

Sent: Friday, August 29, 2025 9:18 AM
Subject: City of Portland Payroll Announcement

You are receiving this message because our payroll records indicate your paycheck, or a portion of your paycheck, is set up for direct deposit with Advantis Credit Union.

Dear City Employees,

Due to the recent merger between Advantis Credit Union and Rivermark Community Credit Union, the bank that manages the City's payroll will no longer accept Advantis routing numbers, effective Sept. 1.

This means that paychecks set up for direct deposit into an Advantis account will be impacted on the Sept. 4 payday.

What you need to know:

- If Advantis is your *primary direct deposit* account, your Sept. 4 paycheck will be issued via paper check and mailed to your current address in CityLink portal.
- If Advantis is your *secondary direct deposit account*, your Sept. 4 paycheck will be routed to your primary direct deposit account on file.

What you need to do:

- You must update your direct deposit account information in Citylink [Employee Self Service](#) if your paychecks are currently set up to be deposited into an Advantis account. Please see the instructions below for updating your bank routing information.

If you choose to use Rivermark for direct deposit, verify the correct routing and account number for your account with them; the account number may not be the same.

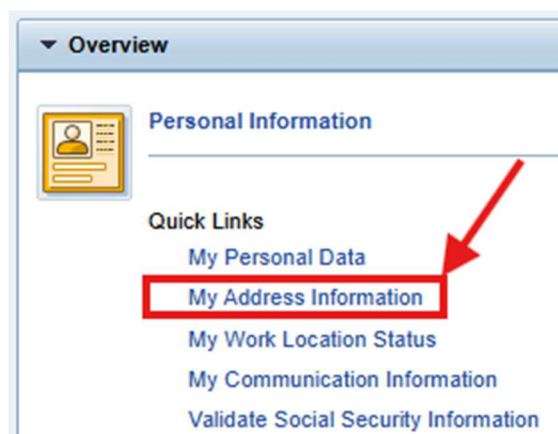
- Any changes made to your direct deposit information will become effective *the pay period after* the change is made. Please see the directions below to change your bank routing information.

How to update your banking information or address:

Visit Citylink [Employee Self Service](#) and look for **My Banking Information** under **Compensation**.



To update your address, look for **My Address Information** under **Personal Information**.



If you have questions or do not have access to Employee Self Service, please need to work with your bureau timekeeper or Operating Bureau Personnel Administrator (OBPA).

We recognize this is an unexpected change and appreciate your time and effort as you complete the necessary steps to update your banking information. Thank you for your patience as we work to ensure paychecks are delivered accurately and securely.

Best,
Tracy Warren

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Bureau of Human Resources

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