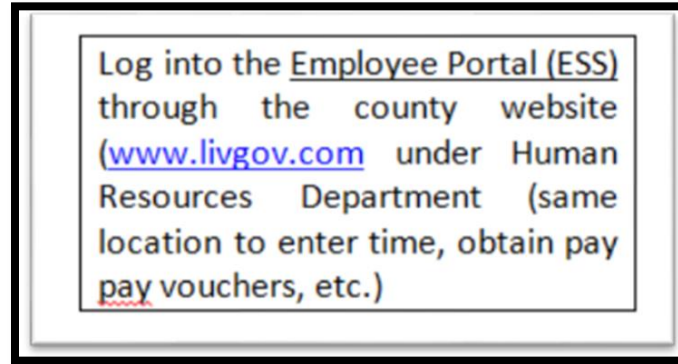


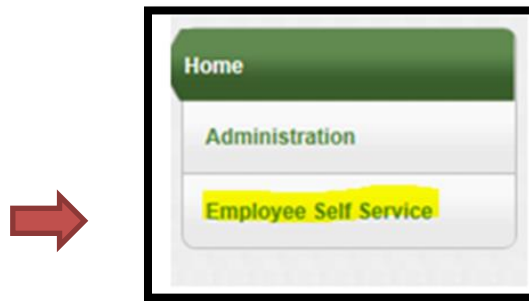
HOW TO CHANGE YOUR DIRECT DEPOSIT ON ESS

STEP 1:

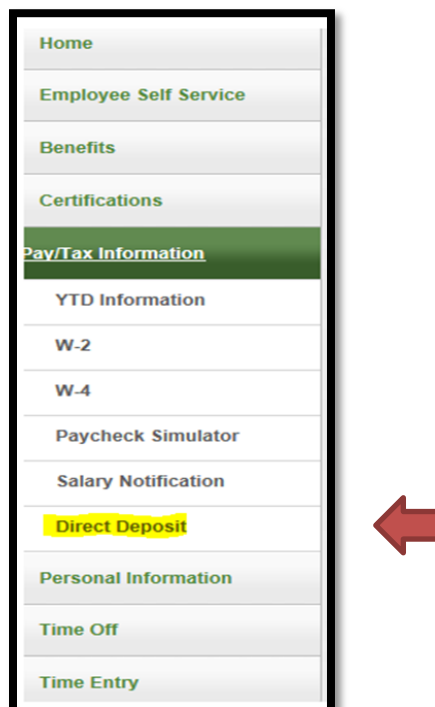


Select Items in yellow:

STEP 2:



STEP 3:



HOW TO CHANGE YOUR DIRECT DEPOSIT ON ESS

STEP 4:

Here you can change your account, change your amount or add a new Direct Deposit to your personnel Direct Deposits. Your Primary Account cannot be deleted or changed in ESS due to the requirement. You will need to contact Human Resources/Payroll Department for this change. Tiffanie Williams at extension 8757 or Barbara Ritchie extension 8761

1. To Add to your existing accounts on the amount based accounts you will need your routing number and account number follow step (A) below.
2. To change your amounts or delete account follow step (B) below.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
HURON RIVER AREA CREDIT UNION	Checking	[REDACTED]	No	Yes	100%	Change Delete

Percentage-based accounts

You have no percentage-based accounts for direct deposit.

Amount-based accounts

[Add an amount-based account](#)

Bank	Account type	Account number	Prenote	Active	Amount	
HURON RIVER AREA CREDIT UNION	Savings	[REDACTED]	No	Yes	\$50.00	Change Delete
TELCOM CREDIT UNION	Checking	[REDACTED]	No	Yes	\$200.00	Change Delete
BANK/AM-LASALLE-STANFED/MNB	Savings	[REDACTED]	No	Yes	\$150.00	Change Delete
USAA FEDERAL CREDIT UNION	Checking	[REDACTED]	No	Yes	\$150.00	Change Delete

MAKE A CHANGE

[Submit changes](#)

HOW TO CHANGE YOUR DIRECT DEPOSIT ON ESS

STEP 5:

(A)CHANGE EXISTING ACCOUNT AMOUNT

Select Change to the account you want to change.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
HURON RIVER AREA CREDIT UNION	Checking	[REDACTED]	No	Yes	100%	Change Delete

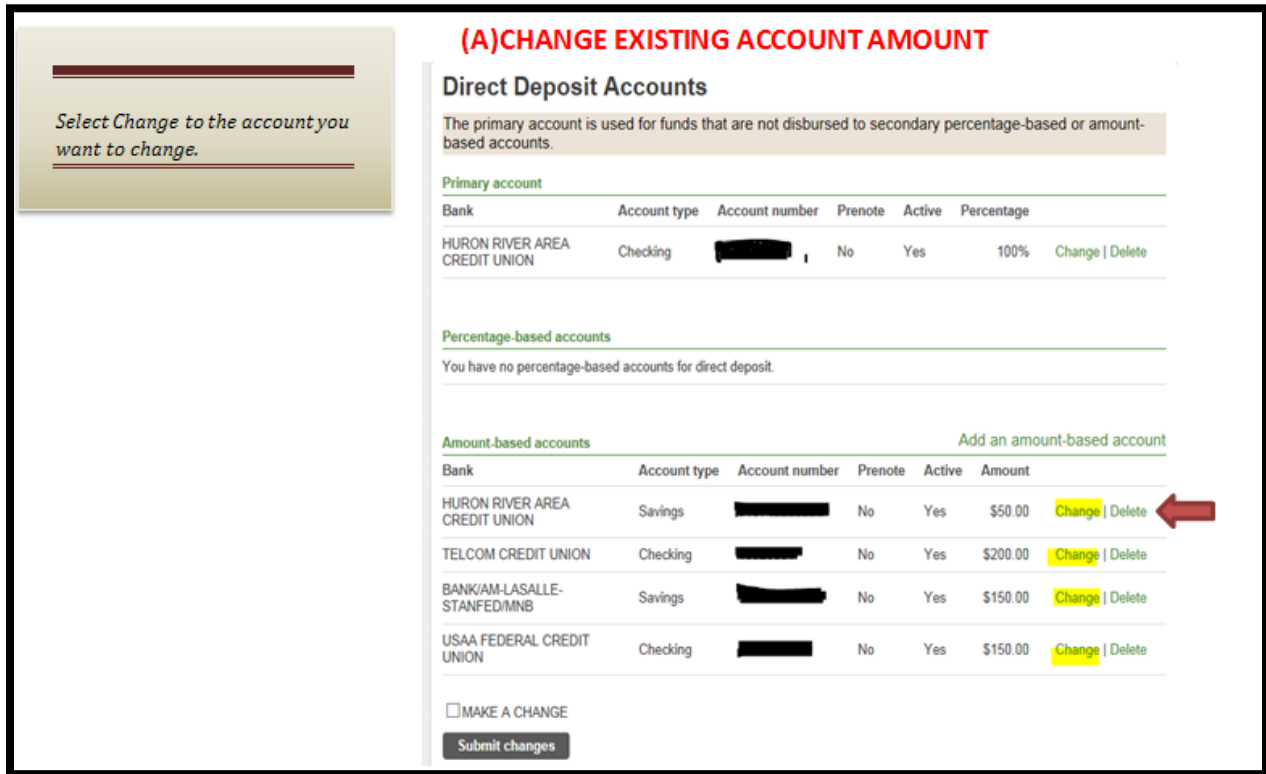
Percentage-based accounts

You have no percentage-based accounts for direct deposit.

Amount-based accounts Add an amount-based account

Bank	Account type	Account number	Prenote	Active	Amount	
HURON RIVER AREA CREDIT UNION	Savings	[REDACTED]	No	Yes	\$50.00	Change Delete
TELCOM CREDIT UNION	Checking	[REDACTED]	No	Yes	\$200.00	Change Delete
BANK/AM-LASALLE-STANFED/INB	Savings	[REDACTED]	No	Yes	\$150.00	Change Delete
USAA FEDERAL CREDIT UNION	Checking	[REDACTED]	No	Yes	\$150.00	Change Delete

MAKE A CHANGE



STEP 6:

This window will open you can change amount here select OK.

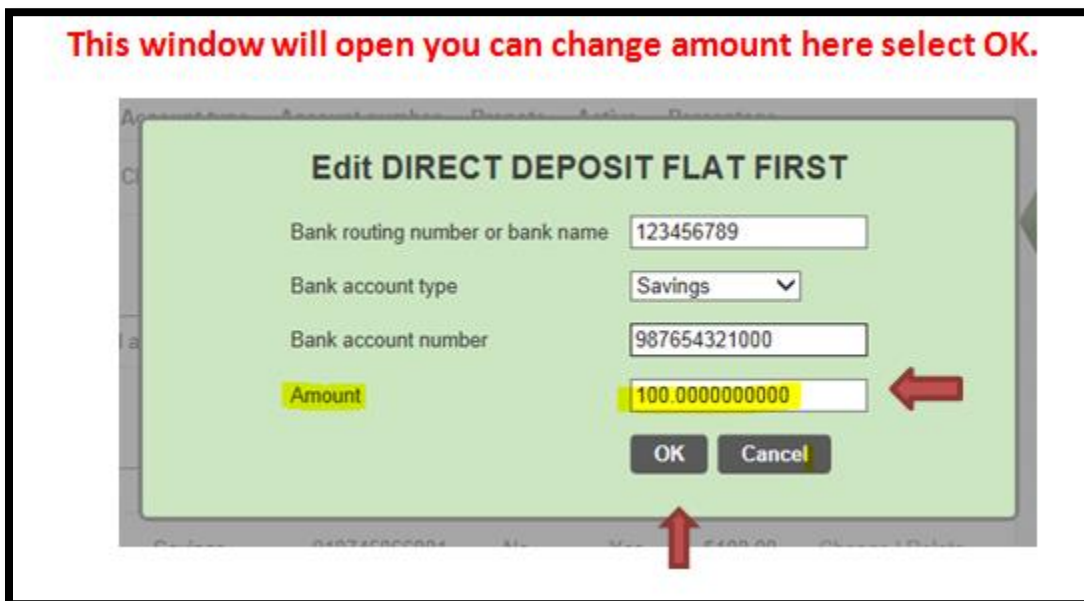
Edit DIRECT DEPOSIT FLAT FIRST

Bank routing number or bank name: 123456789

Bank account type: Savings

Bank account number: 987654321000

Amount: 100.0000000000



HOW TO CHANGE YOUR DIRECT DEPOSIT ON ESS

STEP 7:

*Enter Checkmark here and
Submit Changes*

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
HURON RIVER AREA CREDIT UNION	Checking	910745080	No	Yes	100%	Change Delete

Percentage-based accounts

You have no percentage-based accounts for direct deposit.

Amount-based accounts [Add an amount-based account](#)

Bank	Account type	Account number	Prenote	Active	Amount	
HURON RIVER AREA CREDIT UNION	Savings	██████████	No	Yes	\$50.00	Change Delete
TELCOM CREDIT UNION	Checking	██████████	No	Yes	\$200.00	Change Delete
BANK/AM-LASALLE-STANFED/MNB	Savings	██████████	No	Yes	\$150.00	Change Delete
USAA FEDERAL CREDIT UNION	Checking	██████████	No	Yes	\$150.00	Change Delete

MAKE A CHANGE

Submit changes

OPTIONAL

**This option applies to additional bank accounts
outside of your full direct deposit**

STEP 8:– Please note if you are adding a NEW account you will still be required to provide Payroll with a voided check or official bank document showing your account and routing numbers before any deposits would apply.

Also, all new accounts go through a pre-note process so it will take one full payroll cycle before direct deposits will apply.

HOW TO CHANGE YOUR DIRECT DEPOSIT ON ESS

Direct Deposit Accounts


The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
HURON RIVER AREA CREDIT UNION	Checking	[REDACTED]	No	Yes	100%	Change Delete

Percentage-based accounts

You have no percentage-based accounts for direct deposit.



Amount-based accounts

[Add an amount-based account](#)

Bank	Account type	Account number	Prenote	Active	Amount	
HURON RIVER AREA CREDIT UNION	Savings	[REDACTED]	No	Yes	\$100.00	Change Delete
TELCOM CREDIT UNION	Checking	[REDACTED]	No	Yes	\$200.00	Change Delete
BANK/AM-LASALLE-STANFED/MNB	Savings	[REDACTED]	No	Yes	\$150.00	Change Delete
USAA FEDERAL CREDIT UNION	Checking	[REDACTED]	No	Yes	\$100.00	Change Delete

If funds to which I am not entitled are deposited to my account, I authorize the County to direct the financial institution to return said funds to the County. Questions: Barbara Ritchie 517-540-8761 or Tiffanie Williams 517-540-8757

[Submit changes](#)

STEP 9:

1. Type in Routing Number
2. There is a drop down at Bank account for option of Checking or Savings
3. Type in Account Number
4. Type in Amount you would like to have deposited into this new account

HOW TO CHANGE YOUR DIRECT DEPOSIT ON ESS

Add a new account

Bank routing number or bank name

Bank account type

Bank account number

Amount

STEP 10:

*Enter Checkmark here and
Submit Changes*

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
HURON RIVER AREA CREDIT UNION	Checking	910745080	No	Yes	100%	Change Delete

Percentage-based accounts

You have no percentage-based accounts for direct deposit.

Amount-based accounts [Add an amount-based account](#)

Bank	Account type	Account number	Prenote	Active	Amount	
HURON RIVER AREA CREDIT UNION	Savings	██████████	No	Yes	\$50.00	Change Delete
TELCOM CREDIT UNION	Checking	██████████	No	Yes	\$200.00	Change Delete
BANK/AM-LASALLE-STANFED/MNB	Savings	██████████	No	Yes	\$150.00	Change Delete
USAA FEDERAL CREDIT UNION	Checking	██████████	No	Yes	\$150.00	Change Delete

MAKE A CHANGE

HR/Payroll will receive a Pending Action Request to approve this for the next payroll.

When approved you should receive an email from Payroll.