

If an employee chooses pay card in talent reef:

- Log into talent reef
- Click on Jump to
- Click on the GREEN hire
- Click on onboarding
- Click on their name
- Click on forms
- Click on pay selection authorization agreement
- IN FRONT OF THE EMPLOYEE- open the envelope, inside --underneath the enclosed card is their routing and account number, enter it into the appropriate boxes. Click Digitally Sign
- Scan in that information and upload to talent reef for direct deposit information.