Changing or Adding Direct Deposit Bank Detail

Changing or Adding Direct Deposit Bank Detail - EMPLOYEE

Change current bank information and/or add additional direct deposit detail (helpful if you need your pay deposited in more than one bank account).

Reminder(s):

- You **must** enter your routing number to add/update bank details.
- You can add multiple bank accounts.
- Deposits are allocated over all the accounts.
- Funds are distributed to the "Other" accounts first, sequenced by oldest creation date and allocated by the percent or amount entered.
- Whatever funds left over are loaded to the "Main" account.

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1 Access Current Bank Detail

Log in to HR Central using your Luxottica employee ID and password. In the self -service menu, select **My Pay**. A new browser tab will open for this link.

Select **Myself**. Two headers, **Personal** and **Money**, will appear. In the **Personal** drop-down list, select **Personal Information.**

In **Bank Type**, select the **Bank Name** to view all information pertaining to this bank.

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2 Change Current Bank Detail

Select **Edit** (lower left corner) to modify current bank detail.

Determine when the changes will be valid. Select **Today** or **From** to use the calendar to choose a different effective date. The effective date has to be within this pay period or the next pay period.

Enter the bank **Routing Number**.
For US employees, the Routing Number is on your bank check as the 9-digit number in the lower left. For Canadian employees, the Routing Number is a 9-digit number comprised of: a leading zero, a 3-digit Routing Number, and a 5-digit Transit Number. Please see the example Canadian check on the right.

If you are unsure of your bank's Routing Number, you may use the search window to determine the Routing Number. You will need the *exact* name of the bank or a part of the bank name with a wild key (*) to use this. If the Routing Number is incorrect, you will receive an error message when you save the changes.
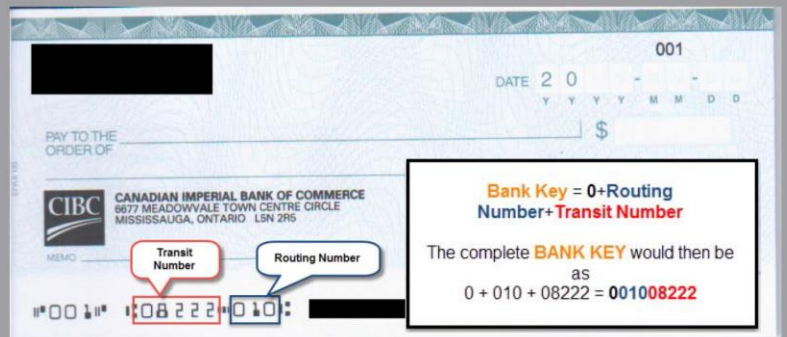
Enter your **Bank Account** number. To confirm, re-enter it in the **Confirm** box.

Choose the **Bank Account Type,** normally either Checking or Savings.

The **Payment Method** field will display Bank Transfer (ACH PP). This is used for electronic transfers to checking or savings.

Review the **Direct Deposit Authorization Agreement**. When finished, check the box next to the agreement. (This is required, even if getting a paper check.)

Review all changes. When ready, select **Save.** You will get confirmation.

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3 Adding Bank Detail

To have a portion of your pay directly deposited in another account (whether at the same bank or a different one) select the green plus sign.

Determine when the addition will be valid. Select **Today** or **From** to use the calendar to choose a different effective date. The effective date has to be within this pay period or the next pay period.

Enter the bank **Routing Number**.
For US employees, the Routing Number is on your bank check as the 9-digit number in the lower left. For Canadian employees, the Routing Number is a 9-digit number comprised of: a leading zero, a 3-digit Routing Number, and a 5-digit Transit Number. Please see the example Canadian check in the previous section.

If the Routing Number is incorrect, you will receive an error message when you save the changes. If you are unsure of your bank's Routing Number, you may use the search window to determine the Routing Number. You will need the exact name of the bank or a part of the bank name with a wild key (*) to use this.

Enter your **Bank Account** number, then re-enter it in the **Confirm** box.

Choose the **Bank Account Type,** normally either Checking or Savings.

The **Payment Method** field will display Bank Transfer (ACH PP). This is used for electronic transfers to checking or savings.

Review the **Direct Deposit Authorization Agreement**. When finished, check the box next to the agreement. (This is required, even if getting a paper check.)

Review all changes. When ready, select **Save.** You will get confirmation.