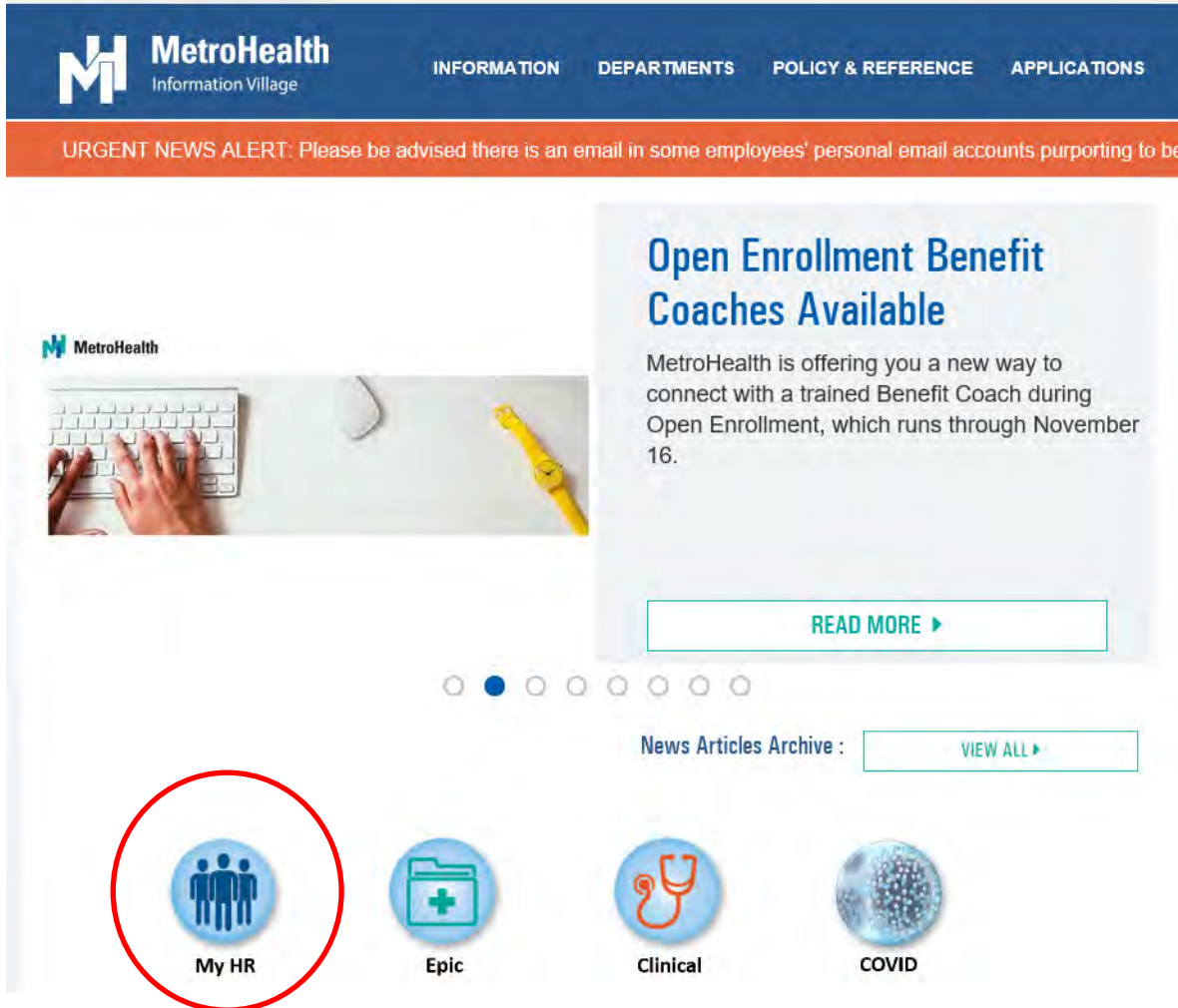


Please contact Payroll for questions on Direct Deposit by emailing at payroll@metrohealth.org or call at 216-957-3449.

How to Change or Add Direct Deposit

1. From the **MIV**, log into **MyHR** – this may prompt you to open Microsoft Edge, Select Allow.

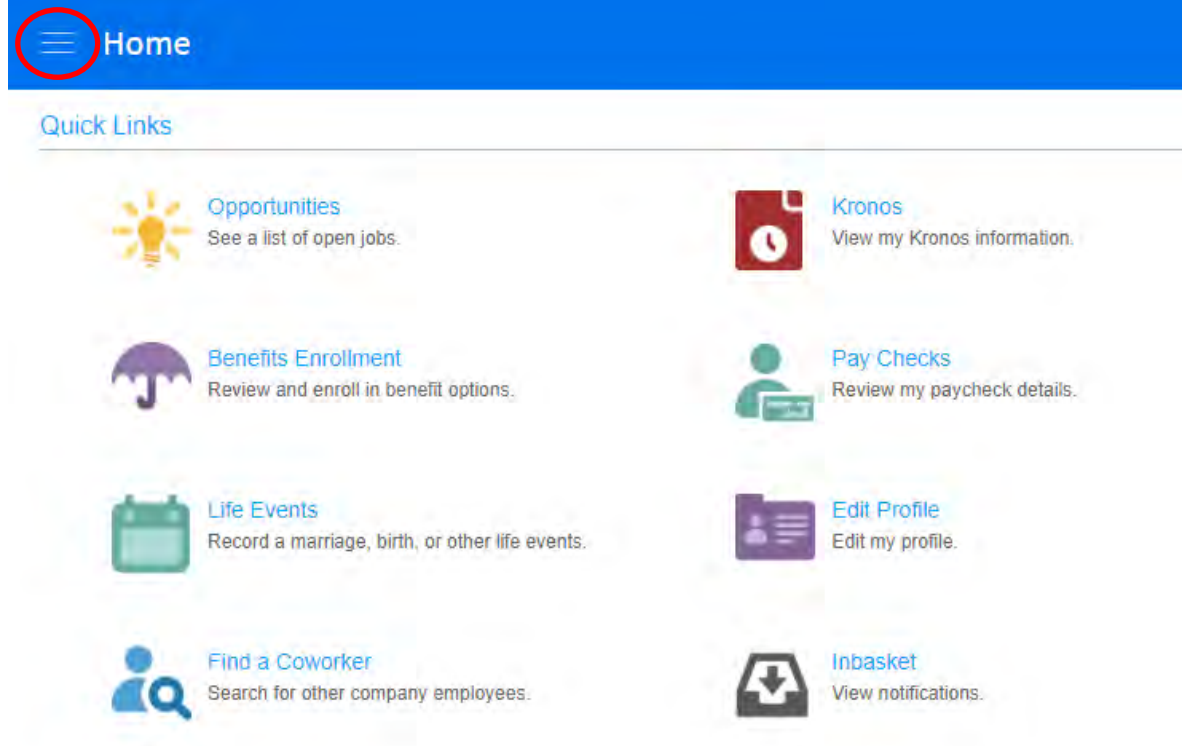


The screenshot shows the MetroHealth website homepage. At the top is a dark blue navigation bar with the MetroHealth logo and the text "Information Village". To the right of the logo are four menu items: "INFORMATION", "DEPARTMENTS", "POLICY & REFERENCE", and "APPLICATIONS". Below the navigation bar is an orange banner with the text "URGENT NEWS ALERT: Please be advised there is an email in some employees' personal email accounts purporting to be".

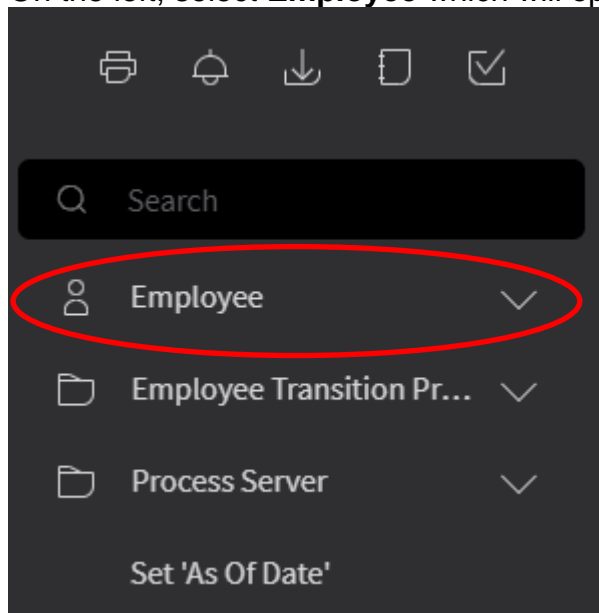
The main content area features a large article titled "Open Enrollment Benefit Coaches Available" with a sub-image of hands typing on a keyboard. Below the article is a "READ MORE" button. Underneath the article is a row of seven circular icons, with the first icon (representing "My HR") circled in red. To the right of the icons is a "News Articles Archive" section with a "VIEW ALL" button.

At the bottom of the page, there are four circular icons representing different services: "My HR" (circled in red), "Epic", "Clinical", and "COVID".

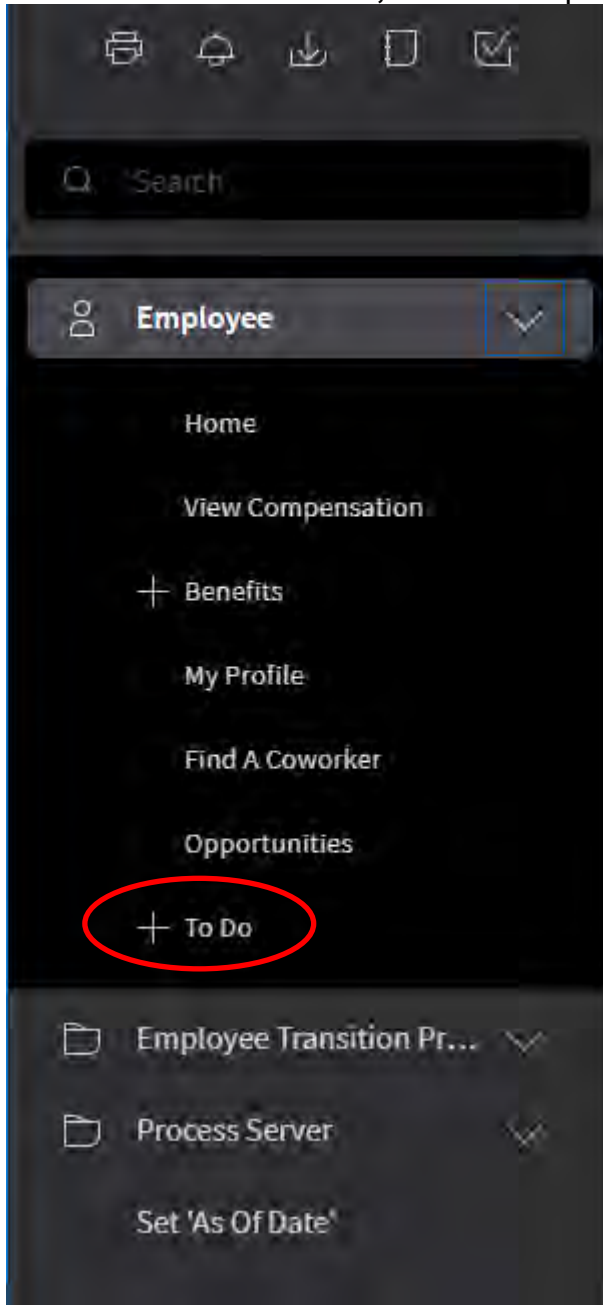
2. At the top left, select the three bars next to Home.



3. On the left, select **Employee** which will open a new menu below.



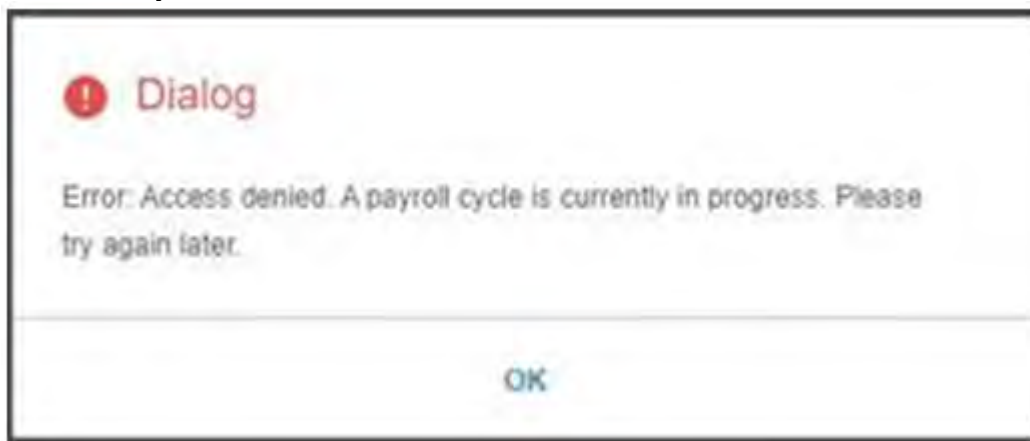
4. In that menu select **To Do**, which will open another menu below.



5. In that menu, select **Direct Deposit**.

IMPORTANT TO NOTE WHEN UPDATING YOUR DIRECT DEPOSIT INFORMATION

- MetroHealth employees are only allowed up to seven accounts for Direct Deposit.
- There must be a 100% OR “percent of net” account. Do not enter more than one account with 100% OR “percent of net.”
- Your 100% OR “percent of net” account must be your default account.
- Only ONE account can show as a default account.
- Please use flat dollar amounts, not percentages when entering multiple accounts with the exception of your 100% default account.
- If there is no 100% default account, paper checks can be issued.
- Confirmation of our updated Direct Deposit information will be sent to your work email.
- Please note, the week prior to pay date you will be locked out of making direct deposit changes Wednesday & Thursday, and will receive the following message while payroll is processed. Please try to update on another day.



6. To Add Direct Deposit:

- A. Agree to authorization statement – **Click ON ‘I agree with this Statement.’**

Accounts

You may open up to 3 account(s).

To open a bank account, you will need your bank routing and account numbers.

Authorization

I hereby authorize my employer, THE METROHEALTH SYSTEM, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts. This authority is to remain in full force until THE METROHEALTH SYSTEM's termination in such timely manner as to give THE METROHEALTH SYSTEM and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

I agree with this statement.
 I do not agree with this statement.

- B. Continue and Click **Add** to add new Direct Deposit accounts.

Direct Deposit

Direct Deposit

Accounts

You may open up to 3 account(s).

To open a bank account, you will need your bank routing and account numbers.

- C. Answer question, “How many accounts do you plan to open?”
Remember, the maximum amount of accounts is seven.

Deposit Amount

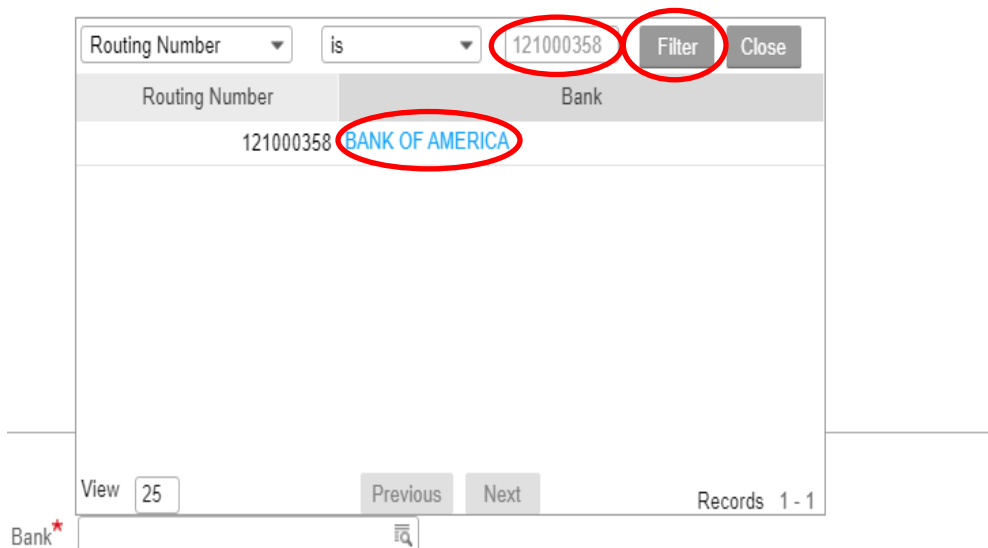
How many accounts do you plan to open?

D. Enter amount of accounts and click **Continue**. You will see this screen below:



E. Click **Continue** to enter your default 100% account

F. First enter Bank information: **USE SEARCH BOX TO FIND YOUR BANK ROUTING NUMBER and select Filter and then select the bank that comes up.**



G. **IF YOU DO NOT SEE YOUR ROUTING NUMBER AND BANK NAME PLEASE CONTACT PAYROLL AT (216-957-3449) BEFORE YOU PROCEED.**

H. Next enter **Description** (such as chcking1 or savings1).

*Required fields are indicated.

Bank: BANK OF AMERICA

Description: **Chcking1**

Account Type: Checking Savings

Effective Date: 11/09/2020

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit: _____ AMOUNT

Routing Number: 1122231455669000 Account Number: _____

Percent of Net: 100%

Update Cancel

I. Enter if **Checking** or **Savings**.

*Required fields are indicated.

Bank: BANK OF AMERICA

Description: Chcking1

Account Type: Checking Savings

Effective Date: 11/09/2020

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit: _____ AMOUNT

Routing Number: 1122231455669000 Account Number: _____

Percent of Net: 100%

Update Cancel

J. Effective Date will populate today's date.

*Required fields are indicated.

Bank: BANK OF AMERICA

Description: Chcking1

Account Type: Checking Savings

Effective Date: 11/09/2020

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit: _____ AMOUNT

Routing Number: 1122231455669000 Account Number: _____

Percent of Net: 100%

Update Cancel

K. Select your **Routing** number utilizing the search function under Bank (See Step F) and enter your **Account** number and Click Update.

*Required fields are indicated.

Bank: BANK OF AMERICA

Description: Chcking1

Account Type: Checking Savings

Effective Date: 11/09/2020

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit: _____ AMOUNT

Routing Number: 1122231455669000 Account Number: 1122231455669000

Percent of Net: 100%

Update Cancel

L. You will then see your Account information.

[Direct Deposit](#)

Accounts

You may open up to 2 account(s)

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	1122231455669000	Default	Checking	100 00%

[Close Account](#)

M. Click **Add** if you are adding additional accounts; use the search tool to find Bank Routing Number. Add Description, Account Type, Flat Amount and Account Number. Click **Update**.

N.

Direct Deposit

Accounts

You may open up to 2 account(s).

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	1122334455660000 Default	Checking1	Checking	100.00%

AM

Add Account

Required fields are indicated.

Bank: BANK OF AMERICA

Description: savings2

Account Type: Checking Savings

Effective Date: 11/09/2020

Cindy Pesacion
1202 Homeland Dr
Rocky Rlvr, OH 44116
US

Flat Amount: 50.00 of
Percent of Net:

Routing Number: 000000000 Account Number: 000000000000

AMOUNT

Continue

7. To close a Direct Deposit account:

A. Log into Direct Deposit (Steps 1 - 5). You will see a list of your open accounts:

You may open up to 1 account(s).

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	000999888777	savings2	Savings	50.00
BANK OF AMERICA	2	1122334455660000 Default	Checking1	Checking	100.00%

Add Select New Default

B. On the far right, select **Close Account** on the account you wish to close. Click on **“Agree with this statement.”** Click **Continue**.

Direct Deposit

Accounts

You may open up to 1 account(s).

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	000999888777	savings2	Savings	50.00
BANK OF AMERICA	2	1122334455660000 Default	Checking1	Checking	100.00%

Add Select New Default

Close Account

Authorization

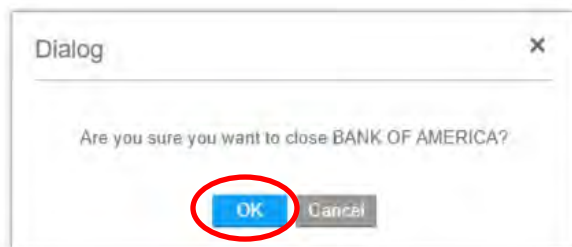
I hereby authorize my employer, THE METROHEALTH SYSTEM, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in order to my accounts. This authority is to remain in full force until THE METROHEALTH SYSTEM has received written notification from me if by termination in such timely manner, as to give THE METROHEALTH SYSTEM and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

I agree with this statement.

I do not agree with this statement.

Continue

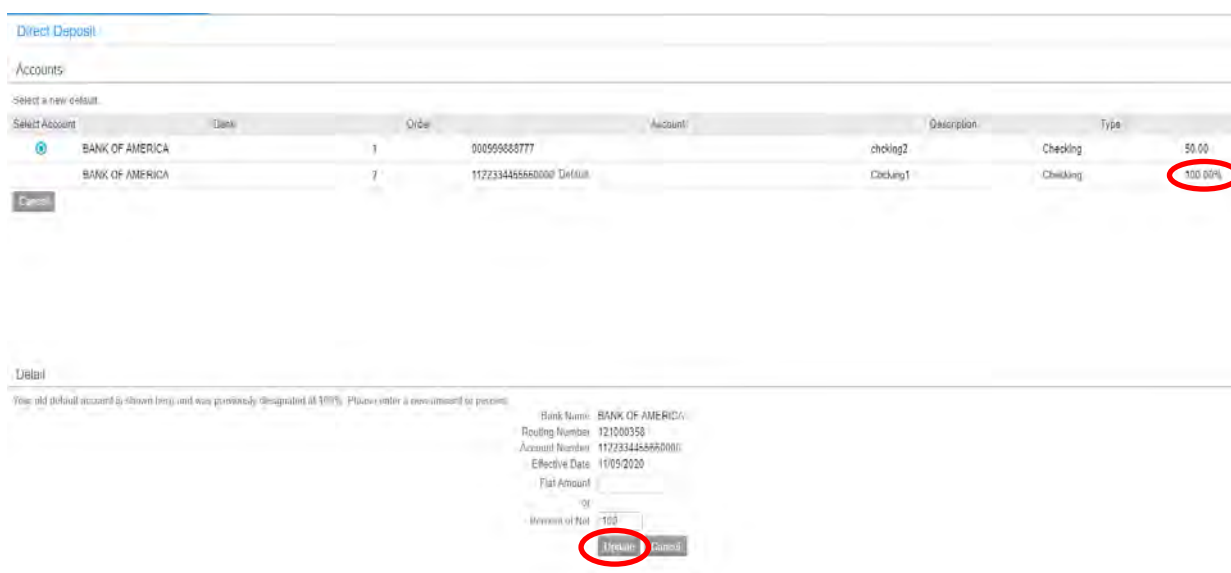
- C. You will receive this message, click **OK**. **Be sure you have a default account set up. Reminder, your default account must be 100% of net.**



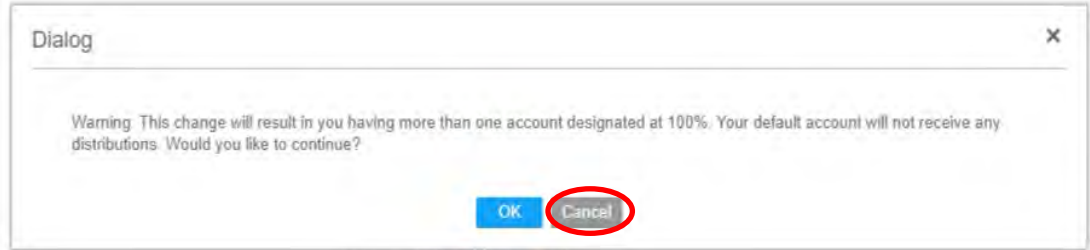
8. **To select new Default account:**
 A. Click on select New Default.



- B. Click on New Default account, this will prompt you to select percent of Net, Enter **100%**, then click on **Update**.



- C. This will give you a warning if you have more than one 100% account.
- D. **You are unable to have more than one 100% account. Click on CANCEL.**



- E. Update your previous default account to a flat dollar amount by clicking on the Account Number.

Accounts

You may open up to 1 account(s).

Bank	Order	Account	Description	Type	Amount	
ANK OF AMERICA	1	1122334455660000	Checking1	Checking	100.00%	Close Account
ANK OF AMERICA	2	000999888777 Default	chcking2	Checking	100.00%	Close Account

[Add](#) [Select New Default](#)

- F. Account details will appear; update the **Flat Dollar Amount** and **remove the 100 from percent of net**. Click **Update**.

[Direct Deposit](#)

Accounts

You may open up to 1 account(s).

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	1122334455660000	Checking1	Checking	100.00%
BANK OF AMERICA	2	000999888777 Default	chcking2	Checking	100.00%

[Add](#) [Select New Default](#)

Detail

Bank: BANK OF AMERICA
 Routing Number: 121000358
 Account Number: 1122334455660000
 Effective Date: 11/09/2020
 Account Type: Checking Savings

Account Details

Flat Amount: 50.00
 or
 Percent of Net: 100.00%

[Update](#) [Cancel](#)

9. To change the distribution order of your accounts:

A. Click on **Reorder**.

Direct Deposit

Accounts

The maximum number of accounts you may open is 3. To open an account, you must first close one.

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	1122334455660000	Checking1	Checking	50.00
HUNTINGTON NATL BANK NE	2	9876543210	savings	Savings	50.00
BANK OF AMERICA	3	00099888777 Default	checking2	Checking	100.00%

B. You will not be able to change the order of the default (100%) account.

Direct Deposit

Accounts

Reorder your accounts. Type a number that indicates the order the Direct Deposit distributions are deducted. Default accounts are always taken last.

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	1	1122334455660000	Checking1	Checking	50.00
HUNTINGTON NATL BANK NE	2	9876543210	savings	Savings	50.00
BANK OF AMERICA	3	00099888777 Default	checking2	Checking	100.00%

Apply Cancel

C. Update account order and click **Apply**.

Direct Deposit

Accounts

Reorder your accounts. Type a number that indicates the order the Direct Deposit distributions are deducted. Default accounts are always taken last.

Bank	Order	Account	Description	Type	Amount
BANK OF AMERICA	2	1122334455660000	Checking1	Checking	50.00
HUNTINGTON NATL BANK NE	1	9876543210	savings	Savings	50.00
BANK OF AMERICA	3	00099888777 Default	checking2	Checking	100.00%

Apply Cancel