Set Up and/or Update a Direct Deposit Account

Luma Role: Employee

Reason: An employee needs to set up or update a direct deposit account.

1. Select **Infor Global HR** from the available application menu.
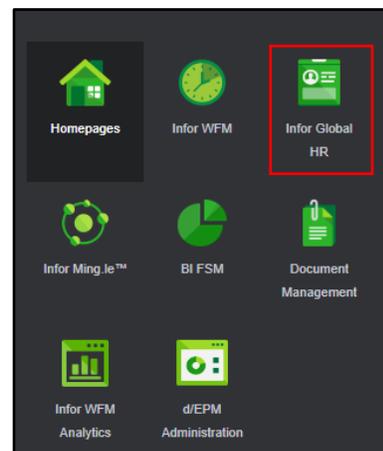
2. Select **Employee** in the role switcher.
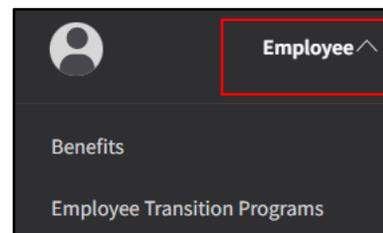
3. Select **My Profile** from the menu.
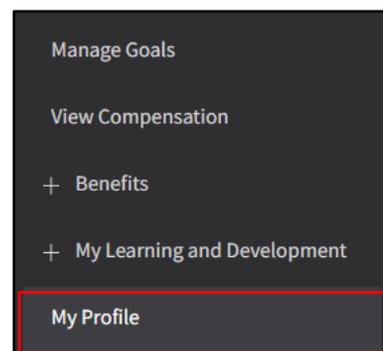
4. On your **Profile** page, select the **Personal Information** tab.

	Profile
≡	
At A Glance	Contact I
Work Assignments	☐
Personal Information	☐
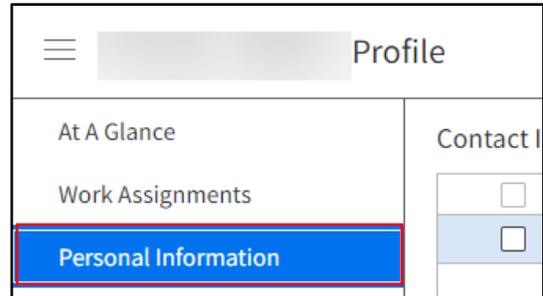
Add a New Bank Account

1. Scroll down to the **Bank Details** section.

Note: <u>Do not update an existing bank account, with new banking information</u>. Follow steps 1-5 in this section to create a new account then steps 1-3 in the *Remove a Bank Account* section to remove an existing account.

Bank Details				
☐	⇕ Distribu...	Account Number	Routing Number	Internation...	Flat Amount
☐					0.00

2. Click the **Add** icon in the **Bank Details** section.

📄 Add   🖨 Print   ...

3. On the **Add Bank Details** form, check the **I Agree** box.

Add Bank Details

Authorization
I understand that adding or updating an account means my emplo

☐ I Agree

Cancel

4. On the **Add Bank Details** form, complete the fields listed below.
   - Routing Number
   - Account Number
   - Re-Enter Account Number
   - Account Type - Select Checking or Savings
   - Amount or Percent - Choose how funds should be distributed to the account. If this is the first and/or only account you are setting up, you must enter a percentage out of 100%.
   - Begin Date - Enter the pay period begin date for the pay date you expect the account to be active for direct deposit. Fill out any additional information. A pay period begin date will always be 4 Sundays prior to the pay date.

Add Bank Details

Please enter your bank information below

Routing Number

Account Number   Re-enter Account Number

Account Type
○ Checking ○ Savings

Amount or Percent   Flat Amount
● Amount ○ Percent

Other Information
Begin Date   Payment Description

Attachment Title   Attachment (Optional)

5. Click the **Submit** button.

Cancel   Submit

Remove a Bank Account

1. Scroll to the **Bank Details** section and double-click the bank account you wish to remove.

   Note: A bank account cannot be deleted in Luma and will remain in view.

Bank Details

	Distribu...	Account Number	Routing Number	Internation...	Flat Amount
☐					0.00

2. On the **Change Bank Details** form, enter the pay period **End Date** of the most recent pay date. It is okay if a percentage or flat amount is showing if there is an **End Date** on the account, money will not be deposited into the account.

Note: The pay period end date will always be 2 Saturdays before the pay date.

3. Click the **Submit** button.

Note: When changing an account or routing number, an end date must be placed on the old account. This date should be the pay period end date of the most recent pay date. This date is 2 Saturdays before that pay date. You will then need to add the new account by following *Add a New Bank Account* steps 1-5 above, using a begin date that is equal to the pay period begin date of the pay date you expect to receive your direct deposit. This date is 4 Sundays prior to that pay date.

Example: Recent pay date is 8/4/23, the End Date should be 7/22/23 on the old account. The new account will use a Begin Date of 7/23/23 if you expect direct deposit for pay date 8/18/23.

Set up a Distribution Order for Multiple Bank Accounts

1. Scroll down to the **Bank Details** section. Right-click the bank account and select **Change Order** from the menu.

2. On the **Change Order** form, enter the **New Order Number***. Then, click the **Submit** button.

Note: By doing this, you are changing the order in which a deposit goes into the accounts.

Example: If you have your flat amount set to $45.00 into savings and the account is a distribution 1 and a 100% for the second account with a distribution 2. Luma will deposit $45.00 into savings and then deposit the remaining amount into the distribution 2 account.

Split a Deposit Between Multiple Bank Accounts

1. Scroll down to the **Bank Details** section and double-click the applicable bank account.

2. On the **Change Bank Details** form, update the **Amount** or **Percent** for how funds should be deposited in to the account(s).

Note: The recommended day to make any account updates is the *Monday* after you have been paid.

3. Click the **Submit** button.

Result

You have successfully set up and/or updated a direct deposit account in Luma.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

Date (08/14/23)
Version 1