

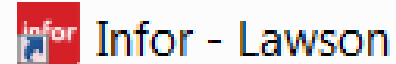


Lawson/Infor How to Add/Change my direct deposit account

If you have any questions,
please contact HR Direct Connect at 213-5600.

Employee Self Service v10 Log In

1. Double Click on Info-Lawson Icon

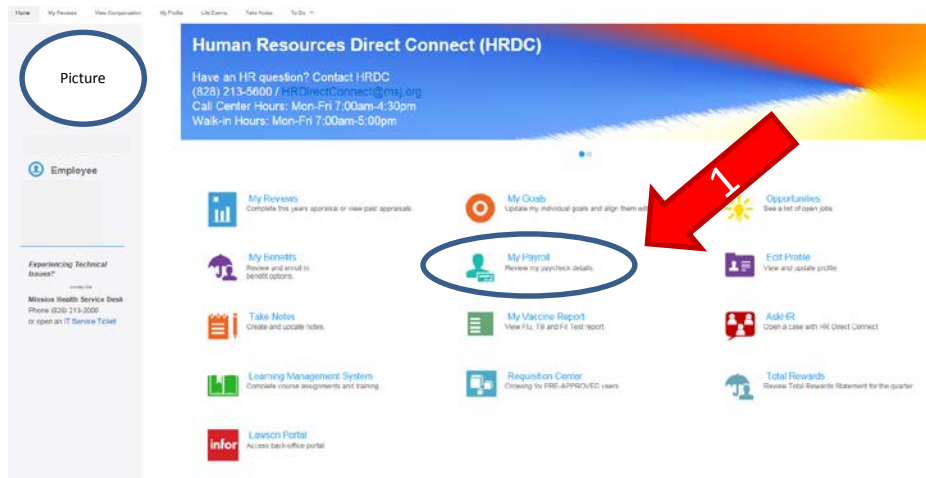


Enter your
alphanumeric
user ID:
(example: hrezza)

A screenshot of the Infor Lawson login page. At the top left is the 'infor' logo. Below it is a text input field for the user ID, with a red arrow pointing to it from the text 'Enter your alphanumeric user ID: (example: hrezza)'. To the right of the user ID field is a 'Password' field, with a red arrow pointing to it from the text 'Enter Password'. To the right of the password field is a blue arrow button, with a red arrow pointing to it from the text 'Click "Blue Arrow"'. The background of the page is a light gray grid of various icons representing different business functions. At the bottom of the page, there is a copyright notice: 'Copyright © 2013 Infor. All rights reserved. www.infor.com Technology 10.1.0.1447'.

How to Add/Change my direct deposit account

1. Click on “My Payroll”



2. Click on “Direct Deposit”



My Payroll

- [Pay Checks](#)
- [Direct Deposit](#)
- [Leave Balances](#)
- [Year to Date Pay](#)
- [Pay Rate History](#)
- [Payment Modeling](#)
- [Savings Plan Modeling](#)
- [Tax Withholding](#)
- [W-2 Forms](#)
- [Deduction Balances](#)

3. Please read the statement then Click on “Click Here to Acknowledge and Continue to Direct Deposit”



Direct deposit is a condition of employment and therefore you must have at least one account to which your paycheck is deposited. Additional accounts are optional.

It is extremely important that you have correct information regarding your bank account. Please use the numbers on the bottom of a check and NOT a deposit slip as these numbers are often different. If you are unsure, please check with your bank or lending institution.

If the changes you make result in an error and the money cannot be deposited as keyed, it will take 5-7 business days for Payroll to issue you a new check.

[Click here to ACKNOWLEDGE and CONTINUE to Direct Deposit](#)

How to Add/Change my direct deposit account

- Click on “Add” if you are adding a new account or click on the account number if you are updating an existing account


Direct Deposit

Accounts

You may open up to 4 accounts.

Bank Name	Account	Type	Amount	
BOA	1. Default	Checking	100.00%	Close Account

Add




- Click “Yes” or “No” if you want your entire check to be deposited into one account

Deposit Amount

Do you plan to deposit your entire check?

Yes

No



- Please read this statement and click continue or “I agree with this statement”

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.

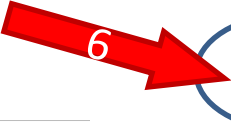
Authorization

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

6a



How to Add/Change my direct deposit account

7. Enter Bank Name
8. Click Radio button for type of account; "Checking or Savings"
9. Effective Date has to be today or future date
10. Enter Routing Number (has to be valid or you will get an error message)



11. Enter Account Number (**please make sure your account number is correct because you will not get an error message when you click update**)
12. Click Update

Add Account

*Required

7. Bank Name * BOA

8. Account Type * Checking Savings

9. Effective Date * 07/27/2016 MM/DD/YYYY

Patricia C. Goforth
64 Long Ridge Road
Candler, NC 28715
US

Deposit _____ AMOUNT

Percent of Net 100%

10. Routing Number *

11. Account Number *

12.

How to Add/Change my direct deposit account

14. After clicking update you should see these pop ups, letting you know that changes could take several payrolls to go into effect



Application Alert

Update Complete.



Application Alert

Warning: Depending on when this change is made, it may or may not appear on your next check.

15. Please make sure that one of your accounts has the word “Default” beside it.

Accounts

You may open up to 4 accounts.

Bank Name	Account	Type	Amount	
BOA	1. 123456789 Default	Checking	100.00%	Close Account

Add

16. To

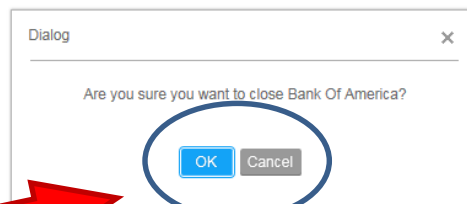
You may open up to 4 accounts.

Bank Name	Account	Description	Type	Amount	
Bank Of America	1. [Redacted]	Savings	Savings	100.00	Close Account
Bank Of America	2. [Redacted] Default	Checking	Checking	100.00%	Close Account

Add Select New Default

17. Click on “Ok”

18. Account should be removed



Updating an existing account

After clicking on your account number the only information you can make changes to is the type of account from Checking to Savings, Flat Amount or Percent of Net. If you need to add a new bank account, then follow steps to remove your old account and add a new one.

Bank Name test
Routing Number 061000104
Account Number 11111111
Effective Date 07/28/2016
Account Type Checking Savings
Account Description
Flat Amount
or
Percent of Net

Congratulations you have
Successfully changed your
Banking/Deposit Information
in Infor/Lawson!