites', 'Safeway', 'Worklist', 'Workforce Administration', 'Benefits', 'North American Payroll', 'Workforce Development', 'Enterprise Learning', 'Set Up HRMS', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My Dictionary'. The right window is titled 'Employee Leave Summary' and is empty. Below the 'Menu' window is a 'Personal/Job Information' section with links for 'Personal Information Home', 'Payroll and Compensation Home', 'Training and Development Home', and 'Employee Self Lockout'. A red circle highlights the 'Payroll and Compensation Home' link, with an arrow pointing to it and the text 'select: Payroll and Compensation Home'.

How to Set up Direct Deposit

6. Click on Direct Deposit.

Payroll and Compensation Home

Payroll

[View Paycheck](#)
View your current and prior earnings statements on-line.

Direct Deposit
Review and edit your direct deposit accounts.

Payroll Paycard
Register your paycard and edit deposit amounts

****Register New Payroll Paycard**

****Update Payroll Paycard Deposit Amount**

7. Follow the instructions.

Direct Deposit

Instructions

- You are limited to one deposit account per financial institution
- 100% of your net pay must be direct deposited - no partial amounts
- Select "+" to add a direct deposit account
- Select "-" to delete an account
- To edit an existing direct deposit, go to that row, and make the change

Deposit type is either **Amount** (for a dollar amount) or **Percent** (for a percentage) of net pay to be deposited into a particular account. Deposit type **Amount** will be taken from net pay first and **Percent** following. Percent must total 100%.

Priority determines which direct deposit direction is taken first; the lower the priority number, the higher the priority. System will automatically assign deposit order if deposit type is **Percent**. If deposit type is **Amount**, user assigns priority.

[Need Direct Deposit examples or help?](#)

Account Details					
Routing Number	Account Type	Account Number	Deposit Type	Amount/Percent	Priority
1 XXXX05278	Checking	XXXXXX	Amount	75.00	1
2 XXXX72181	Checking	XXXXXXXXXX	Percent	100.00	2

Check Example

1 - Routing Number
2 - Account Number

By clicking save, I also agree that this electronic signature has the same legal effect and authority as my original signature.

* Required Field

Save

[Employee Home](#)

Go To: [Payroll and Compensation Home](#)

[Review and edit your direct deposit accounts](#)

Contact the Safeway Employee Service Center at 1-888-255-2269 for assistance with setting up direct deposit.