

# Please contact Payroll for questions on Direct Deposit by emailing at <u>payroll@metrohealth.org</u> 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.





# MetroHealth

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

Quick Links	
Opportunities See a list of open jobs.	View my Kronos information.
Benefits Enrollment	Pay Checks
Review and enroll in benefit options.	Review my paycheck details.
Life Events	Edit Profile
Record a marriage, birth, or other life events.	Edit my profile.
Find a Coworker	Inbasket
Search for other company employees.	View notifications.

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





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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. Add
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 SY its 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 gree with this statement
O I do not agree with this statement.
Continue Cancol

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.





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).



#### I. Enter if Checking or Savings.

	Bank* BANK OF AMERICA	15.		Effective Date* 11.092020
	Description* Chcking1		Account Type 😨 Checking * 🔿 Savings *	
Cindy Pescatrice 1202 Homeland Dr Rocky River, OH 44116	Depart			Porcent of Not 100%
Routing Number* 1,110003537 Act	count Number*	AMOUNT		Update Carport

#### J. Effective Date will populate today's date.

Required fields are indicated.			
	BANK (BANK OF AMERICA R)		Effective Date 11:09:2020
	Description Chcking1	Account Type ( Ctucking * O Savings *	
Cindy Pescatrice 1202 Homeland Dr Rocky River, OH 44116			Percent of Net 100%
US	Deposit		
Routing Number* 1,11000.557 A	ccount Number*		Update Carried

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

	Bank* TRANS OF IMPRICA			CRUCTIVE Date • 31(09)2020 MMIDD/Y
	Description* Chokingf		Access Trate Checking * D Savings *	
Cindy Pescatilos 1282 Homeland Dr				
Rocky River, OH 44116	Dunning			Percent of Net
		AMOUNT		$\sim$
Rivery Number* 1410001121 No.	Laurid Namber* (19223311556250102	AMOUNT		

L. You will then see your Account information.

Accounts						
You may open up to 2 account(s)						
Bank	Order	Account	Description	Туря	Amount	
BANK OF AMERICA	1	1122134455660000 Default	Chcking1	Checking	100.00%	Clase Accourt

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**.

Direct Deposit									+ )
Accounts									
You may open up to 2 account(	1								
B	ank	Order		Account		Description	Type	Amount	
AM									
A									
Add Account									
Add Account Replied lists are indicated.	bas* (MARTY ST	TTHICK.	_					Sieclive Date*	11/05/2020
Add Account Registed fields are indicated.	Sant <sup>a</sup> (1997-197-10) Description <sup>a</sup> Sameda	tītir'ā"	41	Account free ( ) Coa	100 ° 0 5 mm *			Stective Date*	1105/2020 ( MMEDDYYS

## 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).

M

Bank	Order	Account	Description	Туре	Amount	
BANK OF AMERICA	1	000999888777	savings2	Savings	50.00	Close Account
BANK OF AMERICA	2	1122334455660000 Default	Chcking1	Checking	100.00%	Close Account
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.** 

							+ x
Accounts							
You may upon up to 1 account(s)							
Bank	Order		Account	Description	fype	Artifucti	-
BANK OF AMERICA	1	panweeux777		savings2	Savings	50.00	Tilling Attin
IANK OF AMERICA	2	1122334455569100 Detect		Chickleg1	Checking	100.00%	2.3mil Alazar
Authorization hereby authorize my employer, THE METROHEAL	TH SYSTEM, to initiate credit entries	and if necessary, to initiate debit entri	ies and adjustments for any credit entries in a	artor to my accounts. This authority is to remain	n in full force until THE METROHEALT	H SYSTEM has received seman r	notification from me of
Authorizations hereby authorize my amakyur, Thië WETROHEAU b lammadion in such tinely manner as to give THE	TH SYSTEM, 19 Johine credit untries METROHEALTH SYSTEM and my 1	and if necessary, to mission dept, entry menculi multiclion a reasonable oppo	Vis and adjustments for any cardit montes in the section is or will the termination of the section of the section of the the section of the section of the the section of the section of the the section of the section	ertor to my accounts. This authority is to remain my employment. sent.	n in full force until THE METROHEALT	H SYSTEM has received written n	tolification from ma pi
Authoryzatoca hereby authorize my emoty my Thic WETROHEAU b termination in sech travy manner as to give THE	TH SYSTEM to believe credit within METROREALTH SYSTEM and my t	and if reportany, to miljan doct one mercal multiplon a reasonable spoo	Vis and alfordments for any used profile in charity is set on 6 or world the termination of a spine with this classification () at the paper with this classification () at the paper () at the paper with the pap	eror fo my accounts. This authority is to remain ny employment.	n in fail force until The METROHEALT	H SYSTEM hav received without n	ratification from my pi

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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.

Dialog	×
Are you sure you want to close BANK OF,	AMERICA?
OK Cancel	

#### 8. To select new Default account:

A. Click on select New Default.

Direct Deposit						• X
Accounts						
You may open up to 1 account(s).						
Bank	Orde	( Account	Descripti	lon Type	Amount	
BANK OF AMERICA	1	000999288777	chcking2	Checking	50.00	Close Account
BANK OF AMERICA	2	1122334455660000 Default	Cheking1	Checking	100.00%	Close Account
Add 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.

Dialog	
Warning This change will result in you having more than one account designated at 100%. Your default account will not receive any distributions. Would you like to continue?	
OK 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	$\frown$	Account	Description	Туре	Amount	
ANK OF AMERICA		1 (	1122334455660000		Chcking1	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 ac	count(s)										
	Bank		Order		Account		Description		Туре		Amoent
BANK OF AMERICA		1		1122334455660000		Chcking1		Checking		100.00%	
BANK OF AMERICA		2		000555888777 Default		chcking2		Checking		100.00%	
Add Select New D	efaatt										
Detail				Bank BA Routing Number 12 Account Number 11	NK OF AMERICA 1000358 2233445660000						
				Account Type	Checking O Savings						
				Account During Flat Amount 50 Provided Not 1	0.00						
				10							



- 9. To change the distribution order of your accounts:
  - A. Click on Reorder.

Direct Deposit								- ×
Accounts								
The maximum runiber of account To quim on account, you must first	ti yana may apan is I							
	Bank	Circle	r	Account	Description	Тура	Amount	
BANK OF AMERICA		1	1122334455650000		Chcking1	Checking	50.04	One the work
HUNTINGTON NATL BANK NE		2	9876643210		savings	Savings	50,00	Oine dumont
BANK OF AMERICA		3	001995088777 Datault		thicking2	Checking.	100.00%	One Arount

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

Direct Deposit						÷ K
Accounts						
Recoder your account. Type a	number that indicates the order the Oarest Deposit details	store are deducted. Denvil account	e dre sleevystanie uit.			
Ernar Ordan	Hank	Only	ir. Atrena	en Description	Тура	Arrenant
1 BANK OF AMERI	CA	0.0	1122334455660000	Cheking1	Chucking	50.00
2 HUNTINGTON N	ATL BANK NE	2	9876543210	savings	Savings	50.00
BANK OF AMERI	CA	3	000599888777 Duhuh	chcking2	Checking	100.0046
Apply Dancel						

C. Update account order and click Apply.

Unreart	зеразе					
Account	5					
Rearder yo	aur accesses. Type a monker that indicates the order the Direct Dissoull Bo	Hilbaliane are deducted. Default anatom	n are alwaya lakerikani.			
inter Un	Bank	Orde	er Assemt	Deampion	Тури	Arms
2	BANK OF AMERICA		11223384555550000	Chesing t	Checking	50 BD
T	HUNTINGTON NATL BANK NE	2.	9876543310	sevings	Savings	50.00
$\asymp$	BANK OF AMERICA	3	000999688777 Extends	ichicking2	Checking	100.00%
310	Sensi					