



TWU Local / JetNet Direct Deposit Setup

When setting up your Split Direct Deposit in JetNet there are two scenarios to be aware of.

1. First time setup with Piedmont. This method will apply if you do not currently have Piedmont setup in JetNet.
2. Existing account with Piedmont. This method will apply if you are currently setup in JetNet with Piedmont, for The Hartford LTD.

Each of these scenarios will require slightly different setup instructions. You will receive an email with detailed instructions, based on your particular enrollment scenario.

This is the planned process:

Once enrollment is completed and Piedmont has received the final enrollment data files, Piedmont will:

1. Create your account in the Piedmont system, if your account is new to Piedmont.
2. Update the new total premium amount, if you currently have an account with Piedmont.
3. Send you a “Welcome Email” with JetNet direct deposit setup instructions in late November or early December.
4. Email you a reminder prior to the time window to modify your direct deposit settings in JetNet.

Key Dates to remember:

- The earliest that you can make the payroll direct deposit change is **December 29, 2021**.
- The latest that you can make the payroll direct deposit change is **January 10, 2022**.

Please do not make the change to your payroll before December 29, 2021. If you do so, it may cause issues with the payment for your current insurance products.

Should you have any questions or issues when you are setting up your direct deposit in JetNet, please contact our support team at 866-254-5245. Your local union representative can also assist you.