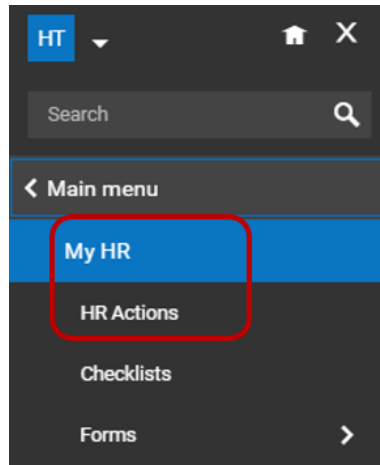


## Submitting a Direct Deposit Update

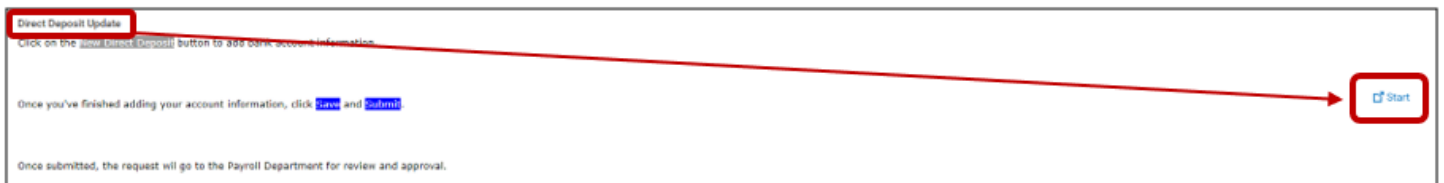
1. Click the **Main Menu** icon located in the upper left corner



2. Expand the My HR section, and then click **HR Actions**



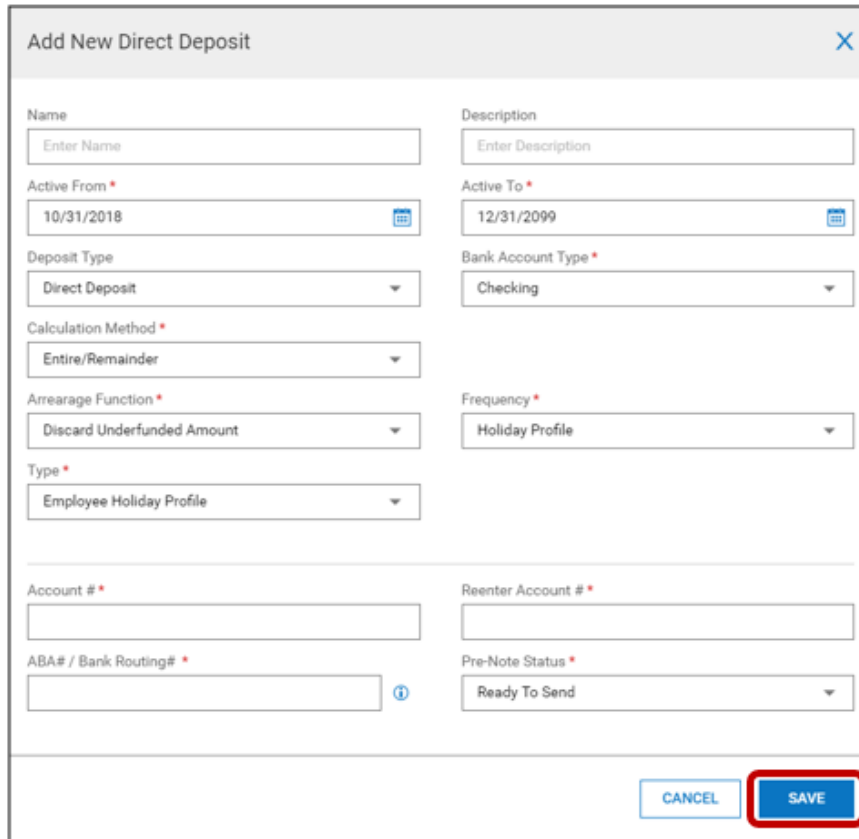
3. Click the **Start** link to open the Direct Deposit Update form



4. Enter the Effective Date, and then click the **+ Add** link



5. Enter all of the required information, and then click **SAVE** to save the form

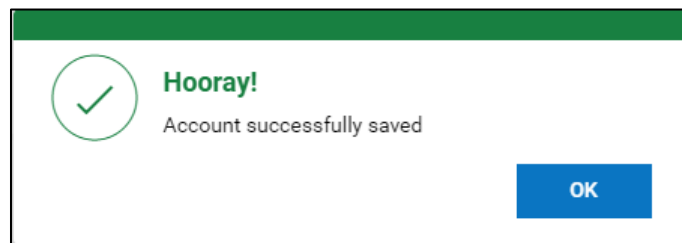


The screenshot shows a web form titled "Add New Direct Deposit" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus:

- Name: Enter Name
- Description: Enter Description
- Active From: 10/31/2018
- Active To: 12/31/2099
- Deposit Type: Direct Deposit
- Bank Account Type: Checking
- Calculation Method: Entire/Remainder
- Arrearage Function: Discard Underfunded Amount
- Frequency: Holiday Profile
- Type: Employee Holiday Profile
- Account #: (empty)
- Reenter Account #: (empty)
- ABA# / Bank Routing#: (empty)
- Pre-Note Status: Ready To Send

At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rectangular border.

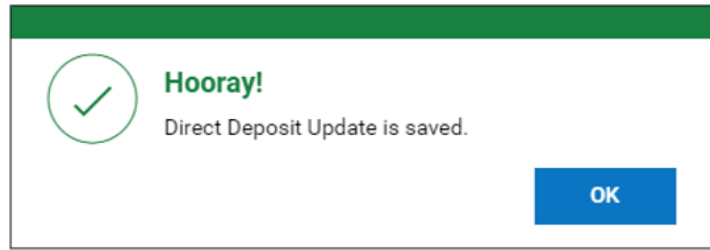
6. Click **OK** when the confirmation screen displays



7. Click **SAVE**, and then click **OK** when the confirmation screen displays



CENTRIA KRONOS – DIRECT DEPOSIT UPDATES



8. Review the information entered and click **SUBMIT**, and then click **OK** when the confirmation screen displays

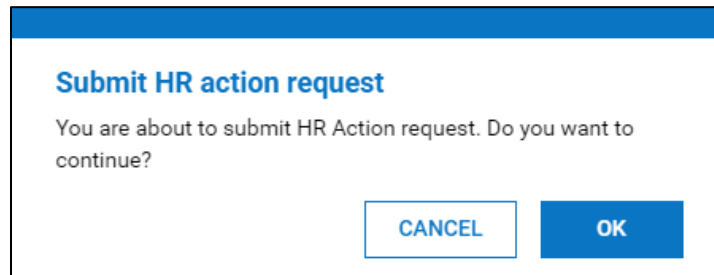
Direct Deposits

Active Accounts ▾ + Add

1 Direct Deposit (Active) \*\*\*

Bank Account Type	Checking	ABA# / Bank Routing#	263079276	Account Number	7501234567
Calculation Method	Entire/Remainder	Active From	Oct 31, 2018	Active To	Dec 31, 2099
Account Status	Active	Pre-Note Status	Ready To Send		

SAVE SUBMIT



- a. The Direct Deposit Update form is submitted for review and approval

AVAILABLE	OPEN	SUBMITTED
All Statuses ▾   This Year ▾		
Created On	Effective Date	Status
Direct Deposit Update (1)		
10/31/2018	11/05/2018	Submitted