



Self Service for Associates (SSA)

QUICK REFERENCE CARD: BANK INFORMATION

Perform this procedure when you want to display or edit bank information. There are two types of bank:

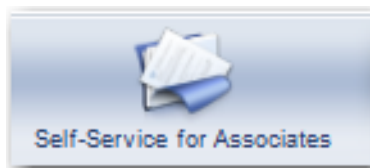
1. Main Bank
2. Other Bank

Log On

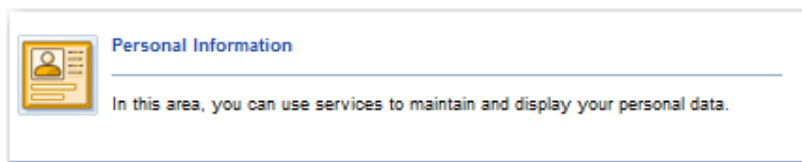


Enter the User Name and Password you would use to log onto your work PC or Laptop. Click log on. Once you are in myTime, click on the icon, Self Service for Associates.

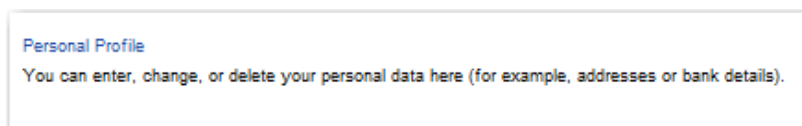
To change your bank information, click on the Self Service for Associates icon.



Click on Personal Information



Click on Personal Profile





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Bank Information Other bank

Main bank

Payee: Yvette Brooks

Bank name: METHODIST HEALTHCARE FCU

Bank Account: 97654321

Your Bank Information will display on the right side of the screen.

To change your **Main Bank information**, click on the pencil  to edit.

Edit Main bank

Save and Back Save Cancel

Bank Data

Payee:

Postal Code:

City:

Country:

Bank Routing No.: METHODIST HEALTHCARE FCU

Bank Account Type:

Account Number:

Payment method:

Currency: USD

Enter your Bank's Routing No. (The Routing number is 9 digits)

To ensure accuracy of the Bank Routing No. use the information at the bottom of a personal check or contact your bank. **NOTE: Do not use a deposit slip to make changes to your bank information.**


Bank Account Type: Choose the drop down button to select 1) Checking or 2) Savings.

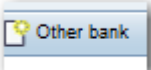


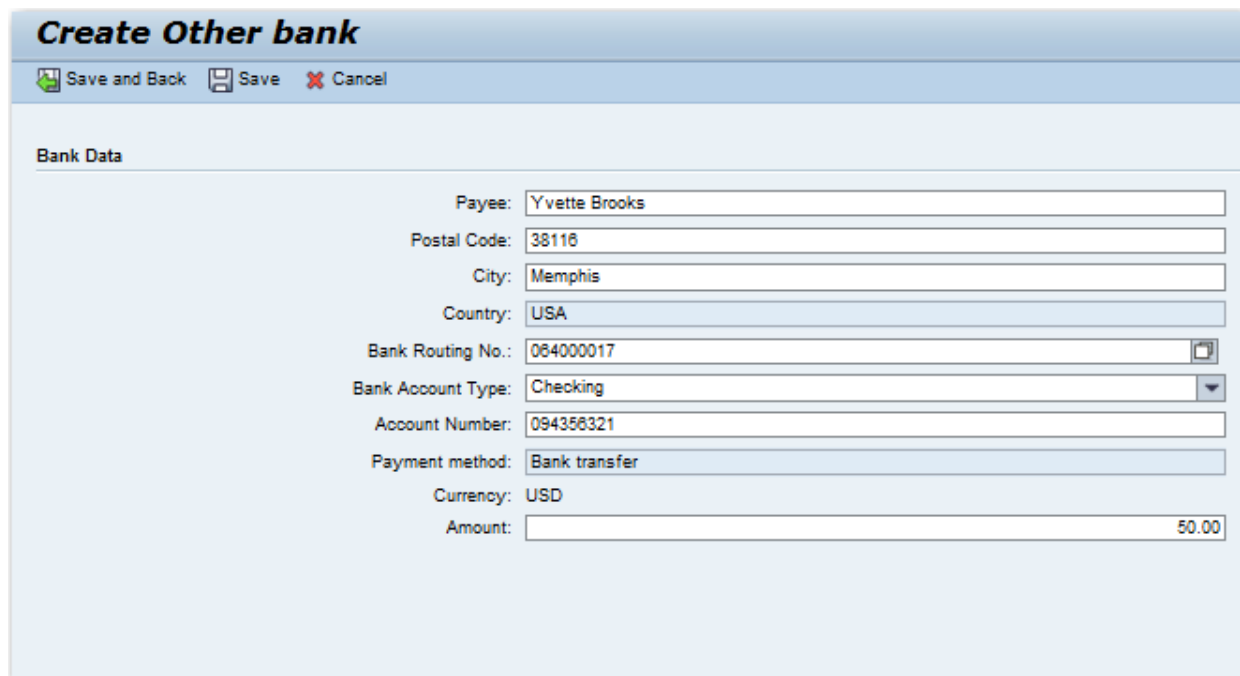
Self Service for Associates (SSA)

QUICK REFERENCE CARD: BANK INFORMATION

Account Number: Using your personal check for the checking account, enter the account number. If you're unsure of the checking or savings account number, please confirm with your bank before entering this information.

Once you have entered your information, click on the save  button. You will receive the message "Data Saved Successfully".

To add another Bank, click the Other Bank  button.



The screenshot shows a web form titled "Create Other bank". At the top, there are three buttons: "Save and Back", "Save", and "Cancel". Below the title is a section labeled "Bank Data" containing the following fields:

- Payee: Yvette Brooks
- Postal Code: 38116
- City: Memphis
- Country: USA
- Bank Routing No.: 064000017
- Bank Account Type: Checking (selected in a dropdown menu)
- Account Number: 094356321
- Payment method: Bank transfer
- Currency: USD
- Amount: 50.00

Enter your Bank's Routing No. (The Routing number is 9 digits)

To ensure accuracy of the Bank Routing No. use the information at the bottom of a personal check or contact your bank. **NOTE: Do not use a deposit slip to make changes to your bank information.**

Bank Account Type: Choose the drop down button to select 1) Checking or 2) Savings.




Self Service for Associates (SSA)

QUICK REFERENCE CARD: BANK INFORMATION

Account Number: Using your personal check for the checking account, enter the account number. If you're unsure of the checking or savings account number, please confirm with your bank before entering this information.

Enter the amount you want to deposit into this account.

Once you have entered your information, click on the save  button. You will receive the message "Data Saved Successfully".

To change your **Other Bank information**, click on the pencil  to edit.

Edit Other bank

Save and Back Save Cancel

Bank Data

Payee: Yvette Brooks

Postal Code: 38118

City: Memphis

Country: USA

Bank Routing No.: 084000017 REGIONS BANK

Bank Account Type: Checking

Account Number: 094356321

Payment method: Bank transfer

Currency: USD

Amount: 50.00

Enter/Change your Bank's Routing No. (The Routing number is 9 digits)

To ensure accuracy of the Bank Routing No. use the information at the bottom of a personal check or contact your bank. **NOTE: Do not use a deposit slip to make changes to your bank information.**

Bank Account Type: Choose the drop down button to select 1) Checking or 2) Savings.





Self Service for Associates (SSA)

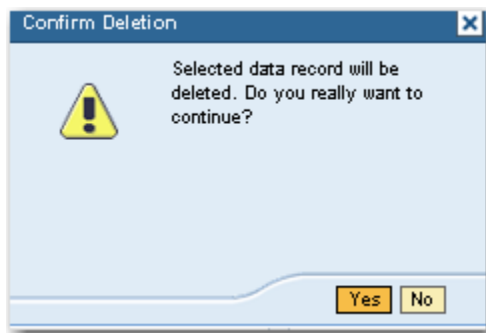
QUICK REFERENCE CARD: BANK INFORMATION

Account Number: Using your personal check for the checking account, enter/change the account number. If you're unsure of the checking or savings account number, please confirm with your bank before entering this information.

Enter/Change the amount you want to deposit into this account.

Once you have entered/changed your information, click on the save  button. You will receive the message "Data Saved Successfully".

To cancel an Other Bank, click the delete  button.



A box will display asking if you would like to continue with the deletion, click yes if you would like to proceed. Click no and it will cancel the action. Once, you've selected yes, the Other Bank information is gone.



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NOTES: You cannot delete your Main Bank Information. If an emergency arises and your Main Banking Information must be stopped, you will need to contact the Payroll Department at 901-516-8086.

You can have one main bank and up to three (3) Other Banks.

The effective date of Bank changes will be the first day of the current pay period in which the change is made.

NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	1	2	3	4	5	6	7
							8	9	10	11	12	13	14
3	4	5	6	7	8	9	15	16	17	18	19	20	21
10	11	12	13	14	15	16	22	23	24	25	26	27	28
17	18	19	20	21	22	23	29	30	31				
24	25	26	27	28	29	30							
3	Daylight Savings Time ends 2 a.m. and Daylight is No longer in November					11	Veterans Day						
28	Thanksgiving Day Holiday		29	Official Office Closing		Annuitants and Retirees Benefits Plan		25	Christmas Day Holiday				

For example: The 25th pay period starts on 11/17/13. Any changes made on 11/17 – 11/30 will be effective as of 11/17. Changes made on 12/01 will be effective in pay period 26 because 12/01/13 falls within the new pay period (12/01 – 12/14).

Tips

Once you have entered your information, click on the save  button.

Remember, always log off of myTime once you've completed updating your records. Go to the upper right hand corner of myTime and click Log off.