

**LAWRENCE
MEMORIAL
CREDIT UNION**



DIRECT DEPOSIT INSTRUCTIONS for use by Hospital employees

Employees can now access their payroll information directly from hospital desktop computers using the Kronos system. Use the following steps to access your information:

Click on **INTRANET HOME**
Select **L&M HOME**
Then **EMPLOYEE SITE**
Under **INFORMATION** *click on* **KRONOS SELF SERVICE**
Log on to your account
Under **MY INFORMATION** *click* **DIRECT DEPOSIT**

LAWRENCE MEMORIAL CREDIT UNION INFORMATION

Name: Lawrence Memorial Credit Union

Address: 365 Montauk Ave
New London, CT 06320

Phone: 860-444-5104

Fax: 860-444-3784

Transit & Routing Number: 211178365

Account Number¹ (see below): _____ Amount \$_____

¹**Your member/account number** followed by the number of the account you wish to have the money deposited (1 for savings, 6 for checking) Example: 12345-1 for savings, 12345-6 for checking.

NOTE: If you wish to “**split your deposit**” among several accounts, we suggest that you arrange with your employer to deposit the total amount to one account, and then give us a call to set up an automatic distribution of those funds among your other accounts. You will find this more convenient should you wish to change amounts or accounts.