



Human Capital Management (HCM)

Dear INFORMS Users,

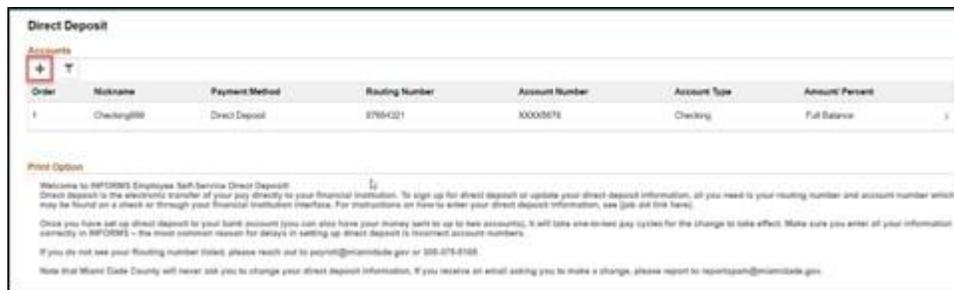
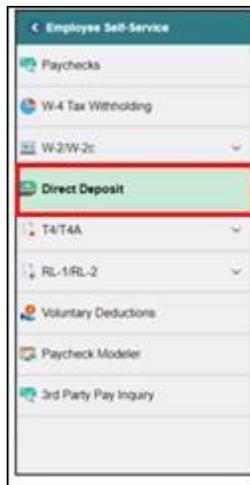
We are pleased to announce the new Direct Deposit functionality which goes into effect the afternoon of **Thursday, July 27th**, and is available through Employee Self-Service. Direct Deposit is the electronic transfer of your pay to your financial institution. This feature allows you to update or add a direct deposit account.

Any paper forms that have been submitted and received by close of business on **Tuesday, August 1st** will be processed. If you have already submitted a paper form by **August 1st** to your department, please do NOT update your account information via INFORMS. Effective **Wednesday, August 2nd** central HR will no longer accept the paper forms to update direct deposit information and you must update your account information via INFORMS.

Below please find the INFORMS navigation path and a sample screenshot for your reference.

Navigation: **Employee Self-Service > Payroll > Direct Deposit**

Select the Direct Deposit pane.



- Example above denotes the addition of a second deposit account to a profile.

A notification email will be sent confirming the changes made. Please take a moment to review/confirm the information entered is correct.

Note: It may take up to two pay cycles for your direct deposit change to be effective. If employee has no other deposit accounts as part of their profile and do not designate another balance account, the employee will subsequently receive a paper check.

Sample Email:



- These changes are independent of predefined deductions. Adding these direct deposit accounts will not cancel your current deductions to those financial institutions: i.e., BMG loan, Dade County Federal Credit Union and Tropical Federal Credit union transactions, etc.

For more information, please refer to the Direct Deposit Information in [Employee Self-Service job aid](#). Thank you for your continued engagement and support!

Thank you,

INFORMS Project Team

Multiple support avenues are available. Depending on your needs, please select from the following options:

- **Review the INFORMS Training webpages specifically by business area to answer 'How To'...** questions
 - [Human Capital Management \(HCM\)](#) related training materials and recordings. For example, how to enter time, how to approve time, or how to request an absence. Here, you will also find training materials related to PCard and Travel and Expenses.
- **Reach out to your DPR** if you have HR-related questions.
- **Submit an online ticket with MyIT or call ITD Service Desk (305) 596-HELP (4357)** if you have technology issues. For example, you are unable to access the system, receive system errors, etc. To submit an online ticket with MyIT, use one of the following links:
 - [Miami Dade County MyIT](#)
 - [Miami Dade Police Department MyIT](#)
 - [Outside of Miami Dade County Network](#)

For more information, visit the [INFORMS Homepage](#).

This email was sent to: Danny.Vargas@miamidade.gov

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