







## Direct Deposit Instructions Through Genesis

Genesis is Providence Health System's Payroll website. If you have questions about your payroll or how to use this system, please contact the Providence payroll department directly at (503) 215-5258.

All Employee-Self Service functions are now available to caregivers from any computer. You must login using your Providence Health System credentials and may be required to enter a verification code to prove your identity.

Following are the steps to help you set up your direct deposit to Providence FCU:

1. Go to this page: <https://www.providence.org/for-employees>
2. Click on the **Genesis** button towards the bottom right.
3. Enter your Providence Health System User ID and Password or click the "Company Single Sign-On" button to login.
4. Once inside the Genesis system, click **Pay**.
5. Click **Payment Methods**.
6. First you must connect your bank account. In the *Bank Accounts* section, click the  button and enter your:
  - a. Account Number
  - b. Account Type
  - c. Routing Number
7. Click the  button.
8. Next set up your Direct Deposit. In the *My Payment Methods* section, click the  button and enter:
  - a. A nickname for this direct deposit
  - b. Payment Type
  - c. Payment Amount, as either a percent or flat dollar amount
  - d. Bank Account
9. Click the  button.

Direct deposits changes may take up to 2 pay periods, so make sure to keep an eye on your accounts.