

4. Select Payment Method.	Welcome About Me Who's V I I • About Me I • My Time I • My Personal Information I • My Contact Info I • My Pay Pay Statement • Pay Details Report Payment Method • Tax Withholding Data Payment Method						
Your Payment Method information is displayed.	Choose how you want to receive your pay from PG&E by check, printed direct deposit, or online direct deposit. Go Green! Support PG&E's commitment to environmental leadership and go paperless. Elect to receive an online pay statement.						
The default display is your MAIN bank.	Note: The following groups of Utility and Corporation employees have already been converted to online direct deposit pay st work computer: management, A&T, ESC and IBEW-clerical. All other groups of active employees, pensioners, and employe receive a printed version of the pay statement, but can elect to change to online. <u>Click here</u> for more information and instructions about the Payment Method feature and instructions for its use.						
If more than one line item is displayed, you must select the one with the most recent "Valid from" date.	Bank Details Full Name Employee Name Personnel Number 98765 Bank details type Main bank						
5. Select the CHANGE							
button to update your	Bank details Valid from Payee Bank name Bank Account Country						
Payment Method	01/01/2010 Employee Name Bank or Credit U	······································					
information.							
You may need to scroll down							
to display the Change							
	Display Change Nev	/ Delete					

Your personal banking and	Payment Method				
Your personal banking and payment method information	Choose how you want to receive your pay from PG&E by check, printed direct deposit, or online direct deposit.				
is displayed.	Go Green! Support PG&E's commitment to environmental leadership and go paperless. Elect to receive an online pay state				
	Note: The following groups of Utility and Corporation employees have already been converted to online direct deposit p work computer: management, A&T, ESC and IBEW-clerical. All other groups of active employees, pensioners, and en receive a printed version of the pay statement, but can elect to change to online.				
	Click here for more information and instructions about the Payment Method feature and instructions for its use.				
	Bank Data				
	Full Name Employee Name Personnel Number 98765				
	Main bank				
	Bank details Valid from 05/01/2010				
	Payee Employee Name				
	Bank ABA number 121181743 Bank Name Bank account 123456789 Help Checking account Savings account 				
	Payment method Printed Direct Deposit				
	Verify Bank Data				
	 Declaration For Direct Deposit: I have verified my routing transit number and my account with my bank. I understand that PG&E does not validate my information, and if I have made an error, the misdirected funds must be returned to PG&E before the payroll department will replace the direct deposit. For checks: I declare that I have elected to receive all payments via printed check. 				
	Back Save				
	Main bank				
6. Use the drop down	Bank details				
menu next to PAYMENT	Valid from 05/01/2010				
METHOD to change how	Payee Employee Name				
your pay statements are	Bank ABA number 123456789 Bank Name				
delivered.	Bank account 1165779 <u>Help</u> Ochecking account Savings account				
	Payment method Printed Direct Deposit				
	Payroll Check				
	Verify Bank Data Printed Direct Deposit Online Direct Deposit				
	For Direct Deposit: I have verified my routing transit number and my account with my bank.				
	I understand that PG&E does not validate my information, and if I have made an error,				
	the misdirected funds must be returned to PG&E before the payroll department will replace the direct deposit.				
	For checks: I declare that I have elected to receive all payments via printed check.				
	Back Save				

	 The default in this example is <i>Printed Direct Deposit</i>. By electing <i>Online Direct Deposit</i>, you are indicating that you want to receive your pay statements online and you will no longer receive paper statements. By electing <i>Payroll Check</i>, you are indicating that you want to receive a paper check. NOTE: You can not elect to receive a payroll check for part of your pay and direct deposit for other. By electing <i>Printed Direct Deposit</i>, you are indicating that you want to receive a payroll check for part of your pay and direct deposit for other. 			
 7. Save your change. Indicate that you understand the information listed in the DECLARATION box, by creating a check mark in the check box Click the SAVE button. (You may need to scroll to the bottom of the page to display the button.) 	Verify Bank Data Image: Declaration For Direct Deposit: I have verified my routing transit number and my account with my bank. I understand that PG&E does not validate my information, and if I have made an error, the misdirected funds must be returned to PG&E before the payroll department will replace the direct deposit. For checks: I declare that I have elected to receive all payments via printed check. Back Save			
A confirmation message displays. 8. Confirm that you want to change your payment method.	Confirm Online Direct Deposit Selection By clicking Confirm you acknowledge that all future payroll payments (including off-cycles) will be paid by online direct deposit. In addition, if you have any other payments, those will be adjusted. Confirm Cancel			
An acknowledgement message displays. mm/dd/yyyy represents the first day of the next pay period. 9. Select OK.	Microsoft Internet Explorer Image: Kernet Explorer Changes to your bank account information will be effective on mm/dd/yyy OK			

10. Select the Payment Method link again to verify that your change displays.	Payment Method Choose how you want to receive your pay from PG&E by check, printed direct deposit, or online direct deposit. Go Green! Support PG&E's commitment to environmental leadership and go paperless. Elect to receive an online pay statement Note: The following groups of Utility and Corporation employees have already been converted to online direct deposit pay s work computer: management, A&T, ESC and IBEW-clerical. All other groups of active employees, pensioners, and employ receive a printed version of the pay statement, but can elect to change to online. Click here for more information and instructions about the Payment Method feature and instructions for its use.						
	Bank Details Employee Name Full Name Employee Name Personnel Number 98765 Bank details type Main bank Bank details Bank details						
	Valid from Payee		Bank name	Bank Account	Country		
	03/01/2010 Employe	e Name	Bank or Credit Union	1234567	United States		
	05/01/2010 Employee	e Name	Bank or Credit Union	1234567	United States		
Regardless of the payment me PG&E@Work for Me > About				statements via			