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# Electronic-pay enrollment instructions

**G&A Partners offers two types of electronic pay for our clients' worksite employees: Direct Deposit and the Skylight ONE<sup>®</sup> paycard program. These electronic-pay options allow employees to access their pay from anywhere, at any time.**

## How to switch to Direct Deposit

To view or update your direct deposit information, please log in to your WorkSight 2.0 account at <https://worksight2.gnapartners.com/login> and follow these steps:

1. Click the "Go to PrismHR" button in the Employee Portal tile. This will automatically log you into the G&A Partners payroll system.
2. Within the payroll system, click "Pay" in the left menu of the dashboard, then click "Direct Deposit."
3. To edit an existing direct deposit account, please select the account you want to modify and then follow the instructions on the "Edit Account" screen that pops up.
4. To add a new direct deposit account, please click the "Add Account" button at the bottom of the "Direct Deposit" screen and then follow the instructions to enter your account information. If you have a current account on record you must first either delete the old account or edit it.
5. **Deposit Method:** If you would like your complete paycheck to go to that account, be sure you only have one account entered and select "Remainder" for deposit method. If you would like to split your paycheck between multiple bank accounts, one account will need to be "Remainder," and the other account(s) will need to be either "Fixed" or "Percentage," with the fixed dollar amount or the percentage of each paycheck entered.
6. When you're finished making changes, click "Save" to save your information.

**IMPORTANT:** Most banks require new direct deposits go through a pre-note process to verify that the information matches the bank's records. This means changes to your direct deposit information could take up to one or two pay periods to become active.

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## How to switch to Paycards

Paycards work just like bank debit cards and may be used to pay bills or make purchases once they are loaded with your pay. Up to 100% of your wages can be withdrawn as cash when you have a Skylight ONE<sup>®</sup> paycard and cash a Skylight Check at one of the more than 8,800 locations available nationwide.

If you would prefer to enroll in the Skylight ONE<sup>®</sup> paycard program, rather than choose direct deposit, you must:

1. Inform your employer of your decision and find out if it is an available option.
2. Let your employer know that they must first request the number of paycards they will need for their employees from G&A.
3. Fill out the Skylight instant-issue paycard package that your employer supplies to you. It will include a temporary card to use until your official card comes in the mail.
4. Email the cardholder agreement (located inside the Skylight instant-issue paycard package) to G&A to officially enroll in the program.
5. After you submit the cardholder agreement to G&A, you can activate the card by calling the Skylight Customer Support number on the back of your temporary card. Your temporary card may be used immediately upon activation once it has been loaded with your pay. Watch the mail for your official new card following activation.

If you have any questions about the electronic-payment options available to you, please call G&A's [Customer Care](#) team at 1-866-497-4222, from 7:30 a.m. to 7 p.m. CT, Monday through Friday.