


Direct Deposit Quick Reference Guide

1. Log in to infor

a. Start your web browser by clicking **Start, Programs, Microsoft Edge**.



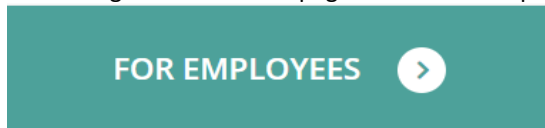
b. From the Munson intranet home page using a Munson network connected computer, click the SharePoint Home page

(<https://sharepoint16.mhc.net/Pages/home.aspx>). Then click  and then click on the **my>HR icon**.

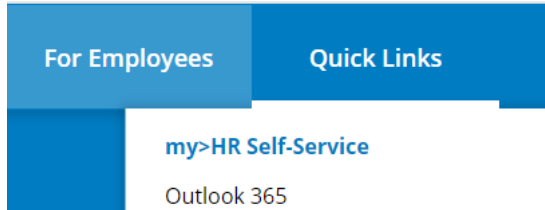


At this point, you should automatically be logged in to proceed.

c. **From home or outside the Munson network:** Enter web address: <http://www.munsonhealthcare.org>, press **Enter**. At the bottom right corner of the page click on For Employees button.



Then navigate to Quick Links and select my>HR Self-Service.



If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed ([Accessing Employee Self-Service Remotely](#) and [Multi-Factor Authentication Guide for StoreFront](#)). For technical assistance, please contact the Help Desk at (231) 935-6053. After completing the installations find the **my>HR_SelfService** link, click it and with your network ID, you should automatically be logged in.

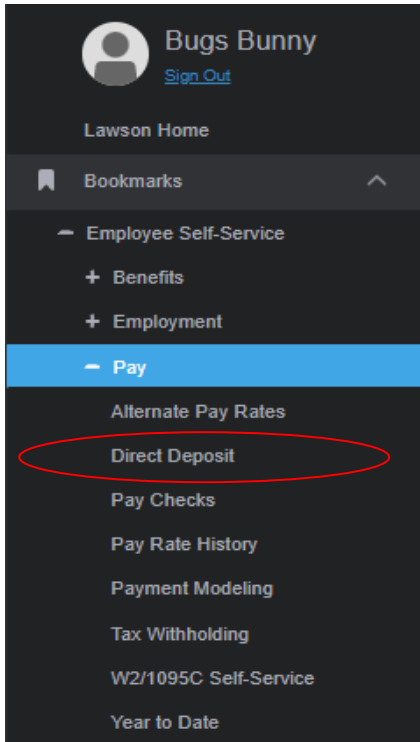
2. Navigation

a. To reveal or remove the left-side menu bar containing your Bookmarks and sub menus, simply click the three-line Menu ellipse in the upper left corner. When you want to navigate via the Menu Bar, click once. Or if you want to remove the menu bar for full screen mode, click again.



b. Click **Bookmarks**, then click on **Employee Self-Service** to expand sub menus. Click on **Pay** and then click on **Direct Deposit**.


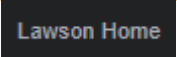
c. Sub menu items are expanded by clicking the + sign and they are hidden by clicking the – sign next to major menu categories.



d. Be sure to use links on the scrollable menu (left side) to select specific pages or use functional buttons like Continue or Previous to navigate on each page. **WARNING -- DO NOT** use the back and forward arrows on your browser to move between pages.



Application is not designed for browser arrow navigation. If you accidentally click the back button, log out and log back in to refresh your session.

e. If you desire to start navigation fresh, click the **infor** (top left) logo  or the Lawson Home link (upper left)  to return to the Lawson home page.

f. If you ever need to exit, **click on the Sign Out icon in the upper-right corner.** 

3. Adding a Direct Deposit

- Be prepared, you'll need the bank routing number and your account number to add a direct deposit.**
- After clicking through the **Bookmarks>>Employee Self-Service>>Pay>>Direct Deposit**, the Direct Deposit window will appear.
- Click the **Add** button in the accounts section of the Direct Deposit screen.

[Direct Deposit](#) ▼ ×

Accounts

PLEASE NOTE: the first pay period after enrolling in direct deposit, you will still receive a payroll check due to a pre-notification process, for more information click the ?

- Click the Add button to add a direct deposit.
- Click the Account Number to make changes to an existing direct deposit.

Bank	Order	Account	Description	Type	Amount	
Chemical Bank	1	166000460	Chking1	Checking	825.00	Close Account
MEMBERS CREDIT UNION	2	760553 Default	Savings2	Savings	100.00%	Close Account

Add


d. Read the Authorization page and **click in the corresponding button**. In order to participate in the Direct Deposit program, participants are required to agree with the authorization statement.


Add Account

*Required fields are indicated.

Financial institutions are defined by routing number, not by bank name alone. Find your bank:

1. Click **Bank magnifying glass**
2. Type your bank routing number
3. Click **Filter** button to search
4. Click your **bank name** after verifying the bank name and routing number

Bank* CHASE BANK 

Effective Date* 08/11/2017 
MM/DD/YYYY

Description* Joint Account Type * Checking Savings

Eva T. Voisin
6206 S Westwood Parkway
Suttons Bay, MI 49682
US

Flat Amount or
Percent of Net 100

Deposit _____ AMOUNT

Routing Number* Account Number*
021000021 123456789

Authorization

I hereby authorize my employer, Munson Healthcare, 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 Munson Healthcare has received written notification from me of its termination in such timely manner as to give Munson Healthcare 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.


e. Enter the required account information. Required fields are marked with a **red asterisk**. Click on the Bank textbox search icon (magnifying glass).


Add Account

*Required fields are indicated.

Financial institutions are defined by routing number, not by bank name alone. Find your bank:

1. Click **Bank magnifying glass**
2. Type your bank routing number
3. Click **Filter** button to search
4. Click your **bank name** after verifying the bank name and routing number

Bank* 

Effective Date* 08/11/2017 
MM/DD/YYYY

Description* Account Type * Checking Savings

Eva T. Voisin
6206 S Westwood Parkway
Suttons Bay, MI 49682
US

Flat Amount or
Percent of Net

Deposit _____ AMOUNT


Routing Number* Account Number*

f. Because there are many financial institutions, we suggest searching by routing number. Enter your **institution's routing number** in the blank field. Then click **Filter**. The listing will populate the matching routing number on your screen. Once you bank is identified, click on the **institution's name**. In this example Chase Bank is used.

Routing Numbe is

Routing Number	Bank
4400002	The Huntington National Bank
11000028	STATE STREET BANK & TRUST CO
11302920	BOSTON SAFE DEP & TRUST-BAIRD
21000018	DREYFUS MI.MUNICIPAL/BK OF NY
21000021	CHASE BANK
21000322	BANK OF AMERICA
21001088	HSBC BANK USA
21000000	BANK OF AMERICA NA

View 25 Records 1 - 25

Bank* 

- g. Enter the date in the **Effective Date** field that you would like the direct deposit to be activated.
- In the **Description** field enter a description to identify this account on your paycheck stub or direct deposit receipt (this field is limited to 8 characters).
 - Select your account type, **checking or savings**. Notice the Routing Number is populated.
 - Enter the **Account Number** in the corresponding field.
 - Enter the flat amount of your check or the percentage (typically 100% with a sole account).
 - Click **Update**.

Add Account

*Required fields are indicated.

Financial institutions are defined by routing number, not by bank name alone. Find your bank:

1. Click Bank magnifying glass
2. Type your bank routing number
3. Click Filter button to search
4. Click your **bank name** after verifying the bank name and routing number

Bank* CHASE BANK

Effective Date* 08/11/2017

Description* Joint

Account Type Checking Savings

Eva T. Voisin
6206 S Westwood Parkway
Suttons Bay, MI 49682
US

Flat Amount or
Percent of Net 100

Routing Number 021000021

Account Number* 123456789

Deposit _____ AMOUNT _____

- h. The direct deposit has been added and is shown on the screen. This change may take several weeks to go into effect. Your direct deposit will pre-note the next pay period.

Direct Deposit

Accounts

PLEASE NOTE: the first pay period after enrolling in direct deposit, you will still receive a payroll check due to a pre-notification process, for more information click the ?

- Click the Add button to add a direct deposit.
- Click the Account Number to make changes to an existing direct deposit.

Bank	Order	Account	Description	Type	Amount	
CHASE BANK	1	123456789	Joint	Checking	100.00%	Close Account

- i. If you would like to add another direct deposit, click **Add** and follow the same steps starting from item I. above. When adding more than one direct deposit account, a percentage or flat amount will need to be specified for the non-default account(s).

- j. To exit, click Sign Out icon in the upper-right corner.

4. Changing a Direct Deposit

- From the Employee Self-Service menu, click **Pay**, then click **Direct Deposit**.
- Your current direct deposit elections will appear on the screen. You may have multiple accounts, such as this example.
- Click the **account number** that you would like to change. The account information will appear on the screen.

Accounts

PLEASE NOTE: the first pay period after enrolling in direct deposit, you will still receive a payroll check due to a pre-notification process, for more information click the ?

- Click the Add button to add a direct deposit.
- Click the Account Number to make changes to an existing direct deposit.

Bank	Order	Account	Description	Type	Amount	
CHASE BANK	1	123456789	Joint	Checking	100.00%	Close Account
Chemical Bank	2	166000460	Chking1	Checking	825.00	Close Account
MEMBERS CREDIT UNION	3	760553 Default	Savings2	Savings	100.00%	Close Account

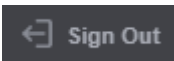
Detail

Bank CHASE BANK
 Routing Number 021000021
 Account Number 123456789
 Effective Date 08/11/2017
 Account Type Checking Savings
 Account Description
 Flat Amount
 or
 Percent of Net

- d. Options include:
- Enter the desired changes such as **Selecting New Default** account or **Reorder** account view by selecting buttons.
 - Or you may change **Account Type**, **Account Description**, or **Flat Amount** or **Percent of Net** deposit.
 - When done, click **Update**.

e. The account information will again appear on the screen. **Verify your changes.**

f. Follow these same steps to make additional changes to current direct deposit accounts.

g. To exit, click Sign Out icon in the upper-right corner. 

5. Stopping a Direct Deposit

- From the Employee Self-Service menu, click **Pay**, then click **Direct Deposit**.
- Your current direct deposit elections will appear on the screen. You may have multiple accounts, such as this example of closing Merchant Credit Union.
- Click the **Close Account** link for the direct deposit that you would like to stop.

PL Accounts

PLEASE NOTE: the first pay period after enrolling in direct deposit, you will still receive a payroll check due to a pre-notification process, for more information click the ?

- Click the Add button to add a direct deposit.
- Click the Account Number to make changes to an existing direct deposit.

Bank	Order	Account	Description	Type	Amount	
CHASE BANK	1	123456789	Joint	Checking	100.00%	Close Account
Chemical Bank	2	166000460	Chking1	Checking	825.00	Close Account
MEMBERS CREDIT UNION	3	760553 Default	Savings2	Savings	100.00%	Close Account

Authorization

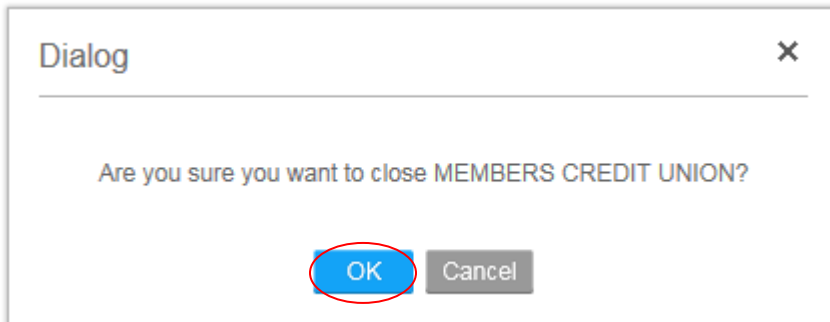
I hereby authorize my employer, Munson Healthcare, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until Munson Healthcare has received written notification from me of its termination in such timely manner as to give Munson Healthcare 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 Cancel

- d. Click **I agree** or **I do not agree** on the Authorization message. There will be a warning message if you agree, click **OK** to complete the task.



The account information will again appear on the screen. **Verify the account you stopped is no longer listed as an option.**

NOTE: If you close all direct desposit accounts, you will receive a "live" check starting the next pay period.

- e. Follow these same steps to stop additional direct deposit accounts.

- f. To exit, click Sign Out icon in the upper-right corner.

