



Direct Deposit Setup

1. go on staff net
2. In the search bar type in "direct deposit request"

welcome to **staff.net** CHA Cambridge Health Alliance

TOOLS STAFF DIRECTORIES REFERENCE CLINICAL REPORTS ACADEMIC

SEARCH GO

For new members starting direct deposit

Action: Add

Routing No: 211385640

Account No: (4 digit credit union account number)

Account Type: Savings

Amount: the **TOTAL** amount you would like deducted every payroll weekly/bi-weekly

After making changes click "**Apply**"

To make changes to an existing direct deposit

Action: Edit (verify that this is the correct account information (**Health Alliance Federal Credit Union**))

Amount: the new **TOTAL** amount you would like deducted every payroll; weekly/bi-weekly

After making changes click "**Apply**"

welcome to **staff.net** CHA Cambridge Health Alliance

TOOLS STAFF DIRECTORIES REFERENCE CLINICAL REPORTS ACADEMIC

Payroll Requests

SUBMIT DIRECT DEPOSIT REQUEST

Employee Name:

Title:

Cost Center:

Supervisor:

Payroll:

Union:

- [GUIDELINES](#)
- [VIEW PAYSTUB](#)

						CHOOSE ONE:	
ACTION	ROUTING NO.	ACCOUNT NO.	VERIFY ACCOUNT NO.	ACCOUNT TYPE	AMOUNT	PERCENT	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

After making desired changes click 'Apply' to finish transaction.

John Doe
Jane Doe
1234 Any St
Sometown, USA

Pay to the order of

1000 \$

For

Routing Number Account # Check #

Cambridge Health Alliance Confidential
E-mail for [content comments or questions](#); for [technical issues](#).
About [Payroll Requests](#).

Please note that the changes made to the current direct deposit may result in a live check for **two pay periods. If you have any questions, please contact payroll via email at payroll@challiance.org or by phone which is 781-338-0370.*