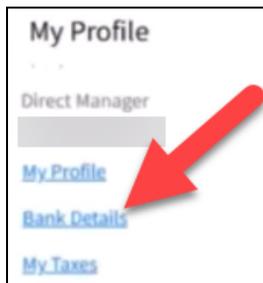


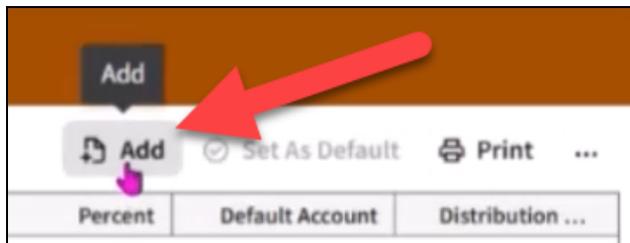
Infor GHR Direct Deposit

Setting Up Direct Deposit

Step 1: Once you are on the team member homepage under my profile, scroll down and select bank details.



Step 2: Select add to add a new account. Your first account will be the default anything left after other distributions have been made will go to the default account. Then select I agree.



A screenshot of the 'Add Bank Details' form. The form has a title 'Add Bank Details' and a yellow highlighted warning message: 'Your first account will be the default. Anything left after other distributions have been made will go to the default account.' Below the warning is an 'Authorization' section with the text: 'The first account added will be the default account. Use Set As Default on the bank details screen to update the default account.' There is a checkbox labeled 'I Agree' which is currently unchecked. At the bottom of the form are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

Step 3: You can use the magnifying glass to find your routing number and bank, OR, you can type in the routing number and your bank name will appear.

A screenshot of a form with three input fields: "Routing Number", "Account Number", and "Re-enter Account Number". A red magnifying glass icon is positioned over the "Routing Number" field, with a red arrow pointing to it from the right.

Step 4: You will enter your account number and re enter the account number to make sure that both match. You will select the account type of checking or savings.

A screenshot of a form with two input fields: "Account Number" and "Re-enter Account Number", both highlighted in yellow. Below them is a section for "Account Type" with two radio buttons: "Checking" and "Savings". This section is enclosed in a red rectangular box.

Example Check Below

An image of a check with the following text: "YOUR NAME 1234 Main Street Anywhere, OH 00000" and "123" in the top right corner. Below the name is "DATE _____". The payee line says "PAY TO THE ORDER OF _____" followed by "\$ _____" and "_____ DOLLARS". At the bottom, three MICR lines are shown: "⑆044072324" (highlighted in orange), "⑆000123456789" (highlighted in green), and "⑆123" (highlighted in blue). Below these lines are labels: "ROUTING NUMBER" in orange, "ACCOUNT NUMBER" in green, and "CHECK NUMBER" in blue.

Step 5: Now, you will select the dollar amount OR select a percentage of the paycheck. The main account will always be one hundred percent. Select submit to save.

Percent or Amount: Amount Percent

Percent: 100% Accounts set to 100 percent will be set as the default account.

Other Information

Begin Date: 12/27/2024

Prenotify Status: Not Prenotified

Buttons: Cancel, Submit

To set up a second account

Step 1: Follow the same steps as above. An example of a secondary account set up with a flat amount is pictured below.

Account Type: Checking Savings

Default Account:

Percent or Amount: Amount Percent

Percent: 100% Accounts set to 100 percent will be set as the default account.

Other Information

Begin Date: 12/27/2024

Prenotify Status: Not Prenotified

Buttons: Cancel, Submit

Account Number	Routing Number	Bank Name	Start Date	End Date	Flat Amount	Percent	Default Account
1234	111900659	Wells Fargo	12/27/2024		0.00	100 %	Yes
978	111900659	Wells Fargo	12/27/2024		50.00	0 %	No

Step 2: To stop the deposit to the secondary account double click the space in the End Date column and select the Today option or the day you wish to end the deposit. Then select Submit.

Start Date	End Date	Flat Amount
12/27/2024		0.00
12/27/2024		50.00

Please make sure to review your result in a delay of payment pro

December 2024 Today < >

Please enter your bank information

Routing Number: 111900659

Account Number: 978

Account Type: Checking Savings

Amount or Percent: Amount Percent

Other Information

Begin Date: 12/27/2024

Distribution Order: 1

Default Account: No

Use Set As Default on the bank details screen to update the default account.

Cancel Submit

Changing the Default Account

Step 1: If you want to change the default account you would need to first add a new account using the steps above setting the percentage to 100%.

Account Type: Checking Savings

Default Account:

Percent or Amount: Amount Percent

Percent: 100%

Accounts set to 100 percent will be set as the default account.

Other Information

Begin Date: 12/27/2024

Prenotify Status: Not Prenotified

Cancel Submit

Step 2: When adding a second account at one hundred percent, the system will automatically add an end date to the original default account making the added account the new default.

Account Number	Routing Number	Bank Name	Start Date	End Date	Flat Amount	Percent	Default Account
1234	111900659	Wells Fargo	12/27/2024	12/27/2024	0.00	1%	No
978	111900659	Wells Fargo	12/27/2024	12/27/2024	50.00	0%	No
456	111900659	Wells Fargo	12/27/2024		0.00	100%	Yes