



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.

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.

The screenshot shows the Luxottica HR Central interface. At the top, the Luxottica logo is on the left and 'Welcome, Jane Smith' is on the right. Below the logo is a navigation bar with 'Home' and 'Myself' (highlighted with a red box). Under 'Myself' is a 'Self Service' section with a large blue button labeled 'My Pay'. Below this is a 'Personal Information' section. Within this section is a 'Bank Information' table. The table has columns: Bank Type, Valid From, Bank Name, Account Number, Payee, and IBAN. There are two rows. The first row is for 'Main bank' (highlighted with a red box), with a valid from date of 'Nov 15, 2015', bank name 'US BANK MINNESOTA', account number '*****789123', and payee 'Jane Smith'. The second row is for 'Other bank', with a valid from date of 'Sep 20, 2015', bank name 'US BANK', account number '*****', and payee 'Jane Smith'.

Bank Type	Valid From	Bank Name	Account Number	Payee	IBAN
Main bank	Nov 15, 2015	US BANK MINNESOTA	*****789123	Jane Smith	
Other bank	Sep 20, 2015	US BANK	*****	Jane Smith	



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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.

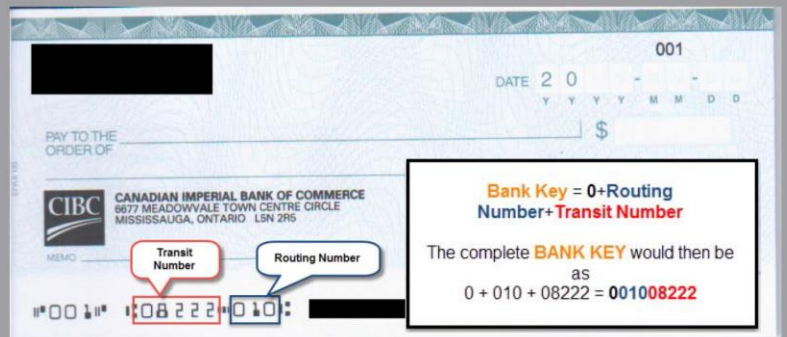
Enter your **Bank Account** number. To confirm, re-enter it in the **Confirm** box.

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.



1/1/2016

Bank Country: USA

Payee: Jane Smith

City: Mason

Postal Code: 45040

Routing Number: 09100022

Bank Account Type:

- ☒ Checking
- ☐ Savings
- ☐ None

Payment Method: Bank transfer (ACH PP)

Currency: \$

Bank Account: 0000000000

Confirm: 0000000000

☒ **Direct Deposit Authorization Agreement:**

I authorize my employer to deposit my pay and other categories of compensation to which I may be entitled including any reimbursement of expenses owed to me direct

If funds to which I am not entitled are deposited into my account, I authorize my employer to direct the financial institution to return the funds to the sender.

This authorization agreement remains in effect until I provide my employer written notification to cancel direct deposit.

Save **Close**

Bank Information

Your changes have been saved



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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.

Bank Type	Valid From	Bank Name	Account Number	Payee	IBAN
Main bank	Sep 20, 2015	US BANK MINNESOTA	*****AM	Jane Smith	

Bank details type Other bank

Valid From
☐ Today
☒ From 11/15/2015

Routing Number

Bank Account
Confirm

Bank Account Type:
☐ Checking
☒ Savings
☐ None

Payment Method
Bank transfer (ACH PPD)

Currency USD

Amount \$0.00 Percentage 0.00

☒ **Direct Deposit Authorisation Agreement:**
I authorize my employer to deposit my pay and other categories of compensation to which I may be entitled including If funds to which I am not entitled are deposited into my account, I authorize my employer to direct the financial inst This authorization agreement remains in effect until I provide my employer written notification to cancel direct depo

Save Close

Bank Information

✓ Your changes have been saved