

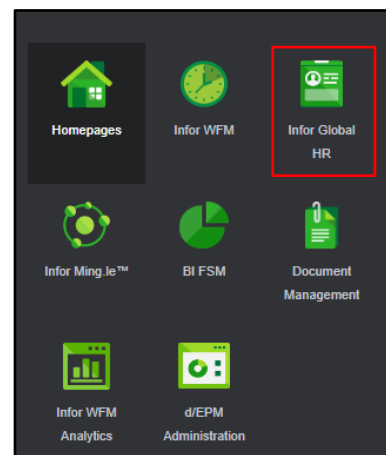


Set Up and/or Update a Direct Deposit Account

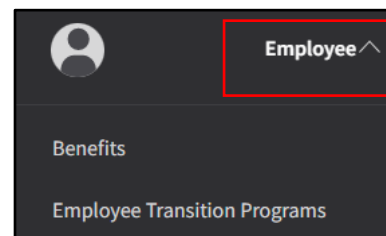
Luma Role: Employee

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

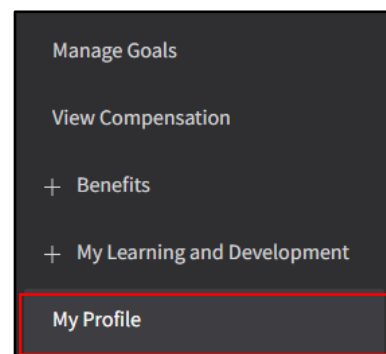
1. Select **Infor Global HR** from the available application menu.



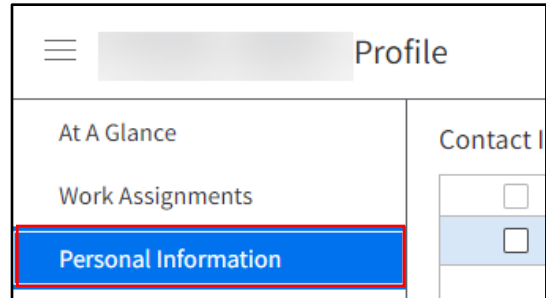
2. Select **Employee** in the role switcher.



3. Select **My Profile** from the menu.



4. On your **Profile** page, select the **Personal Information** tab.



Add a New Bank Account

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

Note: Do not update an existing bank account, with new banking information. 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.

A screenshot of a table titled "Bank Details". The table has five columns: "Distrib...", "Account Number", "Routing Number", "Internation...", and "Flat Amount". There is one row of data with a checkbox in the first column and the value "0.00" in the last column. The "Bank Details" title is highlighted with a red box.

<input type="checkbox"/>	Distribu...	Account Number	Routing Number	Internation...	Flat Amount
<input type="checkbox"/>					0.00

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



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

A screenshot of a form titled "Add Bank Details". Under the heading "Authorization", there is a line of text: "I understand that adding or updating an account means my emplo". Below this text is a checkbox labeled "I Agree", which is highlighted with a red box. At the bottom of the form, there is a "Cancel" button.

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 Amount Percent Flat Amount

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.

	Account Number	Routing Number	International...	Flat Amount
<input type="checkbox"/>				0.00

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

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.

Change Bank Details

Routing Number

Account Number

Account Type
 Checking Savings

Amount or Percent Amount Percent

Other Information
Begin Date End Date

3. Click the **Submit** button.

Cancel

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.

Bank Details

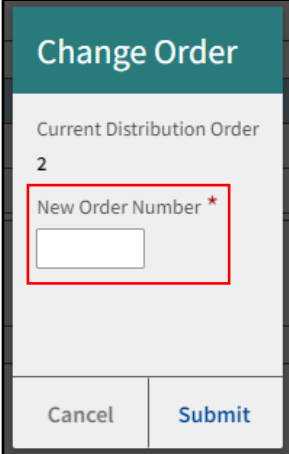
		Account Number	Routing Number
<input checked="" type="checkbox"/>	1	Add	
<input type="checkbox"/>	2	Update Bank Account	

Change Order
Print
Open
Refresh
Search

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.

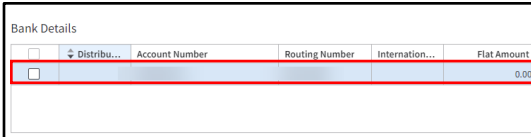
Example: If you have your flat amount set to \$45.00 into savings and the account is a distribution 1 and a 100% for the second account with a distribution 2. Luma will deposit \$45.00 into savings and then deposit the remaining amount into the distribution 2 account.



The screenshot shows a 'Change Order' form. At the top, it says 'Current Distribution Order 2'. Below that is a red-bordered box containing the text 'New Order Number *' and an empty input field. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

Split a Deposit Between Multiple Bank Accounts

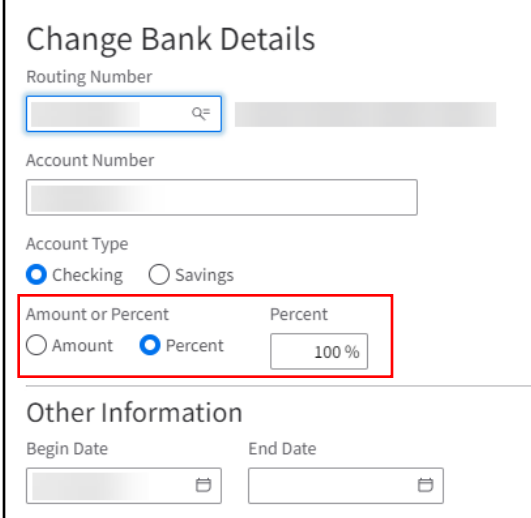
1. Scroll down to the **Bank Details** section and double-click the applicable bank account.



The screenshot shows a table titled 'Bank Details'. The table has five columns: 'Distribu...', 'Account Number', 'Routing Number', 'Internation...', and 'Flat Amount'. The first row has a red border around it, indicating it is the selected 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.



The screenshot shows the 'Change Bank Details' form. It has several sections: 'Routing Number' with an input field, 'Account Number' with an input field, 'Account Type' with radio buttons for 'Checking' (selected) and 'Savings', and 'Amount or Percent' with radio buttons for 'Amount' and 'Percent' (selected), and a '100%' input field. Below that is the 'Other Information' section with 'Begin Date' and 'End Date' input fields.

3. Click the **Submit** button.



The screenshot shows two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red border.

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