

SET UP YOUR Direct Deposit



Enjoy the full benefits of your Meta Pro Advantage banking program by setting up your Direct Deposit in a few easy steps.

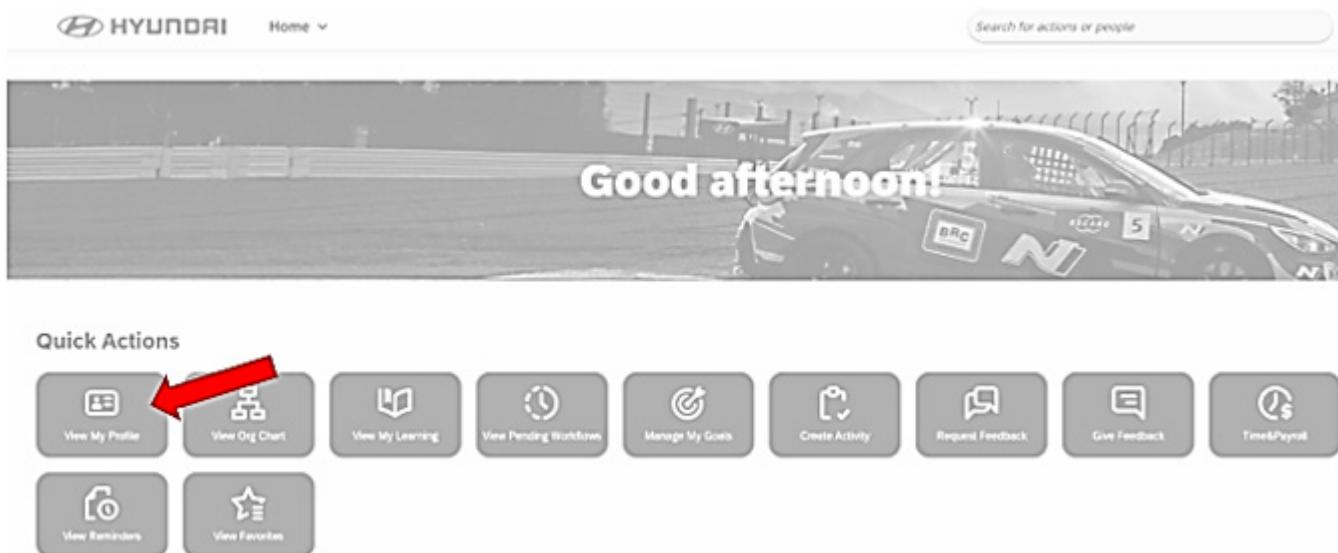
Step 1

Log in to Success Factors (Employee Portal).

Step 2

Once logged in you should be on your home screen.

1. Under Quick Actions, click on the “View My Profile” box
2. Use the drop-down menu beside the HMGMA logo and select “My Employee File”

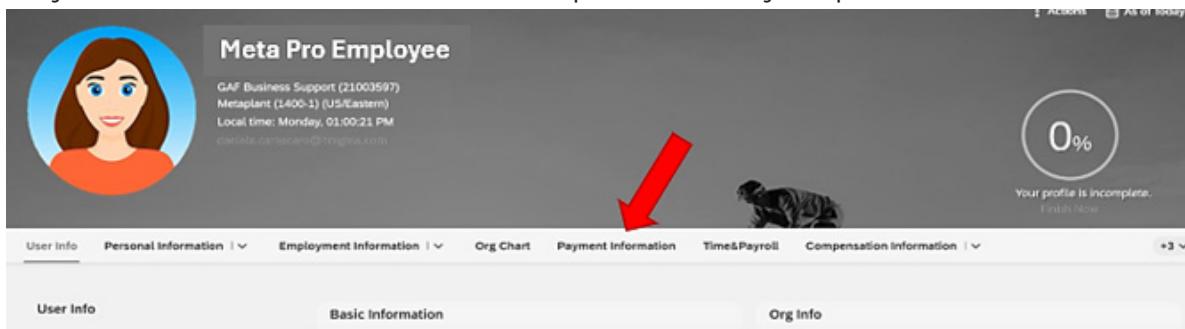


Quick Actions

 View My Profile	 View Org Chart	 View My Learning	 View Pending Workflows	 Manage My Goals	 Create Activity	 Request Feedback	 Give Feedback	 Time&Payroll
 View Reminders	 View Favorites							

Step 3

Click on “Payment Information” from the listed options under your picture and name



Meta Pro Employee

GAF Business Support (21003597)
Metaplant (1400-1) (US/Eastern)
Local time: Monday, 01:00:21 PM
christina.camposano@hmgma.com

0%
Your profile is incomplete.
Finish Now

User Info Personal Information Employment Information Org Chart Payment Information Time&Payroll Compensation Information

User Info Basic Information Org Info

Step 4

1. Click on the pencil icon next to payment information to edit and update your bank account information with your BankSouth Meta Pro Advantage Checking Account information.
2. Enter the bank name — “BankSouth”
3. Enter the Account Owner Name — “Your First and Last Name”
4. Enter the Routing Number — “061112364”
5. Enter your Account Number — This can be found in your mobile banking app or online banking
6. Select the Account Type — “Checking”
7. Under Supporting Document upload the completed direct deposit form that was sent with these instructions

Payment Information    1

Effective as of: Nov 08, 2023

Job country/region United States (USA) 

<u>Pay Type</u>	<u>Main Payment Method</u>
Customer Pay Type	Main bank 
Payment Method	Payroll Transfer(ACH) (05) 
Bank Country/Region	United States (USA) 
Bank	BankSouth  2
Account Owner	Meta Pro Employee  3
Routing Number	061112364  4
Account Number	-----  5
Account Type (USA)	Checking  6
Business Identifier Code	-
IBAN	-
Currency	US Dollar (USD) 
Support Document (Void Check or Bank Letter)	-

Locate Your Routing and Account Number in the Mobile Banking App

3:17  5G 70%  

Meta Pro Checking *0001

Available	\$1.37
Current	\$1.37
Details	Posted



Back Account Details

Meta Pro Checking *0001

Checking	0000000
Current	\$1.37
Available	\$1.37
Routing number	061112364
ACH number	0000000
APY	0.0%
Interest rate	0.0%
Accrued interest	\$0.00
YTD interest	\$0.00
Prior year interest	\$0.00




Step 5

After you have updated the information and uploaded the direct deposit form to the supporting documents, click on save at the bottom of the screen. You're done!



DIRECT DEPOSIT AUTHORIZATION FORM

Note *Check with your employer to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new bank account.**

Company Name

Company Address

City	State	Zip Code
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Employee Name: _____

Employee Address: _____

Phone Number: _____

Social Security Number: _____

Please use the account information below to set up/change direct deposit of my payroll into my BankSouth account.

BankSouth
PO Box 730
Greensboro, GA 30642
(844)-706-2265

Account Type: Checking Savings

Account Number: _____ Routing Number/ABA #**061112364**

I hereby authorize my employer, _____ to deposit my paychecks directly to my BankSouth account indicated above and to make any necessary adjustments for any credit made to my account in error. This authority shall remain in effect until I have given written notice to terminate this service.

Employee Signature _____ Date _____