



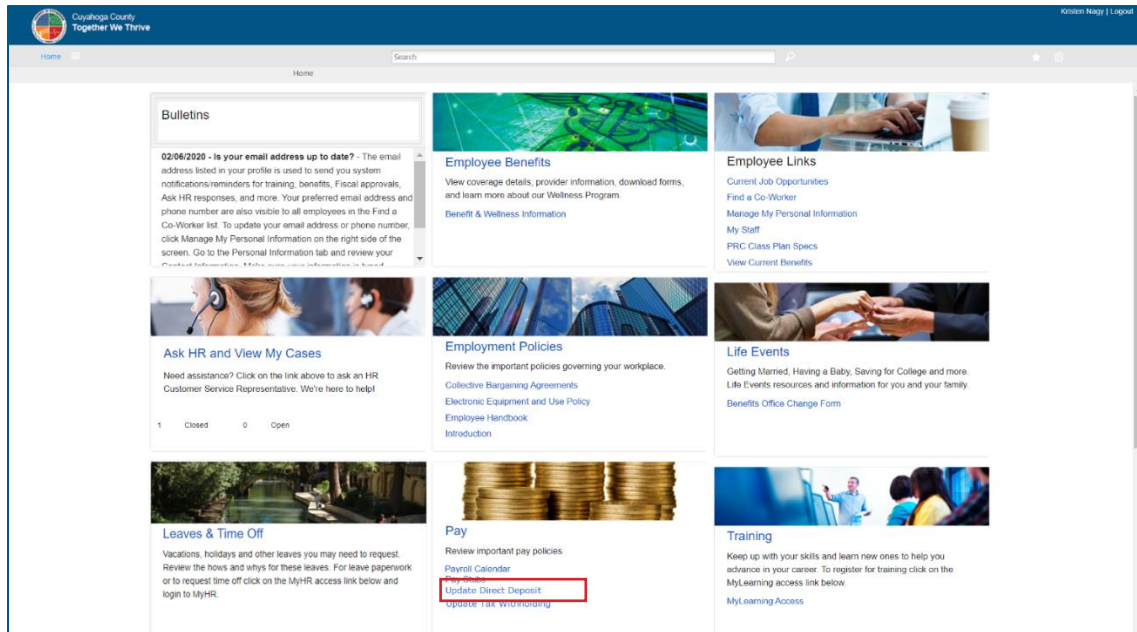
All employees are required to use Direct Deposit which is a self service option in the INFOR County portal. To do this, please use a county computer (either the computer assigned to you, or the employee one on site) at some point during your first week. You will be provided with a username and password by your supervisor; If you haven't done so already, you will be prompted to change your password. Once you're logged on to the computer, please click the red *infor* button, select " adfs.cuyahoga.cc " to get into *infor*. You will use the same credentials, AD-Cuyahoga\USERNAME and (new) password to access *infor*. Once you are in to *infor*, you must update your direct deposit using the directions on this page.

## Adding New Direct Deposit Elections

You can have up to three (3) direct deposit accounts. If you have multiple accounts listed, you will need to assign a percentage (%) or dollar amount (\$) from each paycheck to be deposited into each account.

Note that direct deposit changes may take up to two (2) paychecks to take effect.

1. From the Infor Landing Page, in the **Pay** section, click **Update Direct Deposit**.



You will be directed to the **Direct Deposit** form.

2. On the **Direct Deposit** form, view your current direct deposit elections.

**Note:** If a direct deposit account appears on the **Direct Deposit** form, it is an active account that your paycheck funds will be deposited into.

Bank	Order	Account	Description	Type	Amount	
HUNTINGTON NATL BANK NE	1	██████████	DIR DEP	Checking	200.00	<a href="#">Close Account</a>
KEY BANK	2	██████████ Default	test	Checking	100.00%	<a href="#">Close Account</a>

3. To add a new direct deposit account, click the **Add** button.

- a) The **Authorization** statement will appear at the bottom of the screen.
- b) Click I agree with this statement.
- c) Click the **Continue** button.



- d) If this is your first direct deposit account, you will be prompted to answer a Yes/No question. Select the correct answer and click the **Continue** button.
  - o If you already have a direct deposit account listed, you will not see this question.

Do you plan to deposit your entire check?  
 Yes  
 No  
Continue Cancel

- e) The **Add Account** section will appear at the bottom of the screen.
- f) In the **Bank** field, click the search icon.

Bank \*

The Routing Number Search box will appear.

- g) In the blank field at the top of the box, type your routing number and click the **Filter** button.

Routing Number	Bank
11500120	CITIZENS BANK
21300077	KEY BANK

- h) Your bank will appear in the list. Confirm that the routing number is accurate, then click the blue text with your bank's name.
- i) In the **Description** field, type a description for the account.
- j) In the **Account Number** field, type your bank account number.
- k) You must elect either a dollar amount (\$) or a percent of your paycheck (%) to be deposited into the account.
  - o To elect a dollar amount (\$), type the dollar amount (\$) in the **Flat Amount** field.
  - o Or, to elect a percent of your paycheck (%) type the percentage in the **Percent of Net** field.

**Note:** If you have multiple direct deposit accounts, the **default** account will be deposited with 100% of the remaining paycheck after any other flat amount or percentage account deposits are made.

- l) Review all fields to ensure that you typed your routing number and account number correctly.
- m) Click the **Update** button.

**Add Account**  
Required fields are indicated.

Bank \*

Description \*

Account Type \*  Checking  Savings

Effective Date \* 11/16/2021

Flat Amount  or  
Percent of Net

Deposit AMOUNT

Routing Number \*  Account Number \*

Violis R. Long  
32083 Cromwell Dr  
Solon, OH 44139  
US

Update Cancel



### Update Existing Direct Deposit Account Information

You can have up to three (3) direct deposit accounts. If you have multiple accounts listed, you will need to assign a percentage (%) or dollar amount (\$) from each paycheck to be deposited into each account.

Note that direct deposit changes may take up to two (2) paychecks to take effect.

1. To update existing direct deposit account information, click the blue account number in the center of the screen.
  - a) Update the **Account Description**, **Flat Amount**, or **Percent of Net field(s)**, as appropriate.
  - b) Click the **Update** button.

### Close An Existing Direct Deposit Account

To close a direct deposit account, click the blue **Close Account** link to the far right of the account.

- a) Click the **OK** button to confirm that you want to close the account.