

DIRECT DEPOSIT ON HRO QUICK START GUIDE

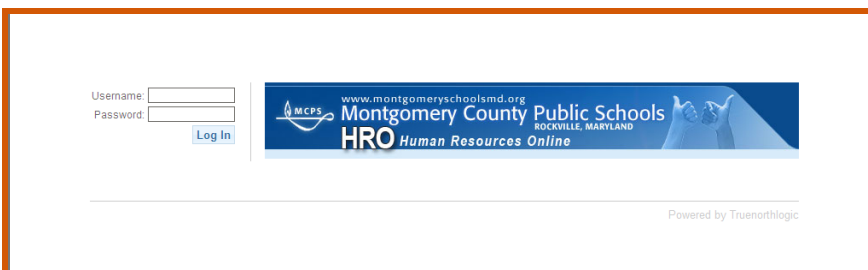


1. Navigate to the Human Resources Online login page.

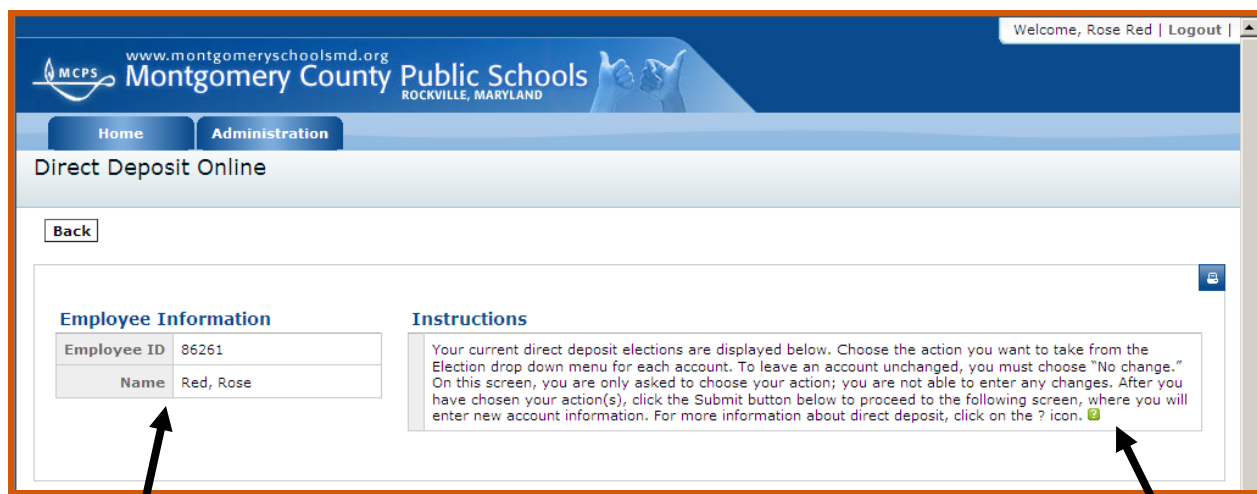
Click on "Human Resources Online" from the Direct Deposit web page or the ERSC Forms page.

2. Log into the self-service direct deposit feature on Human Resources Online (HRO).

Log into HRO using your MCPS username and password. This is the same username and password you use to log into your MCPS Outlook e-mail.



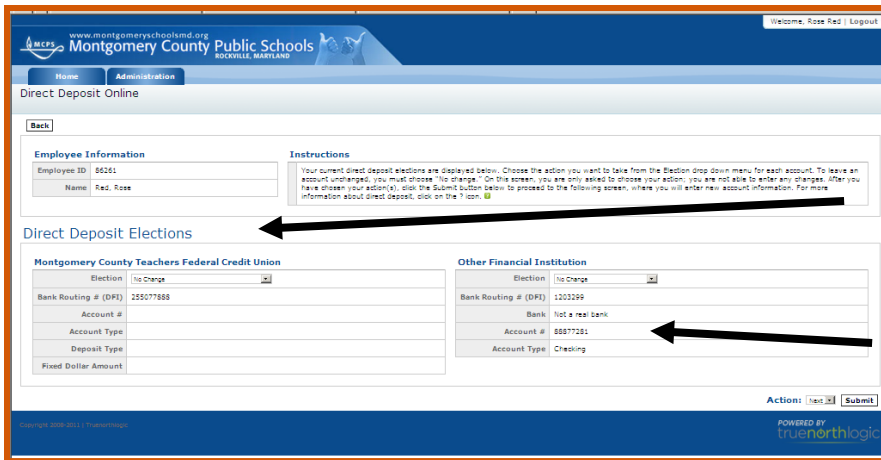
3. Review your employee information and learn about direct deposit.



Your name and MCPS employee ID are provided at the top of the screen.

Click on the help icon to learn more about direct deposit, including when your pay will be deposited, how many direct deposit accounts you may have, and how long it takes direct deposit enrollment or changes to take effect.

4. Review your current direct deposit elections.



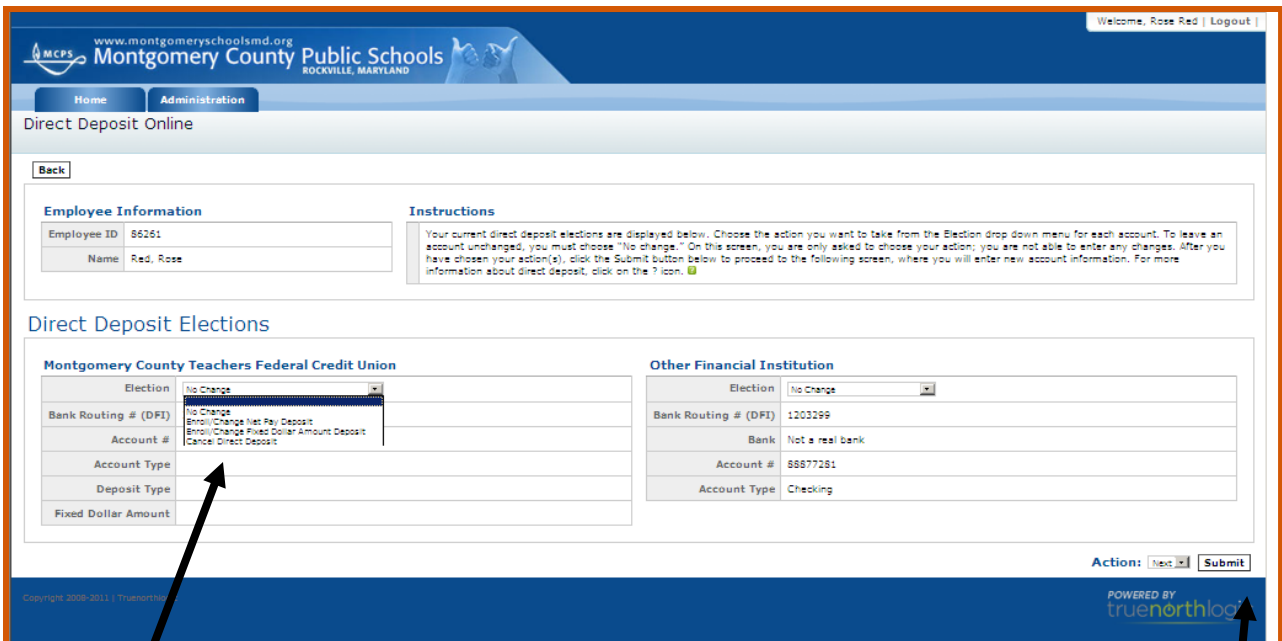
The screenshot shows the "Direct Deposit Online" page for an employee named Red, Rose. It displays two sections for direct deposit elections:

- Montgomery County Teachers Federal Credit Union:** Election: No Change, Bank Routing # (DFI): 255077889, Account #, Account Type, Deposit Type, Fixed Dollar Amount.
- Other Financial Institution:** Election: No Change, Bank Routing # (DFI): 1203299, Bank: Not a real bank, Account #: 88877281, Account Type: Checking.

Arrows point from the text on the right to the "Election" dropdown menus in both sections.

Under "Direct Deposit Elections" your current direct deposit accounts are displayed. If you have an account with MCTFCU, you will see your account information on the left side. If you have another financial institution, your account information will be displayed on the right side. If you do not currently have a direct deposit account, this area will appear blank.

5. Choose the action you want to take from the drop down menu for each account.



The screenshot shows the same "Direct Deposit Online" page, but with the "Election" dropdown menu for the Montgomery County Teachers Federal Credit Union account open. The dropdown menu options are:

- No Change
- Enroll/Change Net Pay Deposit
- Enroll/Change Fixed Dollar Amount Deposit
- Cancel Direct Deposit

An arrow points from the text below to the "No Change" option in the dropdown menu.

No change: This option automatically appears. Choose if you want to leave an account as-is or if you do not have that type of account and wish to keep it that way.

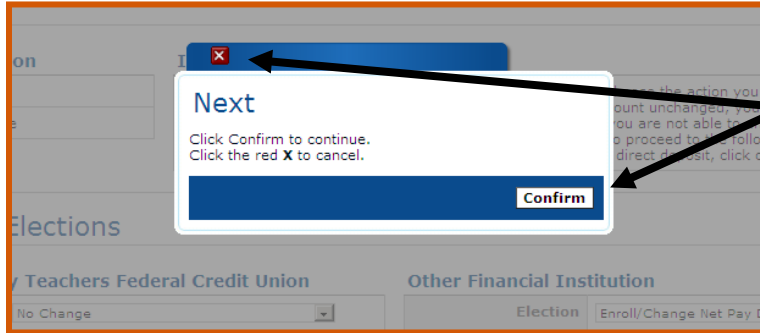
Enroll/change net pay deposit: this option allows you to newly enroll in either MCTFCU or another financial institution for your net pay direct deposit.

Enroll/change fixed dollar amount deposit: This option is only available to MCTFCU accounts. It allows you to enroll in or change the fixed dollar amount that you currently direct deposit to your MCTFCU account.

Cancel direct deposit: This option allows you to cancel the direct deposit to an account.

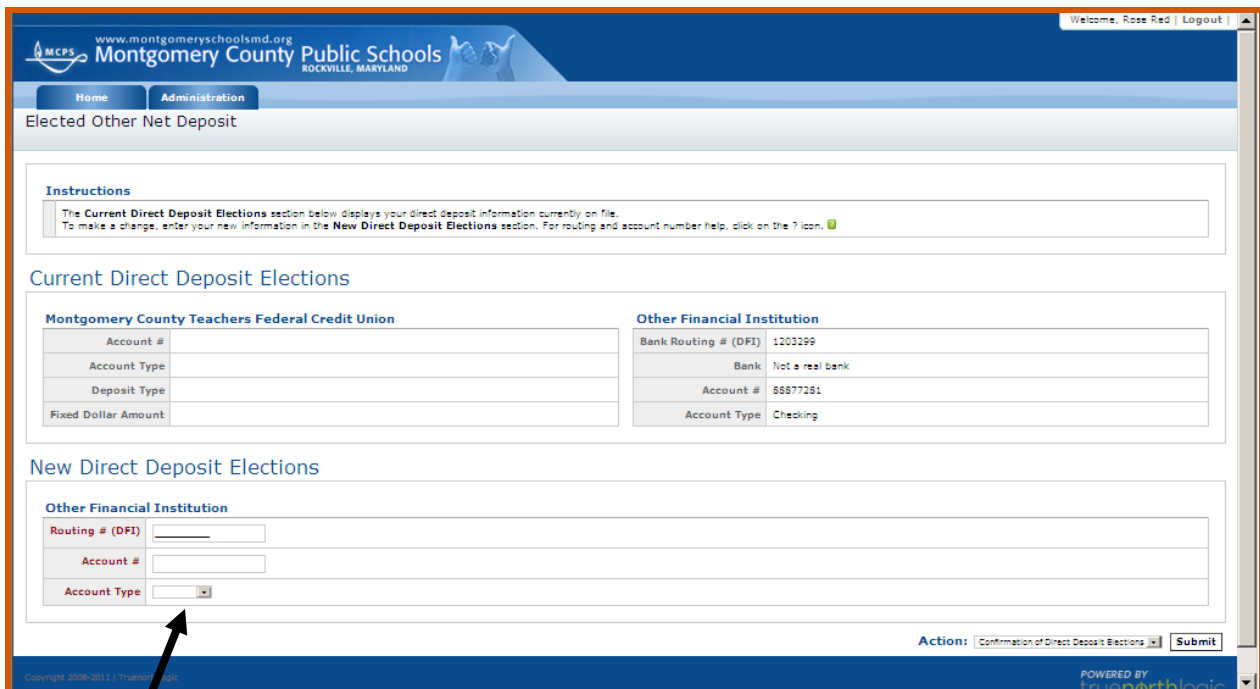
Click Submit to move forward. Information on this screen is for display only—you will not enter any new account information until you submit your action and move to the next screen.

6. Click Confirm to continue.



A pop-up will appear. To continue, click “Confirm.” If you’d like to return to the last screen, click on the red X.

7. If you have chosen to enroll or change an account, enter your new account information.



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Home Administration

Elected Other Net Deposit

Instructions
The **Current Direct Deposit Elections** section below displays your direct deposit information currently on file. To make a change, enter your new information in the **New Direct Deposit Elections** section. For routing and account number help, click on the ? icon.

Current Direct Deposit Elections

Montgomery County Teachers Federal Credit Union		Other Financial Institution	
Account #		Bank Routing # (DFI)	1203299
Account Type		Bank	Not a real bank
Deposit Type		Account #	88877281
Fixed Dollar Amount		Account Type	Checking

New Direct Deposit Elections

Other Financial Institution


Routing # (DFI)

Account #

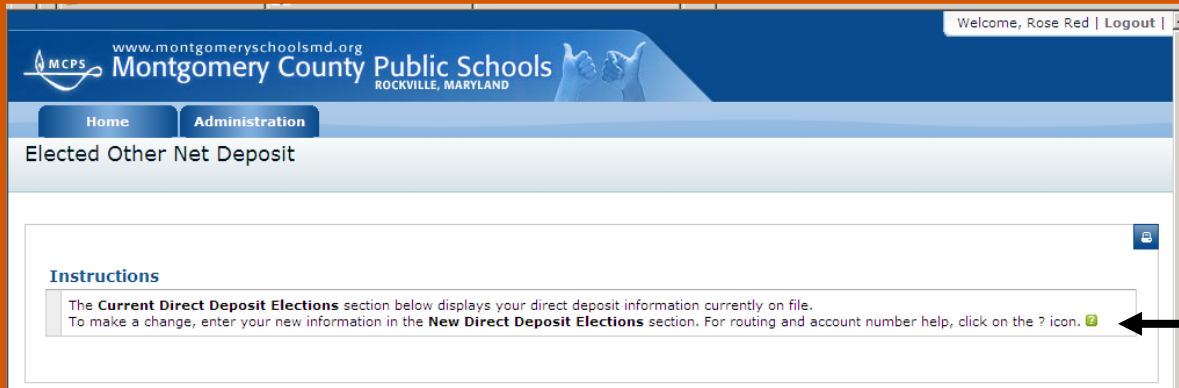
Account Type

Action: Confirmation of Direct Deposit Elections

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If you have chosen to enroll in a new account or change an account, enter your new account information in the “New Direct Deposit Elections” section.



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Welcome, Rose Red | Logout

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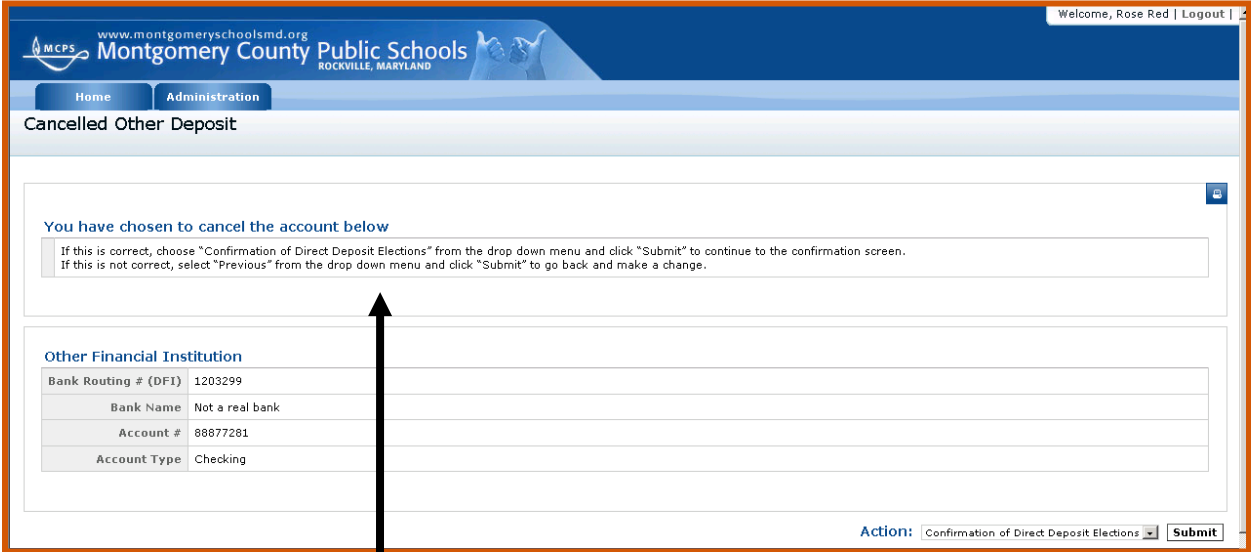
Elected Other Net Deposit

Instructions

The **Current Direct Deposit Elections** section below displays your direct deposit information currently on file. To make a change, enter your new information in the **New Direct Deposit Elections** section. For routing and account number help, click on the ? icon.

For help finding your routing or account number information, click on the help icon in the instructions box. A pop up will display with the image of a check that will assist you in finding the necessary information.

8. If you have chosen to cancel an account, confirm your cancellation.



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Cancelled Other Deposit

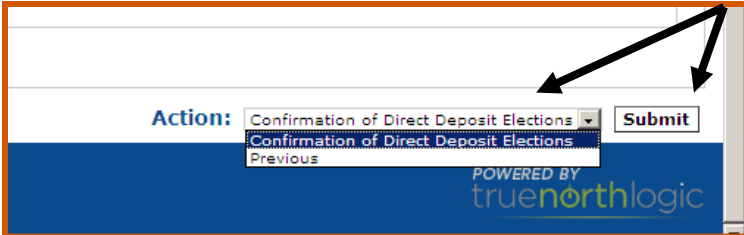
You have chosen to cancel the account below

If this is correct, choose "Confirmation of Direct Deposit Elections" from the drop down menu and click "Submit" to continue to the confirmation screen. If this is not correct, select "Previous" from the drop down menu and click "Submit" to go back and make a change.

Other Financial Institution	
Bank Routing # (DFI)	1203299
Bank Name	Not a real bank
Account #	88877281
Account Type	Checking

Action: Confirmation of Direct Deposit Elections

When cancelling one or both of your direct deposit accounts, you will see a special confirmation message.



Action: Confirmation of Direct Deposit Elections

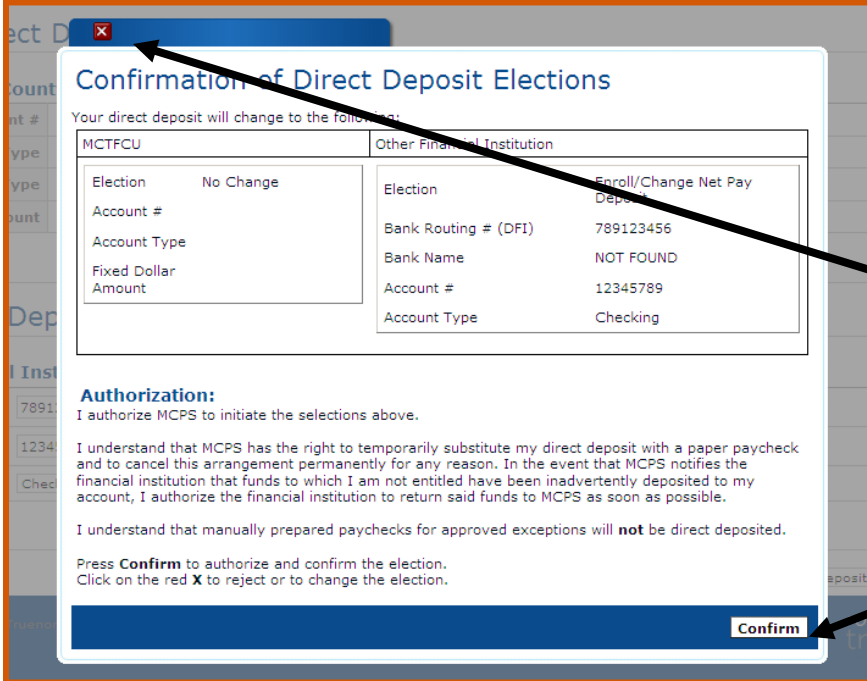
Confirmation of Direct Deposit Elections

Previous

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If you intended to cancel an account, choose "Confirmation of Direct Deposit Election" from the drop down menu and click "Submit." If you chose to cancel an account in error or have changed your mind about the cancellation, choose "Previous" from the drop down menu and click "Submit."

9. Confirm your elections.



MCTFCU		Other Financial Institution	
Election	No Change	Election	Enroll/Change Net Pay Deposit
Account #		Bank Routing # (DFI)	789123456
Account Type		Bank Name	NOT FOUND
Fixed Dollar Amount		Account #	12345789
		Account Type	Checking

Authorization:
I authorize MCPS to initiate the selections above.

I understand that MCPS has the right to temporarily substitute my direct deposit with a paper paycheck and to cancel this arrangement permanently for any reason. In the event that MCPS notifies the financial institution that funds to which I am not entitled have been inadvertently deposited to my account, I authorize the financial institution to return said funds to MCPS as soon as possible.

I understand that manually prepared paychecks for approved exceptions will **not** be direct deposited.

Press **Confirm** to authorize and confirm the election.
Click on the red **X** to reject or to change the election.

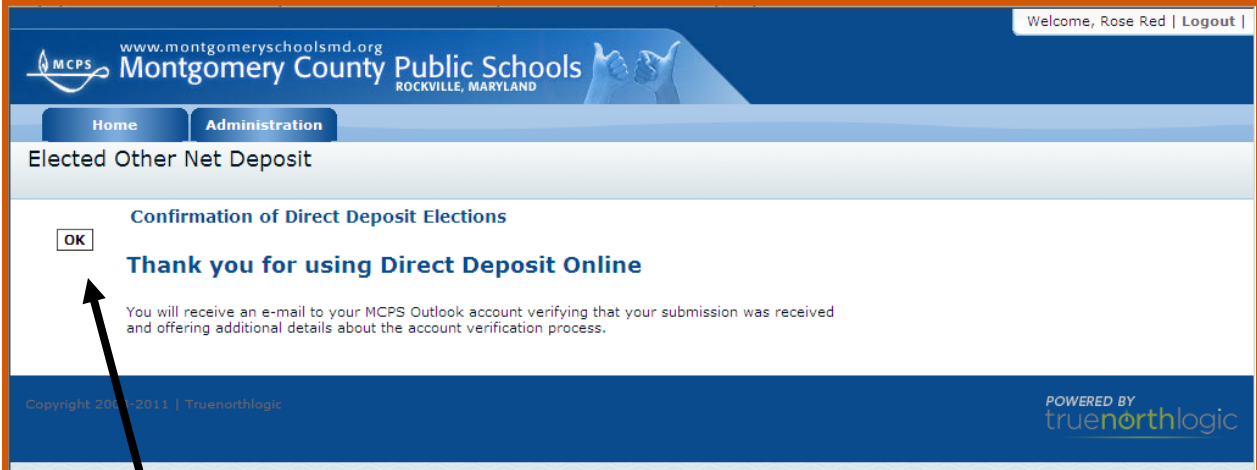
Confirm

A pop up message will appear that displays your account information going forward.

Review your elections and read the authorization statement carefully. To cancel this election, click on the red X.

To complete the election, click "Confirm."

10. Log out of the self-service webpage.



Welcome, Rose Red | Logout |

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Elected Other Net Deposit

Confirmation of Direct Deposit Elections

OK

Thank you for using Direct Deposit Online

You will receive an e-mail to your MCPS Outlook account verifying that your submission was received and offering additional details about the account verification process.

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Click "OK" to log out of the self-service webpage and return to the page from which you came.

11. Review your confirmation e-mails for accuracy.

You will receive two confirmation e-mails to your MCPS Outlook account. The first will confirm that your election was successfully submitted and will provide you with details about the prenotification process with your financial institution. The second will confirm that your election was successfully processed and that prenotification has begun. Review these e-mails and save them for your records.

