



ATTENTION ALL MEMBERS WITH AU PAYROLL DEDUCTION TO HCCU

By now you should have been notified by AU that **payroll deduction is going away as part of the OneUSG initiative**. You must take action to insure your **payments** and **deposits** continue to come to the credit union.

Please **contact the credit union immediately** to discuss how these changes will impact you and talk about next steps.

After speaking with a credit union representative, **you must go online and set up a new direct deposit, or you may need to modify an existing direct deposit**.

Please follow the instructions on the following pages to set up/modify your direct deposit.

Once you have completed the setup, please let us know by either calling **706-434-1600** or messaging **mbrsvc@hccu.coop** and putting **"Direct Deposit Setup Completed"** in the subject line.

When we receive notification that your direct deposit is in place, **we will submit a payroll stop** to keep your funds from coming over twice.

These changes must be completed by Friday, May 24th to avoid disruption to your deposits and loan payments.

Thank you for your prompt attention to this matter.

Health Center Credit Union

AUGUSTA UNIVERSITY
MBR SVC@hccu.coop
706-434-1600
www.HCCU.coop

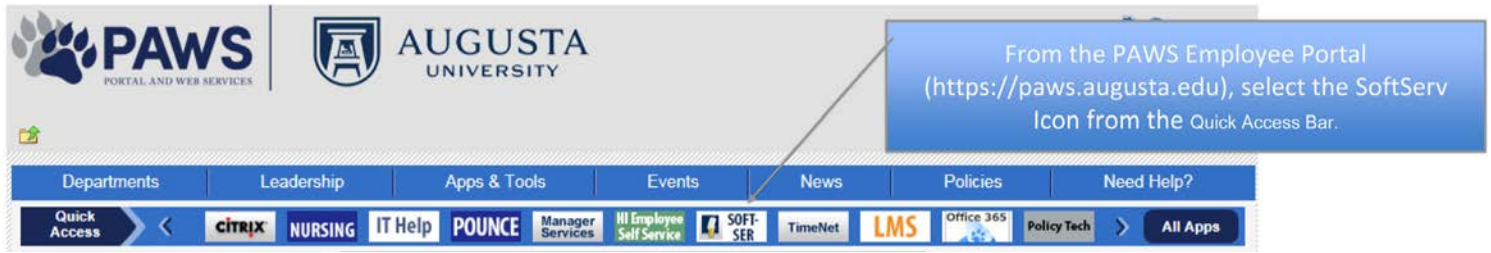
Helping People Afford Life® with local decisions and great rates since 1976.

Mailing | Shipping Address:
1424 Walton Way Augusta, GA 30901

Member Service (706) 434-1600
Loan Line (706) 434-1636

Fax (706) 434-1625
www.HCCU.coop

1.



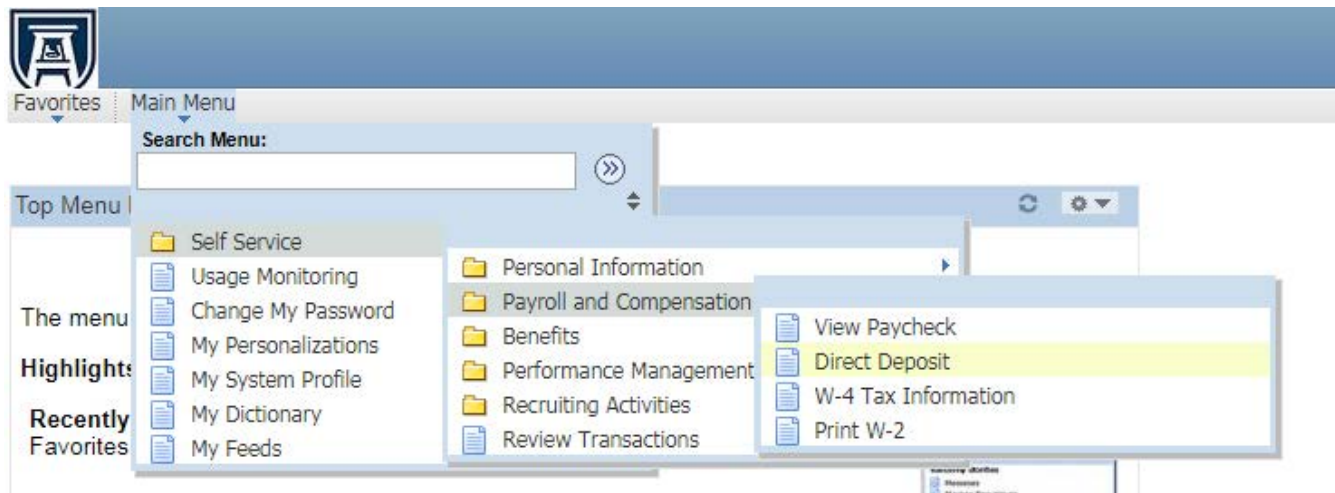
2.

Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.



3. You have successfully accessed SoftServ. Navigate to Payroll and Compensation so that you may view, update and/or add your direct deposit.

Main Menu > Self Service > Payroll and Compensation > Direct Deposit



4. You are now able to view your direct deposit bank information.

A. To Add a new bank account, select “Add Account”

B. To Edit your current information, select “EDIT”



Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit

YOUR NAME

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Checking	YOUR PRIMARY RT #	YOUR PRIMARY ACCT#	Balance		999	Edit	Delete

A Add Account

B Edit

You MUST have an account row with a "Deposit Type" of Balance in order to make any changes to your Direct Deposit Information. If a balance row does not exist, please add one now. The Balance row cannot be deleted!

Please note that any changes to your Direct Deposit information may

5. Your HCCU Routing and account numbers can be found on your Membership Card. If you do not have your membership card, please contact the credit union at 706-434-1600 and your account numbers can be provided to you.

The HCCU Routing Number for all accounts is:

261189061

1424 Walton Way Augusta, GA 30901 | 706-434-1600

Name YOUR NAME

Account No. XXXXX **Savings**

Share Draft No. XXXXXXXXXXXX **Checking**

Visit us 24 / 7 at www.HCCU.coop or download our Mobile App!

Routing # 261189061 **RT#**

Important Contact Numbers:

Loan Line..... 706-434-1636

PAL Voice Response 706-434-0092 (Local)

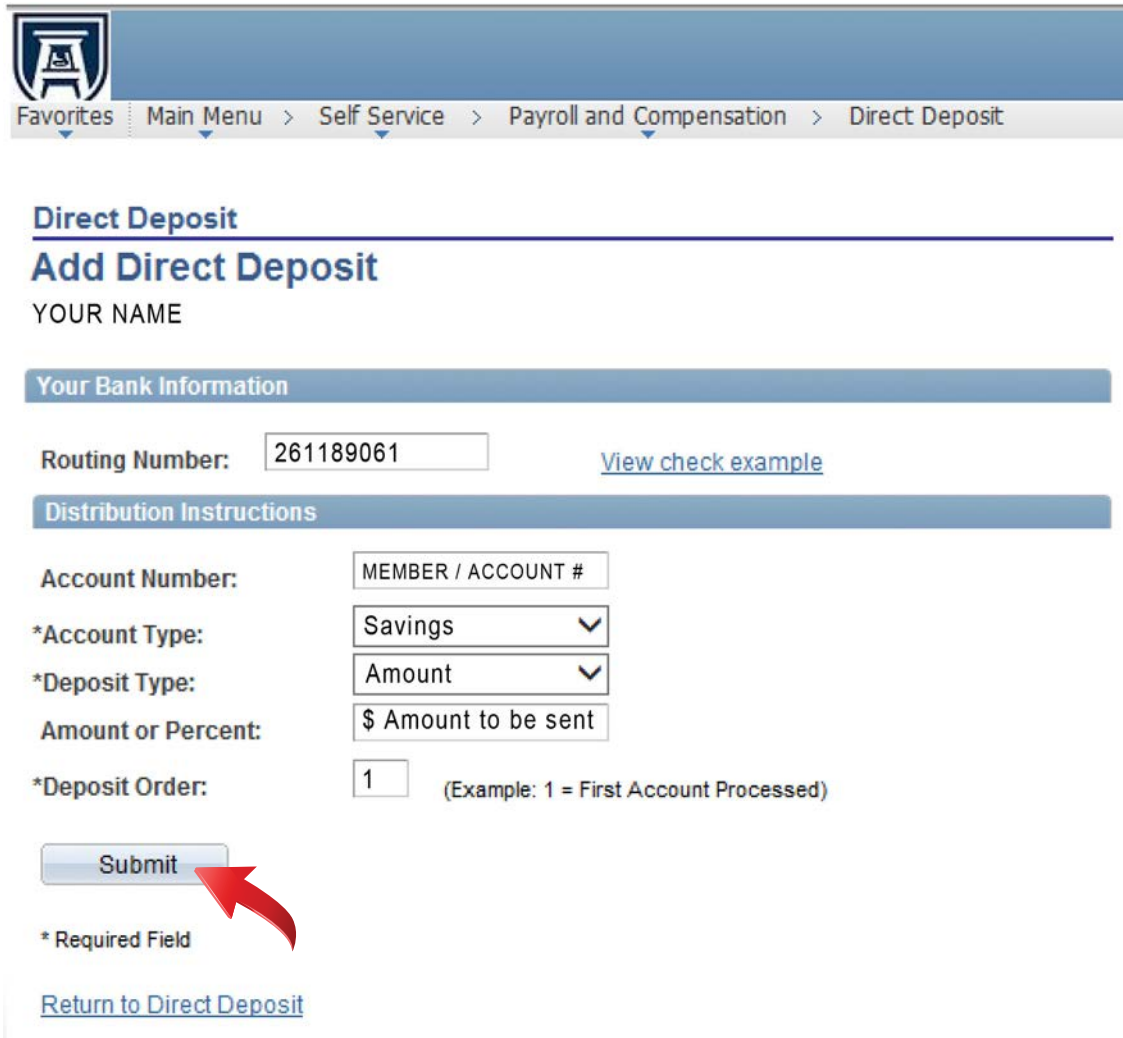
1-877-369-HCCU (4228)

Report a Lost or Stolen Visa Card..... 1-800-472-3272

Visa Card Activation | PIN Change..... 1-800-992-3808

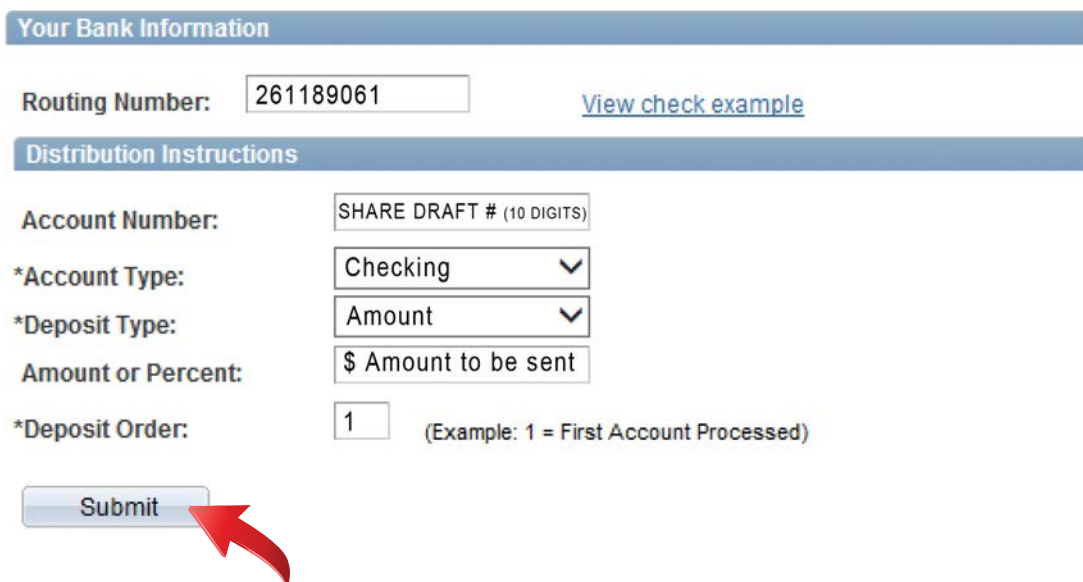
6. Please **replace the information** in the “**Account Number:**” and/or “**Amount or Percent:**” fields with **YOUR information**. Other fields can be set as shown.

To send a **SET AMOUNT** of funds to your **HCCU SAVINGS** account each paycheck, please fill in the Direct Deposit fields as indicated below and select “Submit”.



The screenshot shows the HCCU website's Direct Deposit section. At the top left is the HCCU logo. A navigation bar contains links for Favorites, Main Menu, Self Service, Payroll and Compensation, and Direct Deposit. The main heading is "Direct Deposit" followed by "Add Direct Deposit". Below this is a section for "Your Bank Information" with a "Routing Number" field containing "261189061" and a "View check example" link. The "Distribution Instructions" section includes fields for "Account Number" (MEMBER / ACCOUNT #), "*Account Type" (Savings), "*Deposit Type" (Amount), "Amount or Percent" (\$ Amount to be sent), and "*Deposit Order" (1). A red arrow points to the "Submit" button. Below the button is a "* Required Field" note and a "Return to Direct Deposit" link.

To send a **SET AMOUNT** of funds to your **HCCU CHECKING** account each paycheck, please fill in the Direct Deposit fields as indicated below.



The screenshot shows the HCCU website's Direct Deposit section for a checking account. It follows the same layout as the savings form. The "Your Bank Information" section has a "Routing Number" field with "261189061" and a "View check example" link. The "Distribution Instructions" section includes fields for "Account Number" (SHARE DRAFT # (10 DIGITS)), "*Account Type" (Checking), "*Deposit Type" (Amount), "Amount or Percent" (\$ Amount to be sent), and "*Deposit Order" (1). A red arrow points to the "Submit" button.

To send the **FULL BALANCE** of funds to your **HCCU SAVINGS** account each paycheck, please fill in the Direct Deposit fields as indicated below.

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions


Account Number:

*Account Type: ▼

*Deposit Type: ▼

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)



To send the **FULL BALANCE** of funds to your **HCCU CHECKING** account each paycheck, please fill in the Direct Deposit fields as indicated below.

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions


Account Number:

*Account Type: ▼


*Deposit Type: ▼

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)



7. You have successfully added a new bank account for direct deposit, or submitted changes on your current banking information.

 Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.