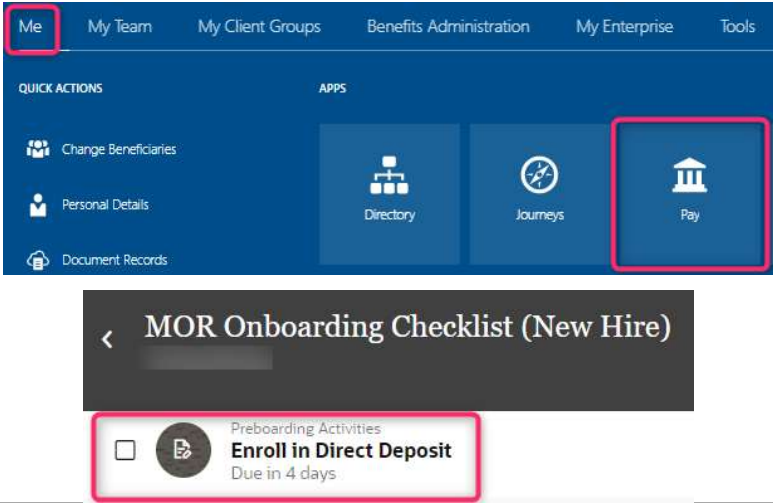
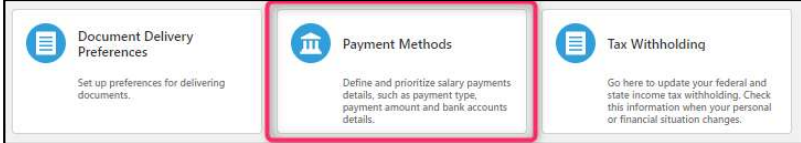


Step	Instructions	Example
1	On the TM Workbench , click Me and click Pay - OR via Onboard/Journeys, under the 'Enroll in Direct Deposit' task	
2	Click Payment Methods	
3	Click +Add underneath Payroll Relationship	

Step	Instructions	Example
4	Enter: • Create a unique name for your payment method • Select New Account if you are setting up a new direct deposit. • Enter Your Bank Account Number • Account Type: Checking or Savings • Enter your 9 digit Routing Number • Bank/BankBranch will populate, click on the bank name. Click Create If you just need one (1) bank account setup you are finished. Otherwise, proceed to step #6	New Payment Method Details What do you want to call this payment method?.. PaymentMethod#1 Organization Payment Method MOR US Payroll Direct Deposi Payment Type Direct Deposit Bank Details Select an account ☒ New Account ☐ Existing Account Account Number 7635222100 Account Type Checking Routing Number 296075807 Bank All Banks In US Bank Branch 296075807-CARPENTERS CREDIT UNION Cancel Create

Step	Instructions	Example
6	For additional bank accounts/payment methods, Click +Add underneath Payroll Relationship	Payroll Relationship Worker + Add Direct Deposit PaymentMethod#1 296075807 05/13/2024 100% Account Number XXXXXX2100

Step	Instructions	Example
7	Enter: - Create a unique name for your payment method - Select Percentage or Amount - Enter a \$ Amount or Percentage. <i>Whatever dollar amounts left after amounts/percentages are taken will be deposited into your first payment method with no percentage or amounts designated.</i> - Select New Account if you are setting up a new direct deposit. - Enter Your Bank Account Number Account Type: Checking or Savings - Enter your 9 digit Routing Number Bank/BankBranch will populate, click on the bank name. Click Create <i>A Maximum of three (3) direct deposit payment methods can be active at any time.</i>	New Payment Method Details What do you want to call this payment method? PaymentMethod#2 Organization Payment Method MOR US Payroll Direct Depos Payment Type Direct Deposit Payment Amount Amount Amount USD 500.00 Bank Details Select an account ☒ New Account ☐ Existing Account Account Number 123456789 Account Type Savings Routing Number 091000022 Bank U.S. Bank, N.A. Bank Branch 091000022-U.S. BANK, N.A. Cancel Create