Setting up Bank Account Direct Deposit

Direct Deposit changes should be entered a minimum of 10 days prior to the next pay date to be processed for that pay date.

Changes entered between these cutoff dates and the actual pay date may NOT be effective for the first pay period following the change, and may result in payment by live check mailed to your address on file in GHR.

If you are closing or changing to a different direct deposit account, please update your information in GHR, but do NOT close your old bank account at your banking institution until you see a successful deposit into your new account. **If you have already closed your bank account, please contact the HR Payroll Manager immediately in case there are pending payments for your closed account.**

Direct deposit changes can take 1-2 pay cycles before they are fully processed by the HR/ Payroll systems. Please verify that your mailing address is correct in GHR in the event that you are issued a live check while your change is being processed.
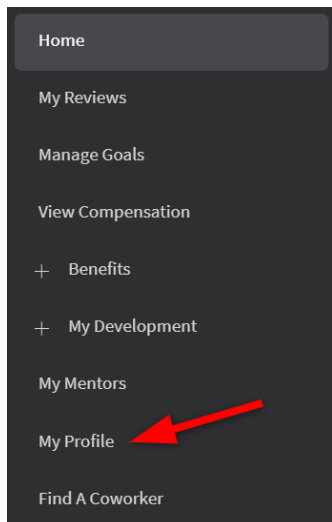
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:
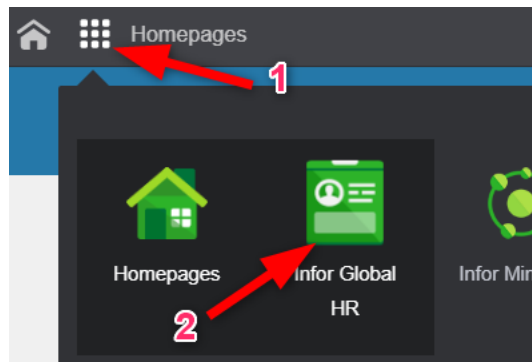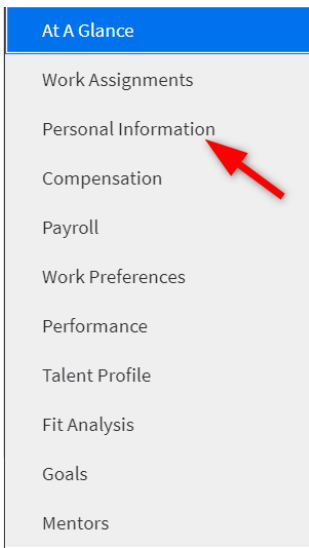

1)Click the grid in the upper left corner.
2)Click on the Infor Global HR icon.

To Setup your Direct Deposit Bank Accounts in Global HR, complete the following steps:

1) On the left side menu click "My Profile"

2) When you get to your Profile screen click the "Personal Information" button on the left side menu.

At A Glance
Work Assignments
Personal Information
Compensation
Payroll
Work Preferences
Performance
Talent Profile
Fit Analysis
Goals
Mentors

3) Scroll down to the Bank Details section. This will be blank if you have not set up an account yet.

Bank Details   ☐ Add   🖶 Print ⋯

	Default Account	Account Number	Routing N...	IBAN	Flat Amount	Percent	Distribution Order	Description
☐	Yes	▬▬▬▬▬	▬▬▬▬		0.00	100 %	1	MEMBER ONE F(

From here you can Add a bank account or Update your current bank account.

4) To Add a bank account, Click the Add button. You may Add as many accounts as you would like.

Bank Details   ☐ Add   🖶 Print ⋯

	Default Account	Account Number	Routing N...	IBAN	Flat Amount	Percent	Distribution Order	Description
☐	Yes	▬▬▬▬▬	▬▬▬▬		0.00	100 %	1	MEMBER ONE F(

Check the "I Agree" box and click Submit on the Add Bank Details form that pops up.

Add Bank Details

Authorization

I understand that adding or updating an account means my employer can perform credit entries or adjustments and debits as needed to the account.

☐ I Agree

Cancel   Submit

Complete the Add Bank Details Form.

Amount Or Percent

Flat Amount   Percent

Add Bank Details

Begin

6/16/2020

General Bank Information

Account Number

Routing Number

Amount Or Percent

Flat Amount   Percent

0.000000   0 %

Other Information

Account Type

Payment Description

DIR DEP

Bank Document

Cancel   **Submit**

1) Add your Bank Account Number
2) Add your Bank Routing Number. If you know it, you can enter it. If not, you can search for your bank by clicking the magnifying glass.
3) If you would like a flat amount of your paycheck deposited to this account, enter that number here. (Example: $300) If this is your only account, leave it at 0, see step 4.
4) If you would like a percentage of your paycheck deposited to this account enter that percentage here. (Example: 25%) If this is your only account, leave it at 100%
5) Choose your account type from the dropdown list, checking or savings.
6) Optional, name of Bank Document for step 7.
7) Optional upload an image of a voided check.
8) Click Submit

5) To Update a current bank account, click the checkbox to the left of the account you would like to Update. The Update Bank Account button will appear.

Bank Details   Add   Update Bank Account   Print   ...

	Default Account	Account Number	Routing N...	IBAN	Flat Amount	Percent	Distribution Order	Description
✓	Yes	▮▮▮▮▮▮▮	▮▮▮▮▮▮▮		0.00	100 %	1	MEMBER ONE F

Complete the form.

Change Bank Details

Begin 3/3/2020 **End** [ ] 📅 **← 1**

General Bank Information

Account Number
[▓▓▓▓▓▓▓▓]

Routing Number
[▓▓▓▓▓▓ Q] MEMBER ONE FCU

Amount Or Percent **← 2**

Flat Amount   **Percent**
[0.00]   [100 %] **← 3**

Other Information

Account Type
[Checking ▾]

Payment Description
DIR DEP

Payable To Reference **← 4**
[   ]

Distribution Order
1   **Default Account**
           Yes

Bank Document **← 5**
[   ]

[🖉] **← 6**

[Cancel] **7 →** **Submit**

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1) If this is a temporary change, enter an End Date. If it's a permanent change leave blank.
2) If you would like a flat amount of your paycheck deposited to this account, enter that number here. (Example: $300) If this is your only account, leave it at 0, see step 3.
3) If you would like a percentage of your paycheck deposited to this account enter that percentage here. (Example: 25%) If this is your only account, leave it at 100%
4) Optional, you can enter your name if you'd like.
5) Optional, name of Bank Document in step 6.
6) Optional, you can upload an image of a voided check.
7) Click Submit

When you have more than 1 bank account, your Bank Details will look like this example:

Bank Details   ⊕ Add   🖶 Print   ⋯

	Default Account	Account Number	Routing N...	IBAN	Flat Amount	Percent	Distribution Order	Description
☐	Yes	▓▓▓▓▓▓▓	▓▓▓▓▓		0.00	100 %	2	MEMBER ONE F
☐	No	▓▓▓▓▓	▓▓▓▓▓▓		300.00	0 %	1	BANK OF AMERI

- The Default Account is where the remainder of your paycheck will get deposited if you are having a flat amount or percentage deposited into other account(s).
- The Default Account will show 100% as the Percentage, this means 100% of what is not being deposited into other account(s).
- The Default Account will also be the last in the Distribution Order.
- The Distribution order will be set automatically by the system to be able to accommodate your deposit preferences (Flat Amount or Percentage) so that each account can receive the amount you chose to have deposited into it.

Example: Your Net Pay is $1,500. You chose to have $300 deposited into Bank of America, so that $300 will go into Bank of America first. Then the remaining $1,200 (or 100% of the remainder) will get deposited into Member One.