



Employee & Retiree Service Center

Direct Deposit on HRO

QUICK START GUIDE

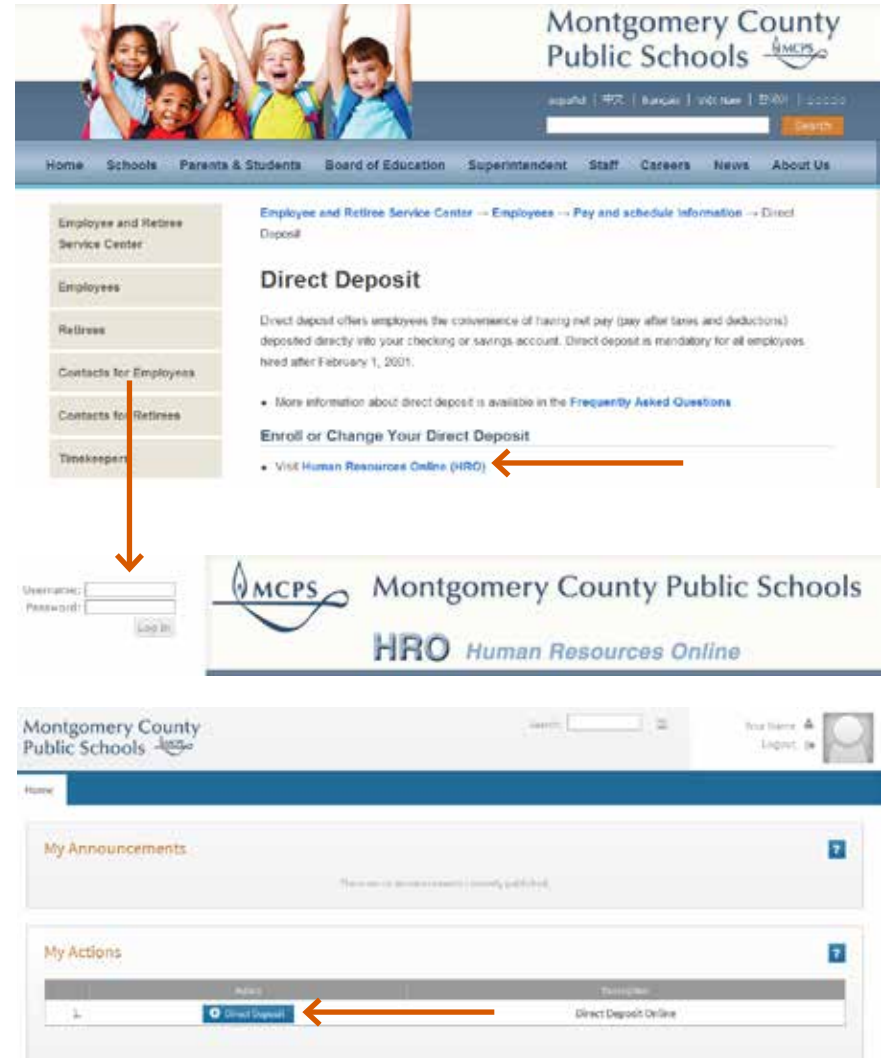
1. Navigate to the Human Resources Online (HRO) log-in page.

Click on “Human Resources Online (HRO)” from the [Direct Deposit](#) web page (pictured at right) or from the [ERSC Forms](#) page.

2. Log in to the self-service direct deposit feature on HRO.

Log in to HRO using your MCPS username and password. This is the same username and password you use to log in to your MCPS Outlook e-mail account.

3. Click on the blue “Direct Deposit” button to be taken to Direct Deposit Online.





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4. Review your employee information and the Direct Deposit Online instructions. Then, learn more about direct deposit.

Your name and employee ID are provided at the top of the screen, along with instructions for using this self-service system. Click on the help icon to learn more about direct deposit, including when your pay will be deposited, how many direct deposit accounts you may have, and how long it takes direct deposit enrollment or changes to take effect.

The screenshot shows the 'Direct Deposit Online' page for Montgomery County Public Schools. At the top, the header includes the school district name, a search bar, and a user profile icon. Below the header, the page title is '#95782 - Direct Deposit Online'. The main content area is divided into two columns: 'Employee Information' and 'Instructions'. The 'Employee Information' section displays 'Employee ID: 00000' and 'Name: Your Name'. The 'Instructions' section contains a paragraph of text and a 'Help' icon. Below these sections is the 'Direct Deposit Elections' section, which is split into two panels: 'Educational Systems Federal Credit Union' and 'Other Financial Institution'. Each panel has a dropdown menu for 'Election' set to 'No Change', and fields for 'Bank Routing # (DFI)', 'Account #', 'Deposit Type', and 'Fixed Dollar Amount'. The 'Other Financial Institution' panel also includes a 'Bank' field. At the bottom of the page, there are 'Save Changes' and 'Next' buttons. Three orange arrows point to the 'Name' field, the 'Help' icon, and the 'Bank' field in the 'Other Financial Institution' panel.

5. Review your current direct deposit elections.

Under "Direct Deposit Elections" your current direct deposit accounts are displayed. If you have an account with Educational Systems Federal Credit Union (FCU), you will see your account information on the left side. If you use a different financial institution, your account information will be displayed on the right side. If you currently do not have a direct deposit account, this area will not be filled in.



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6. Choose the action you want to take from the dropdown menu.

- **No change:** This option automatically appears. Choose it if you want to leave an account as-is or if you do not have that type of account and wish to keep it that way.
- **Enroll/change net pay deposit:** This option allows you to newly enroll in either Educational Systems FCU or another financial institution for your net pay direct deposit.
- **Enroll/change fixed dollar amount deposit:** This option is only available to Educational Systems FCU accounts. It allows you to enroll in or change the fixed dollar amount that you currently have direct deposited to your Educational Systems FCU account.
- **Cancel direct deposit:** This option allows you to cancel the direct deposit to an account.

Once you have selected the action you want to take, click “Next” to move to the next screen. **Do not click on the “Save Changes” button.** If you do not make any changes, you must choose “No change,” then click “Next.”

7. Click “Confirm” to continue.

A pop-up will appear. Click “Confirm” to continue. If you’d like to return to the last screen, click on the white “X.”

Direct Deposit Elections

Educational Systems Federal Credit Union

Other Financial Institution

Election: No Change

Bank Routing # (DFI): 255077008

Account #:

Account Type:

Deposit Type:

Fixed Dollar Amount:

Bank Routing # (DFI): 1234567

Bank: Sample Bank

Account #:

Account Type: Checking

Save Changes Next

Direct Deposit Elections

Educational Systems Federal Credit Union

Other Financial Institution

Election: Enroll/Change Net Pay Deposit

Bank Routing # (DFI): 255077008

Account #:

Account Type:

Deposit Type:

Fixed Dollar Amount:

Bank Routing # (DFI): 1234567

Bank: Sample Bank

Account #:

Account Type: Checking

Save Changes Next

Direct Deposit Elections

Educational Systems Federal Credit Union

Other Financial Institution

Election: No Change

Bank Routing # (DFI): 255077008

Account #:

Account Type:

Deposit Type:

Fixed Dollar Amount:

Bank Routing # (DFI): 1234567

Bank: Sample Bank

Account #:

Account Type: Checking

Save Changes Next

Next

Click Confirm to continue

Confirm Cancel



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8. If you have chosen to enroll or change an account, enter your new account information in the spaces provided under “New Direct Deposit Elections.”

Click on “Confirmation of Direct Deposit Elections.” Do not click on “Save Changes.”

For help finding your routing or account numbers, click on the help icon in the instructions. A pop-up will display with the image of a check to assist you in locating the necessary information.

Current Direct Deposit Elections

Educational Systems Federal Credit Union	Other Financial Institution
Account #: _____	Bank Routing # (RF): 1234567
Account Type: _____	Bank: SampleBank
Deposit Type: _____	Account #: 12345678
Fixed Dollar Amount: _____	Account Type: Checking

New Direct Deposit Elections

Other Financial Institution

Routing # (RF):

Account #:

Account Type:

[Save Changes](#) [Confirmation of Direct Deposit Elections](#)

Instructions

The **Current Direct Deposit Elections** section below displays your direct deposit information currently on file. To make a change, enter your new information in the **New Direct Deposit Elections** section. For routing and account number help, click on the icon.

9. If you chose to cancel an account, confirm your cancellation.

When cancelling one or both of your direct deposit accounts, you will see a special confirmation message.

If you intended to cancel an account, choose and click on “Confirmation of Direct Deposit Elections” from the drop down menu.

If you did not intend to cancel an account or have changed your mind about the cancellation, choose “Previous” from the drop down menu and “Confirm” on the resulting pop-up screen.

09/28/14 - Cancelled Other Deposit

You have chosen to cancel the account below.

If this is correct, click "Confirmation of Direct Deposit Elections" to continue to the confirmation screen.
If this is incorrect, select "Previous" from the drop down menu to return to the previous screen and make a change.

Other Financial Institution

Bank Routing # (RF): 1234567

Bank Name: SampleBank

Account #: 12345678

Account Type: Checking

[Previous](#) [Confirmation of Direct Deposit Elections](#)





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10. Confirm your elections.

A pop-up message will appear that displays your account information going forward. Review your elections and read the authorization statement carefully. To cancel this election, click on the white "X."

To complete the election, click "Confirm."

ESFCU		Other Financial Institution	
Election	No Change	Election	Enroll/Change Net Pay Deposit
Account #		Bank Routing # (DFI)	4567123
Account Type		Bank Name	Sample Bank
Fixed Dollar Amount		Account #	56781234
		Account Type	Checking

Authorization:
I authorize MCPS to initiate the selections above.

I understand that MCPS has the right to temporarily substitute my direct deposit with a paper paycheck and to cancel this arrangement permanently for any reason. In the event that MCPS suspends the financial

Confirm Cancel

11. Log out of Direct Deposit Online.

Click "OK" to log out of the self-service web page and return to the page from which you came.

Confirmation of Direct Deposit Elections

Thank you for using Direct Deposit Online

You will receive an e-mail to your MCPS Outlook account verifying that your submission was received and offering additional details about the account verification process.

OK



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12. Review your confirmation e-mails for accuracy.

You will receive two confirmation e-mails in your MCPS Outlook account inbox. The first will confirm that your election was successfully submitted and will provide you with details about the prenotification process with your financial institution. The second will confirm that your election was successfully processed and that prenotification has begun. Review these e-mails and save them for your records.

