

Direct Deposit Setup

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



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

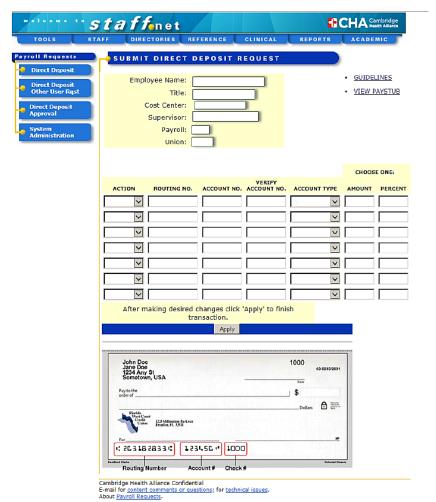
After making changes click "Apply"

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"



*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.