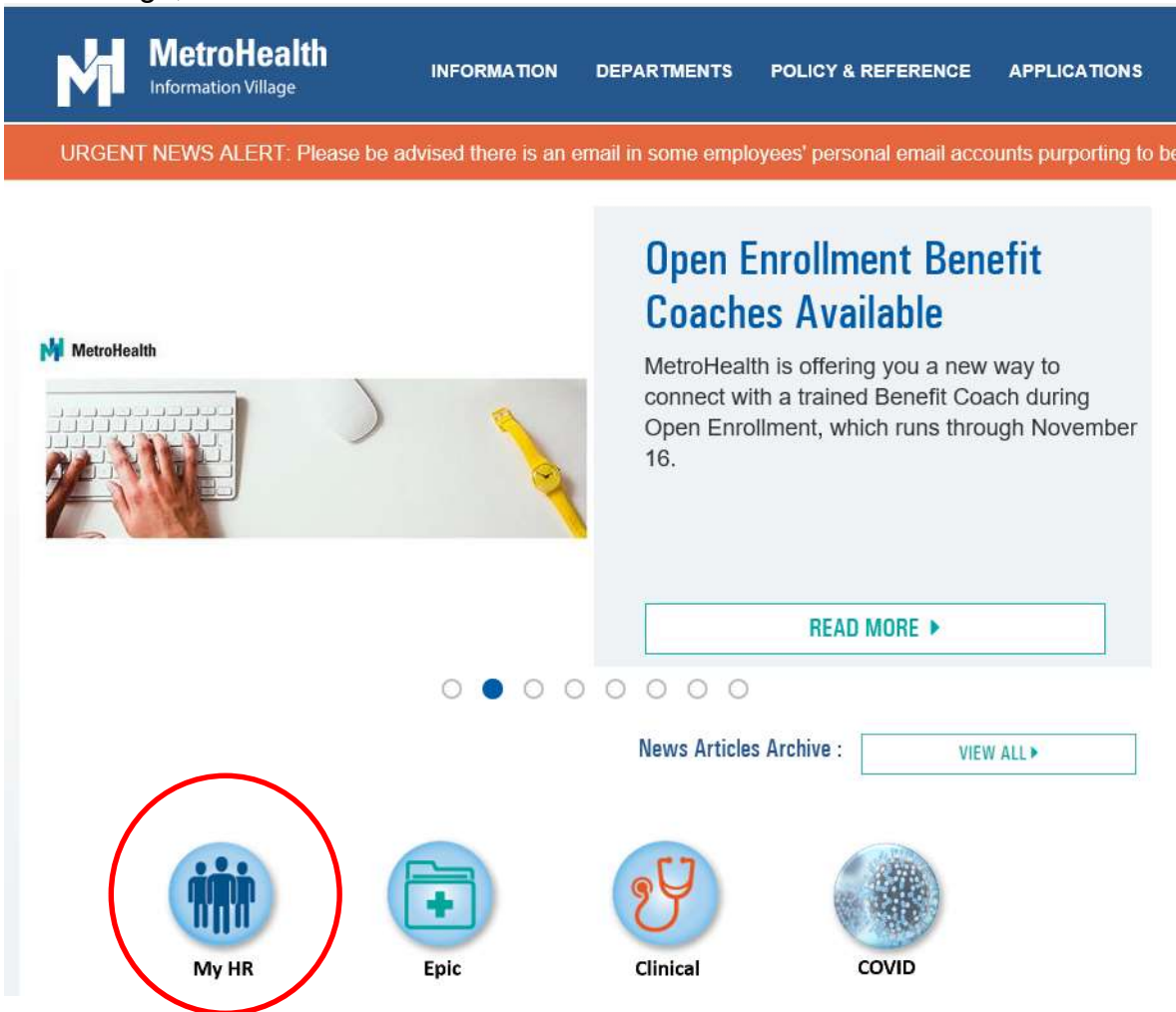


Please contact Payroll for questions on Direct Deposit by emailing at payroll@metrohealth.org or call at 216-957-3449.

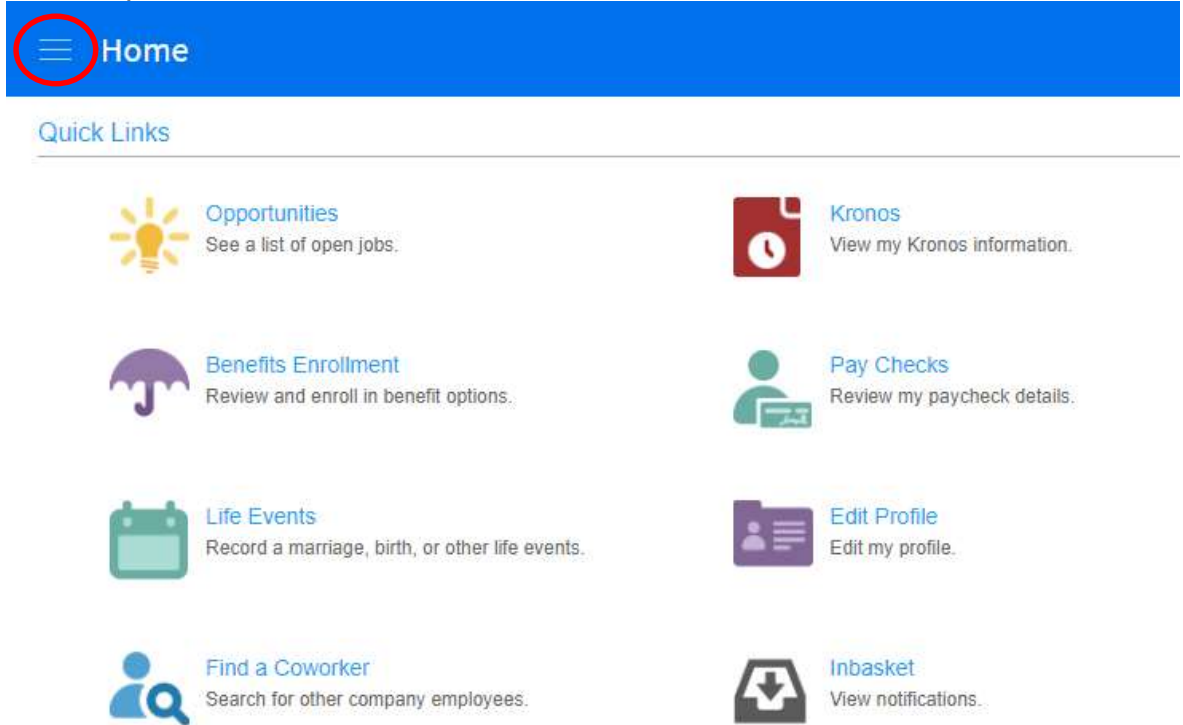
How to Change or Add Direct Deposit

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

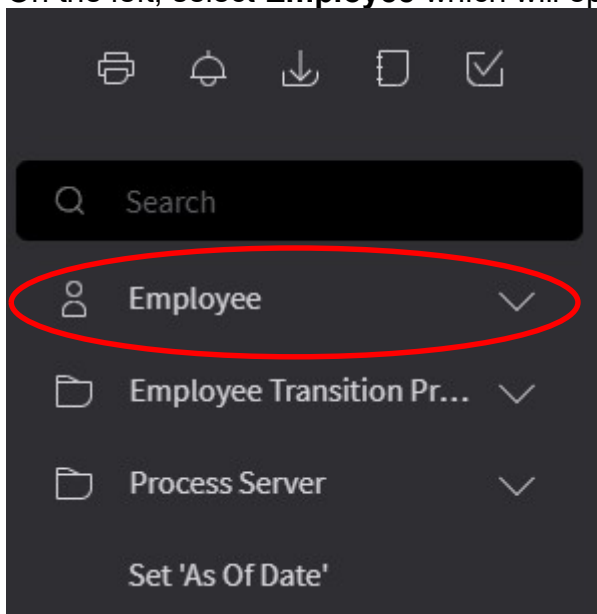


The screenshot shows the MetroHealth website interface. At the top is a dark blue navigation bar with the MetroHealth logo and the text "Information Village". To the right of the logo are four menu items: "INFORMATION", "DEPARTMENTS", "POLICY & REFERENCE", and "APPLICATIONS". Below the navigation bar 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 "News Articles Archive" section with a "VIEW ALL" button. At the bottom of the page, there are four circular icons: "My HR" (circled in red), "Epic", "Clinical", and "COVID".

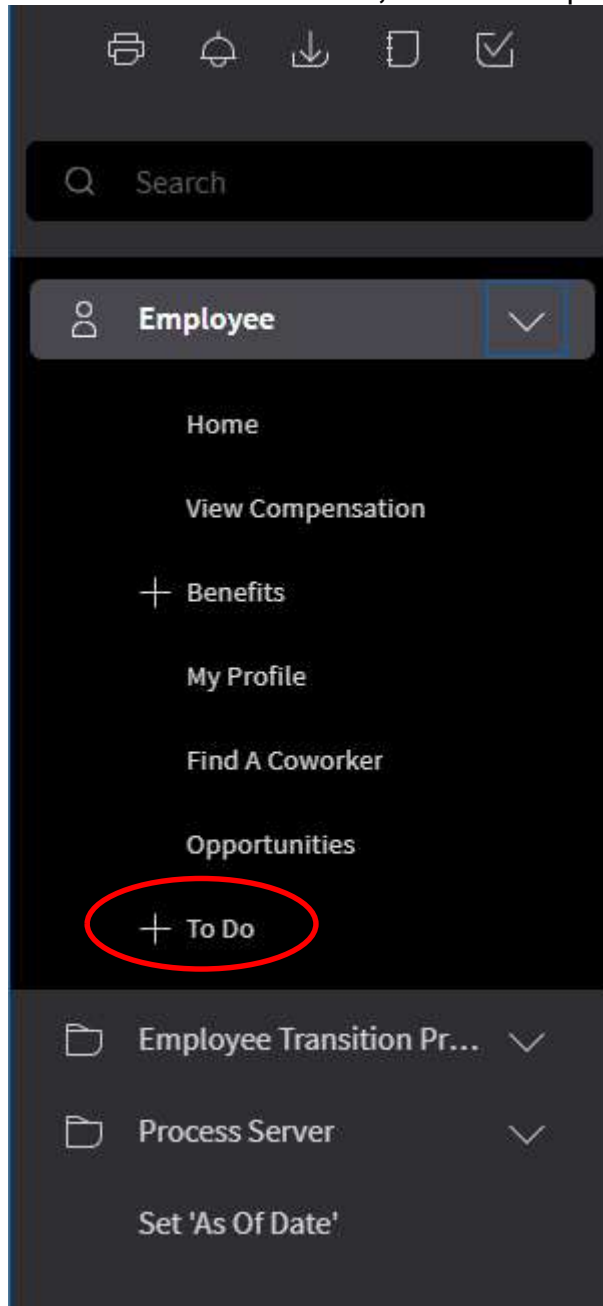
2. At the top left, select the three bars next to Home.



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.

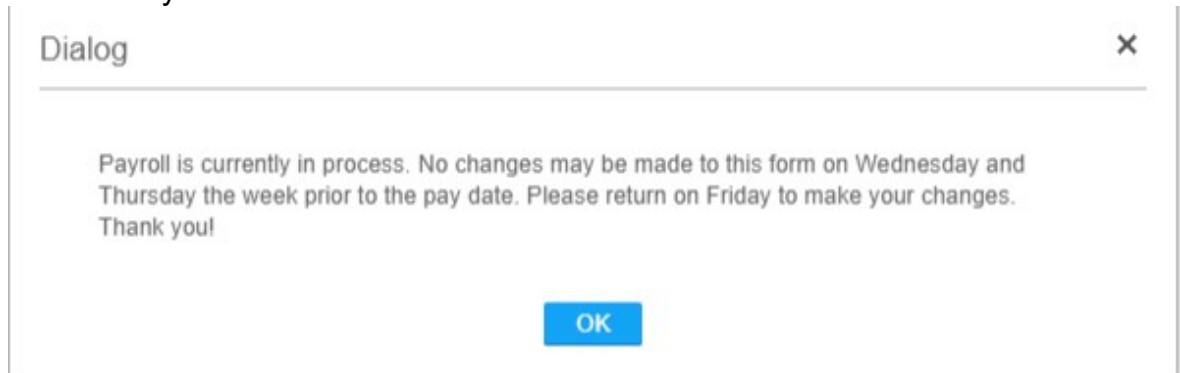


5. In that menu, select **Direct Deposit**.



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.’ This might only come up if you have no other existing accounts set up.

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

[Continue](#) [Cancel](#)

- 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.

[Add](#)



- 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?

Continue Cancel

0

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

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.

Add

Default Account

Because your pay could vary from pay period to pay period, you must create a default account. A default account is like a safety net and it ensures that all of your pay is designated to a bank account.

Your default account is designated at 100%. That is, 100% of anything that is left over after all other distributions have been made.

Click Continue to enter your default account information.

Continue Cancel

- E. Click **Continue** to enter your default 100% account
- F. First enter Bank information: **In the blank box next to "Bank" type your routing number in manually.**

Add Account

*Required fields are indicated.

Bank* |

Description* |

- G. **Please make sure that your routing number is correct. Often times, routing numbers are the same for everyone based on state. For example: all PNC customers for Ohio have the same routing number.**



H. Next enter **Description** (such as chcking1 or savings1). This is for your reference.

*Required fields are indicated.

Bank* BANK OF AMERICA

Description* Chcking1

Account Type Checking * Savings *

Effective Date* 11/09/2020 MM/DD/YYYY

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit _____ AMOUNT

Routing Number* 121000358 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 MM/DD/YYYY

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit _____ AMOUNT

Routing Number* 121000358 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 MM/DD/YYYY

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit _____ AMOUNT

Routing Number* 121000358 Account Number* _____

Percent of Net 100%

Update Cancel

K. Manually enter your **Account** number next to Account Number and Click Update. The account number is person specific so each individual has their own unique account number.

*Required fields are indicated.

Bank* BANK OF AMERICA

Description* Chcking1

Account Type Checking * Savings *

Effective Date* 11/09/2020 MM/DD/YYYY

Cindy Pescatrice
1202 Homeland Dr
Rocky River, OH 44116
US

Deposit _____ AMOUNT

Routing Number* 121000358 Account Number* 1122334455660000

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	1122334455660000 Default	Chcking1	Checking	100.00%	Close Account



M. Click **Add** if you are adding additional accounts; manually enter your 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%	Close Account

Add

Add Account

Required fields are indicated.

Bank * Effective Date * MM/DD/YYYY

Description * Account Type Checking Savings *

Cindy Pescatrice
1202 Homeland Dr.
Rocky River, OH 44116
US

Flat Amount or
Percent of Net

Deposit _____ AMOUNT

Routing Number * Account Number *

Update **Cancel**

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	00099988777	savings2	Savings	50.00	Close Account
BANK OF AMERICA	2	1122334455660000 Default	Checking1	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.**

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	Close Account
BANK OF AMERICA	2	1122334455660000 Default	Chcking1	Checking	100.00%	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 error to my accounts. This authority is to remain in full force until THE METROHEALTH SYSTEM has received written notification from me of 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 agree with this statement.

I do not agree with this statement.

- 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?



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	Order	Account	Description	Type	Amount	
BANK OF AMERICA	1	000999080777	chcking2	Checking	50.00	Close Account
BANK OF AMERICA	2	1122334455660000 Default	Chcking1	Checking	100.00%	Close Account

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

Direct Deposit

Accounts

Select a new default.

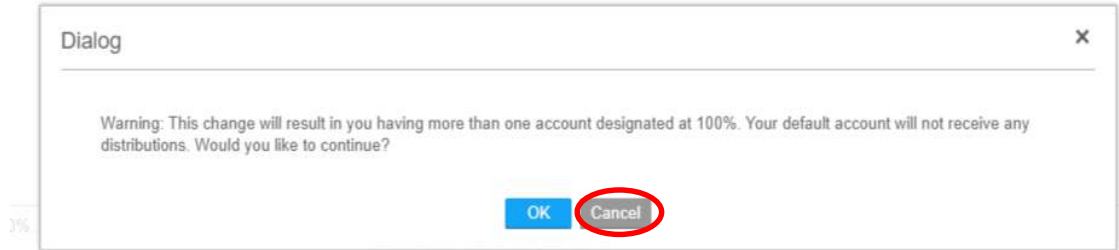
Select Account	Bank	Order	Account	Description	Type	Amount
<input checked="" type="radio"/>	BANK OF AMERICA	1	000999080777	chcking2	Checking	50.00
<input type="radio"/>	BANK OF AMERICA	2	1122334455660000 Default	Chcking1	Checking	100.00%

Detail

Your old default account is shown here and was previously designated at 100%. Please enter a new amount or percent.

Bank Name BANK OF AMERICA
 Routing Number 121000358
 Account Number 1122334455660000
 Effective Date 11/09/2020
 Flat Amount
 or
 Percent of Net

- 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	Chcking1	Checking	100.00%	Close Account
ANK OF AMERICA	2	000999888777 Default	chcking2	Checking	100.00%	Close Account

Buttons: 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	Chcking1	Checking	100.00%
BANK OF AMERICA	2	000999888777 Default	chcking2	Checking	100.00%

Buttons: 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 Description: (Flat Dollar)

Flat Amount: 50.00
 or
 Percent of Net:

Buttons: Update (circled in red), 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	Chcking1	Checking	50.00	Close Account
HUNTINGTON NATL BANK NE	2	9876543210	savings	Savings	50.00	Close Account
BANK OF AMERICA	3	000999888777 Default	chcking2	Checking	100.00%	Close Account

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.

Enter Order	Bank	Order	Account	Description	Type	Amount
1	BANK OF AMERICA	1	1122334455660000	Chcking1	Checking	50.00
2	HUNTINGTON NATL BANK NE	2	9876543210	savings	Savings	50.00
	BANK OF AMERICA	3	000999888777 Default	chcking2	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.

Enter Order	Bank	Order	Account	Description	Type	Amount
2	BANK OF AMERICA	1	1122334455660000	Chcking1	Checking	50.00
1	HUNTINGTON NATL BANK NE	2	9876543210	savings	Savings	50.00
	BANK OF AMERICA	3	000999888777 Default	chcking2	Checking	100.00%

Apply Cancel