

## HR Direct Self Service

### Login to HR Direct

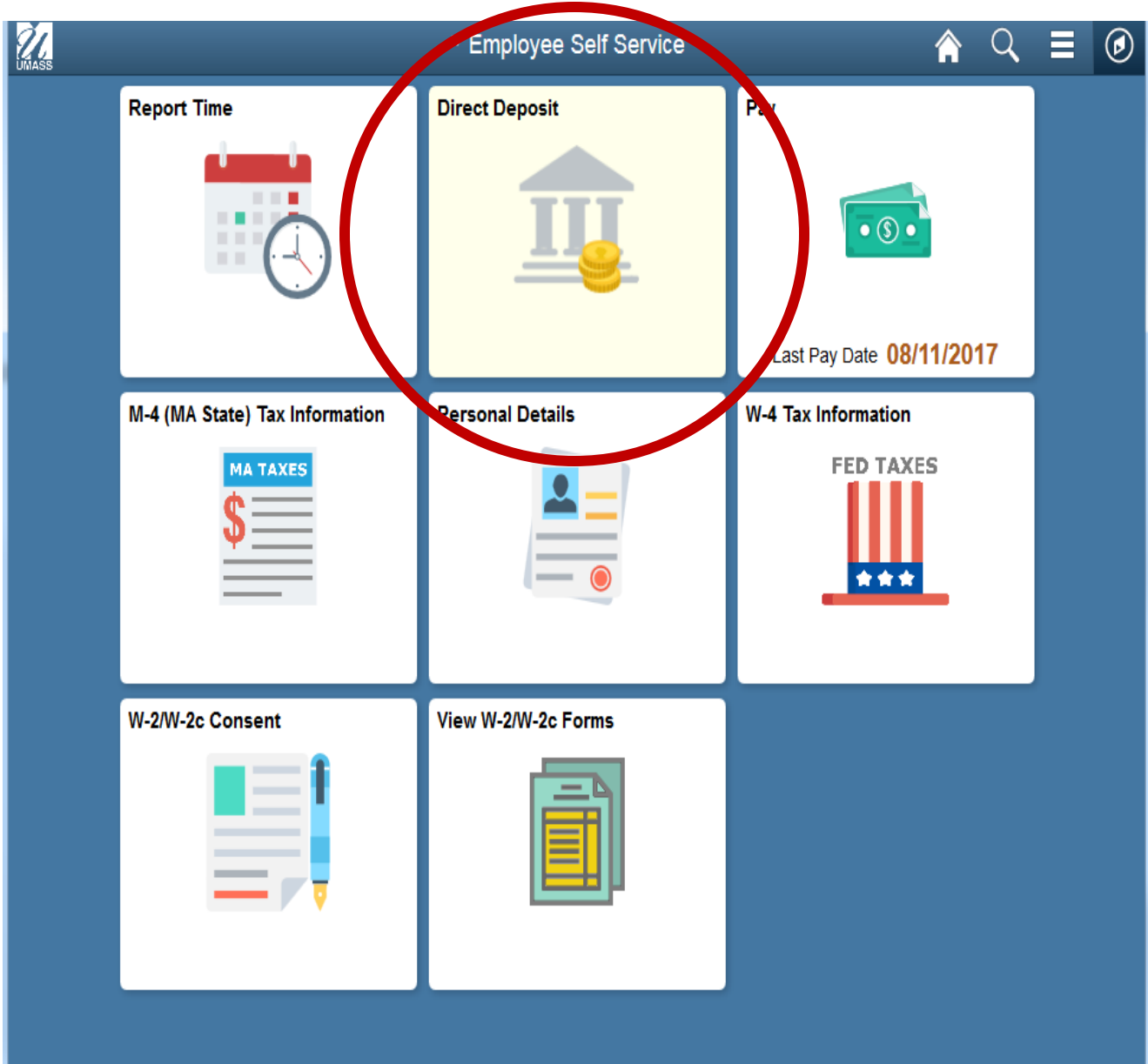


Step	Action
1.	Go to <a href="http://www.umb.edu/hr">www.umb.edu/hr</a>
2.	Click “ Log in to HR Direct”

Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

***Congratulations you have successfully logged into HR Direct***

# Direct Deposit



# Direct Deposit

## Add Direct Deposit

[< Employee Self Service](#) **Direct Deposit**

### Direct Deposit

I understand that by enrolling in direct deposit I (1) authorize the University of Massachusetts to deposit my net pay to the financial institution(s) I have selected; (2) if funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds; and (3) if funds to which I am entitled are returned to the University by my financial institution(s), I authorize the University to reissue those funds on a prepaid debit card.

If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.

If you need to change information for your balance account select the edit button then update and save your information. You cannot delete your balance account.

You are responsible for the accuracy of your data, please review carefully before saving page.

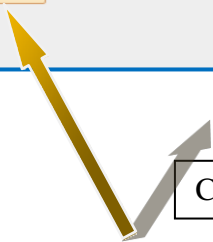
Please note, for security purposes, only the last three characters of any account number is displayed. In order to make changes, be sure to have any existing bank account number available as it will be needed to complete the change.

Review, add or update your direct deposit information.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	

Pay Statement Print Option

[Add Account](#)



Click on **Add Account**

< Employee Self Service

Direct Deposit  
Add Direct Deposit

Please note that the University does not check or test the accuracy of your bank and account information. You should carefully review your information before saving this page.

Inaccurate banking information could result in your deposit being returned to the University and a delay in the final receipt of your pay.

If you have any questions regarding setup, please contact your campus HR Office or your financial institution.

Please note, for security purposes, if any changes are made to your direct deposit either by the HR Office or by you via self-service the University system will send an email confirmation to all email addresses that you have provided to the University.

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Confirm Acct Nbr

\*Deposit Type:

To reduce your security risk, please enter one existing Direct Deposit account number, then hit enter or tab out of the field to continue making your change.

97 characters remaining

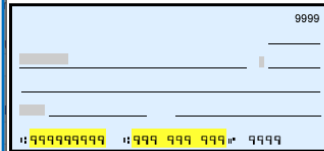
\*Deposit Order:  (Example: 1 = First Account Processed)

[Return to Direct Deposit](#)

\* Required Field

Check Example

The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.



1 - Routing Number  
2 - Account Number

[Return](#)

**For security purposes you are first asked to Enter/Confirm the account number associated with your direct deposit. Then hit enter or tab out to continue.**

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Employee Self Service

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Direct Deposit

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**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount or Percent:

\*Deposit Order:  (Example: 1 = First Account Processed)

[Return to Direct Deposit](#)

\* Required Field

2.	Enter Routing number
5.	Enter Account Number
	Enter Account Type: Click the drop down menu either Checking or Savings
6.	Enter Deposit Type: Click the drop down menu either Amount, Percentage or Balance
	Amount or percent is to be left blank if using only one account. If more than one account specify a percent or amount for one and select “Balance” in deposit type for other account.
8.	The Deposit Order field will default to “999” for deposit type of “Balance”, which will display upon saving the page.
9.	Click <b>Save</b> then the <b>OK</b> button

# Edit/Change Direct Deposit

[< mployee Self Service](#) **Direct Deposit**

## Direct Deposit

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If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.

If you need to change information for your balance account select the edit button then update and save your information. You cannot delete your balance account.

You are responsible for the accuracy of your data, please review carefully before saving page.

Please note, for security purposes, only the last three characters of any account number is displayed. In order to make changes, be sure to have any existing bank account number available as it will be needed to complete the change.

Review, add or update your direct deposit information.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Checking	011000138	XXXXXXXXXXXXXXXXXX...	Amount	\$525.00	1	<a href="#">Edit</a> <a href="#">Delete</a>

Pay Statement Print Option

[Add Account](#)

< Direct Deposit

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Direct Deposit  
**Change Direct Deposit**

Please note that the University does not check or test the accuracy of your bank and account information. You should carefully review your information before saving this page.

Inaccurate banking information could result in your deposit being returned to the University and a delay in the final receipt of your pay.

If you have any questions regarding setup, please contact your campus HR Office or your financial institution.

Please note, for security purposes, if any changes are made to your direct deposit either by the HR Office or by you via self-service the University system will send an email confirmation to all email addresses that you have provided to the University.

**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Confirm Acct Nbr

\*Account Type:  ▾

\*Deposit Type:  ▾

Amount or Percent:

\*Deposit Order:  (Example: 1 = First Account Processed)

To reduce your security risk, please enter the full Direct Deposit account number you plan to change, then hit enter or tab out of the field to continue making your change.  
82 characters remaining

[Return to Direct Deposit](#)

\* Required Field

1.	Confirm Account Number, if changing, then tab out <b><u>(You must do this FIRST)</u></b>
2.	Enter Routing number, if changing
3.	Change/Confirm Deposit Type
4.	Add Amount or Percentage
	Amount or percent is to be left blank if using only one account. If more than one account specify a percent or amount for one and select "Balance" in deposit type for other account.
5.	The Deposit Order field will default to "999" for deposit type of "Balance", which will display upon saving the page.
6.	Click <b>Save</b> then click the <b>OK</b> button.

# Delete Direct Deposit

< Employee Self Service
Direct Deposit

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I understand that by enrolling in direct deposit I (1) authorize the University of Massachusetts to deposit my net pay to the financial institution(s) I have selected; (2) if funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds; and (3) if funds to which I am entitled are returned to the University by my financial institution(s), I authorize the University to reissue those funds on a prepaid debit card.

If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.


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Please note, for security purposes, only the last three characters of any account number is displayed. In order to make changes, be sure to have any existing bank account number available as it will be needed to complete the change.

Review, add or update your direct deposit information.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Checking	011000138	XXXXXXXXXXXXXXXX***	Amount	\$525.00	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



Pay Statement Print Option

- |    |                        |
|----|------------------------|
| 4. | Confirm Account Number |
| 5. | Click "Yes – Delete"   |

< Direct Deposit
Direct Deposit

### Direct Deposit

#### Delete Confirmation

To reduce your security risk, please enter the full Direct Deposit account number then hit Enter

Confirm Acct Nbr: