

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.

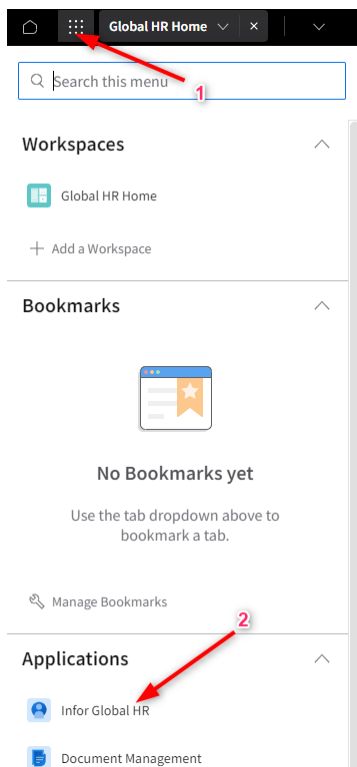
Log into GHR at this address:

https://mingle-portal.inforcloudsuite.com/v2/COUNTYOFROANOKE_PRD/?Identity=RCPS Azure SSO

You will be prompted to sign in using your RCPS email credentials through the single sign-on (SSO) system.

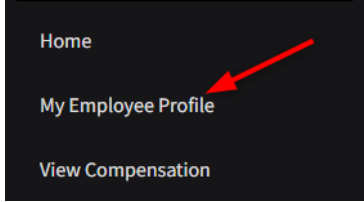
Once logged into your Global HR account, follow these steps to access your Global HR Homepage:

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

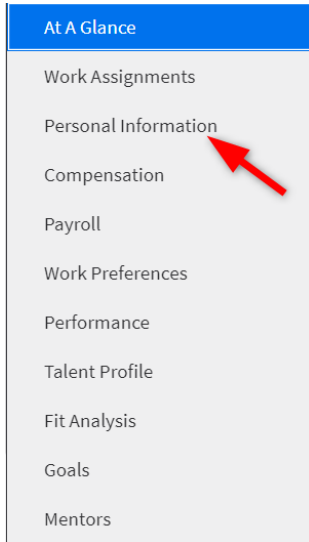


To Setup your Direct Deposit Bank Accounts in Global HR, complete the following steps:

- 3) On the left side menu click “My Profile”



- 4) When you get to your Profile screen click the “Personal Information” button on the left side menu.



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

Bank Details Add Print ...

<input type="checkbox"/>	Default Account	Account Number	Routing N...	IBAN	Flat Amount	Percent	Distribution Order	Description
<input type="checkbox"/>	Yes	XXXXXXXXXX	XXXXXXXXXX		0.00	100 %	1	MEMBER ONE F

From this page, you may **add** or **delete** a bank account. To update your banking information, you must first add the new account details and then delete the existing account, as editing current information is not permitted.

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

Bank Details Add Print ...

<input type="checkbox"/>	Default Account	Account Number	Routing N...	IBAN	Flat Amount	Percent	Distribution Order	Description
<input type="checkbox"/>	Yes	XXXXXXXXXX	XXXXXXXXXX		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

Complete the Add Bank Details Form.

Amount Or Percent
Flat Amount Percent

Add Bank Details

Begin
6/16/2020

General Bank Information

Account Number 1

Routing Number 2

Amount Or Percent
Flat Amount Percent

3 0.000000 4 0%

Other Information

Account Type 5

Payment Description
DIR DEP

Bank Document 6

7

8

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

- 7) To delete an account, select the checkbox next to the account you wish to remove. Click the three dots on the right to open the drop-down menu, then select **Delete**.

Bank Details





Add Update Bank Account Print


<input checked="" type="checkbox"/>	Default...	Account Number	Routing N...	IBAN	Flat Amount	Percent	Dist...
<input checked="" type="checkbox"/>	Yes	XXXXXXXXXX	XXXXXXXXXX		0.00	100 %	1

Open
Search
Delete
Delete

- 8) **IMPORTANT:** After adding active accounts and removing any inactive accounts, you must designate a primary account. Select the checkbox next to your preferred account, then click **Set as Default Account**.

Bank Details

  Set As Default Account  Add  Update Bank Account  Print ...

	Defaul...	Account Number	Routing N...	IBAN	Flat Amount	Percent	Dist...	Description
<input type="checkbox"/>	Yes	55001023202	30000010		0.00	100 %	2	DISCOVER BANK
<input checked="" type="checkbox"/>	No	55001023202	21100649		100.00	0 %	1	DISCOVER BANK