



Dear Employee,

All employees are ***strongly encouraged*** to set up electronic direct deposit or pay card to receive their payroll earnings on payday.

You will enjoy several advantages when using the direct deposit or pay card payment method:

- ***Fast*** – earnings are available in your bank account or pay card on payday!
- ***Safe and secure*** – 24/7 access to your pay, avoid any lost, stolen or delay of paper check
- ***Environmentally friendly*** – support "go green" sustainability efforts (save paper, printing, postage, and fuel charges)
- ***Convenient*** – save trips to go to bank/ATM and waiting in lines to cash or deposit checks

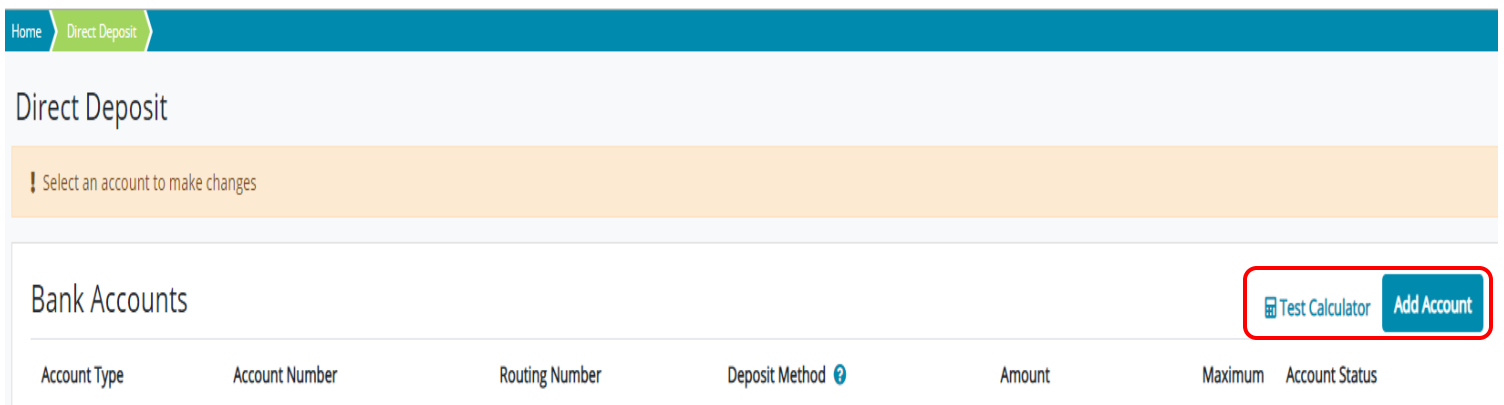
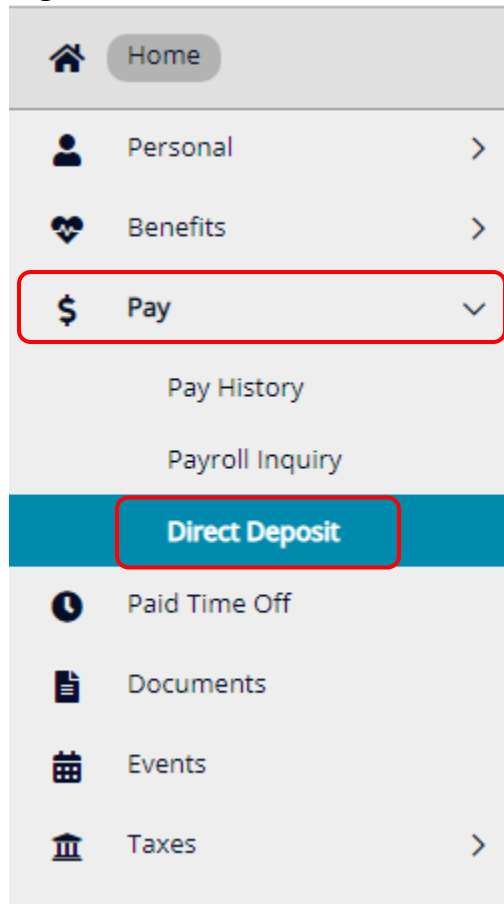
Please see the attached instructions for setting up your direct deposit in the employee portal. Your account will initially be pre-noted. This allows the bank to verify the routing and account numbers. Depending on the timing of your set up you may still receive your next check as a paper check.

We appreciate you taking the time to set this up. If you have any questions, please contact us at [support@infinitihr.com](mailto:support@infinitihr.com) for assistance.

Sincerely,  
Infiniti HR Payroll Team

**Employee Portal Link:** <https://inf.prismhr.com/inf.hsg/auth/#/login?lang=en>

To update or add your **Direct Deposit** information, go to Pay – Direct Deposit-Add Account. To delete an existing account, click on the account and Remove.



Fill in Routing Number (bank name will fill in automatically), Account type- Checking or Savings, Account Number including any preceding zeros, Deposit Method –choose Fixed, Percent or Remainder and Add. **If you want the entire check to be deposited, choose Remainder.**

### Add Account

#### Account Info

\* Routing Number  \* Bank Name

\* Account Type

\* Account Number  [Show](#)

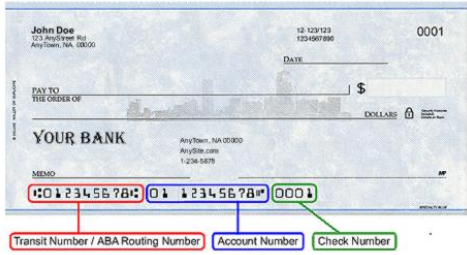
\* Confirm Account Number  [Show](#)

#### Settings

\* Deposit Method  \* Amount

Maximum

[Add](#) [Cancel](#)



The image shows a check from 'YOUR BANK' with the following annotations: a red box around the routing number '01 23456789', a blue box around the account number '23456789', and a green box around the check number '0001'. Labels below the check identify these as 'Transit Number / ABA Routing Number', 'Account Number', and 'Check Number' respectively.