Jefferson

Thomas Jefferson University & Hospitals
Human Resources department
presents

Direct Deposit

Step-by-step guide to updating your benefits life event information

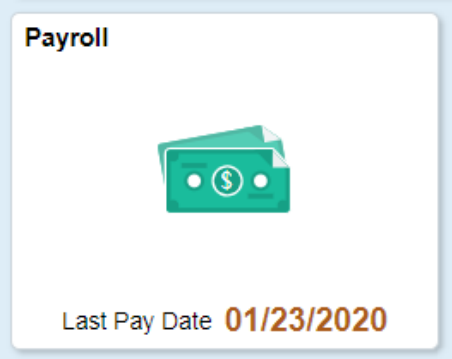
1101 Market Street, 23rd Floor

For more information,
contact the HR Service Center at 215-503-4772

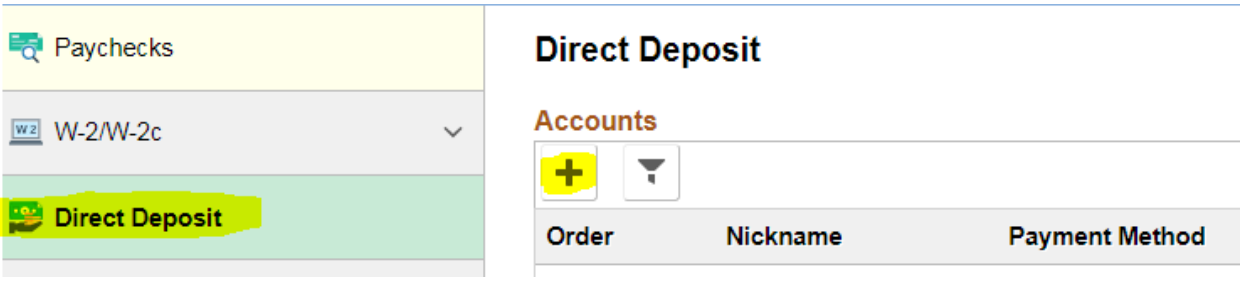
DIRECT DEPOSIT: Benefits Change Procedures

You will be able to enroll in Direct Deposit on your first day of work.

Log on to myhr.jefferson.edu and select Payroll on your homepage.



Select Direct Deposit, then + to add your account information.



Enter your bank information. Click the drop down for "Account Type" and select what type of bank account it is.

Click the drop down for "Deposit Type" and select:

1. "Amount" if you want a specific dollar amount deposited into your bank account.

2. "Percent" if you want a specific percentage of your pay check deposited into your bank account. Type "100%" for full amount to be deposited into your bank account.

3. "Remaining Balance" if you want your full pay check deposited into your bank account.

Review all of your information and click “Save”

- You may edit and delete your current account information, at anytime
- You may only make one edit per day. The system will not let you make multiple changes a day

If you have any additional questions, contact the HR Service Center at 215-503-4772, Option 8, then 1.