



Employee Self-Service Add/Change Direct Deposit

Within HR Direct, you can add or update your direct deposit information. There are separate sections below to add or update your information accordingly. Follow the steps below to add or update your direct deposit details.

Add Direct Deposit Information

HR Direct can only support the entry of up to four accounts.

A blue banner with a pattern of light blue circles. The text 'HR Direct' is written in a white, serif font, centered on the banner.

HR Direct

One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

Login & Password Requirements



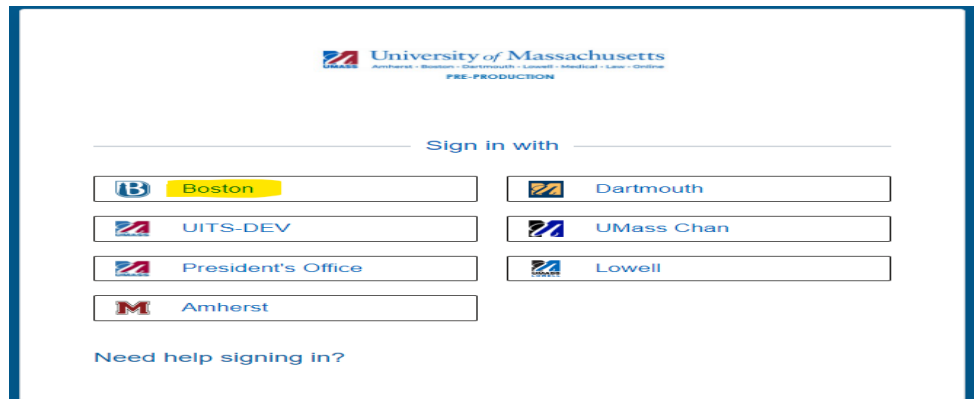
Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct button".

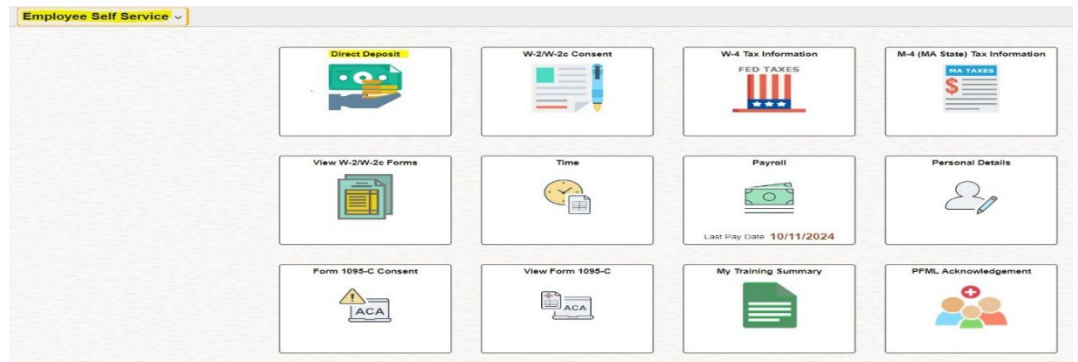


Step 3 - Enter your user id and password.

Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - If you do not see the Employee Self-Service Screen, navigate to it using the drop-down menu in the upper left corner.



Step 6 - Select the "**Direct Deposit**" tile.



Step 7 – You will be prompted to enter the last four digits of your social security number. If you do not have a social security number, please contact the Payroll team using the payroll@umb.edu inbox and they will assist you with entering your direct deposit information.

Direct Deposit

Security Challenge

Last 4 Digits of SSN

OK

To reduce your security risk, please enter the last 4 digits of your Social Security Number

Cancel

Step 8 - To add your direct deposit information, click the plus sign icon in the upper left corner of the screen.

Direct Deposit

Accounts



Order	Nickname	Payment Method
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Step 9 - At the Security Question screen, enter the bank account number which you will be editing. Hit "OK."

A screenshot of a 'Security Question' dialog box. The title bar contains 'Cancel' on the left and 'OK' on the right. The main text reads: 'To reduce your security risk, you must enter one existing Direct Deposit account number to make additions or changes to your direct deposit.' Below this text is a label 'Account Number' followed by an empty text input field.

Step 10 - At the Add Account screen, enter a valid bank account number to make additions or modifications. Refer to the following guide regarding the data entry fields:

- Nickname:** This is a free-form box; however, a good tip is to enter the type of account ("Checking" or "Savings").
- Payment Method:** Enter "Direct Deposit".
- Routing Number:** Enter your bank's routing number.
- Account Number:** Enter the Account Number for your personal account.
- Retype Account Number:** Enter the same Account Number as above.
- Account Type:** Select either "Checking" or "Savings".
- Deposit Type:** Select "Amount", "Percent", or "Remaining Balance".
- Amount or Percent:** Enter the numerical amount or percentage which you would like allocated to your bank account.

Hit the "Save" button.



Cancel **Add Account** Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

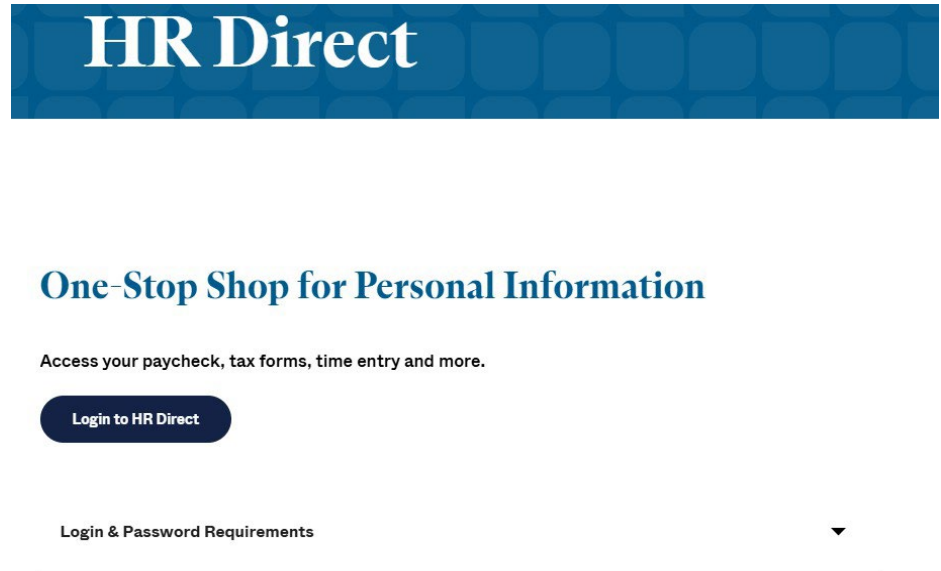
*Deposit Type

Amount or Percent



Edit Existing Direct Deposit Information in HR Direct

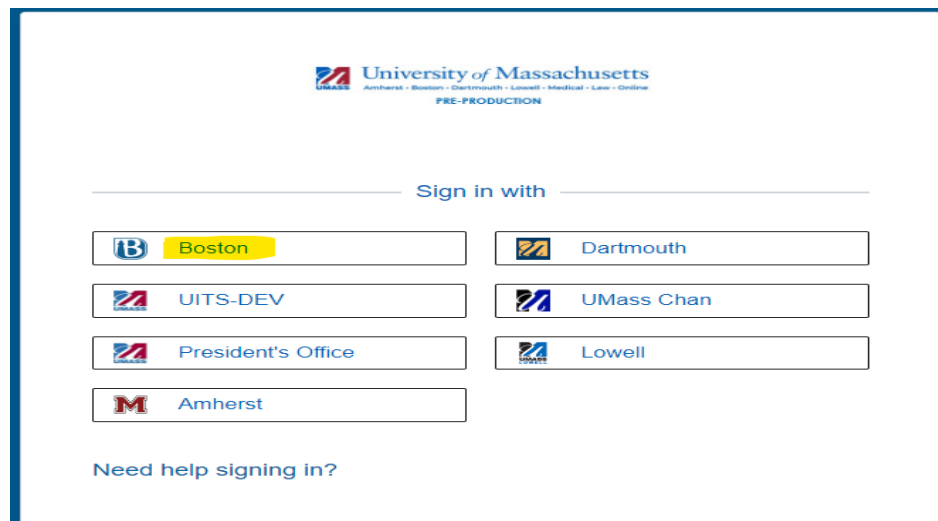
Step 1 - Navigate to [UMass Boston HR Direct](#).



Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

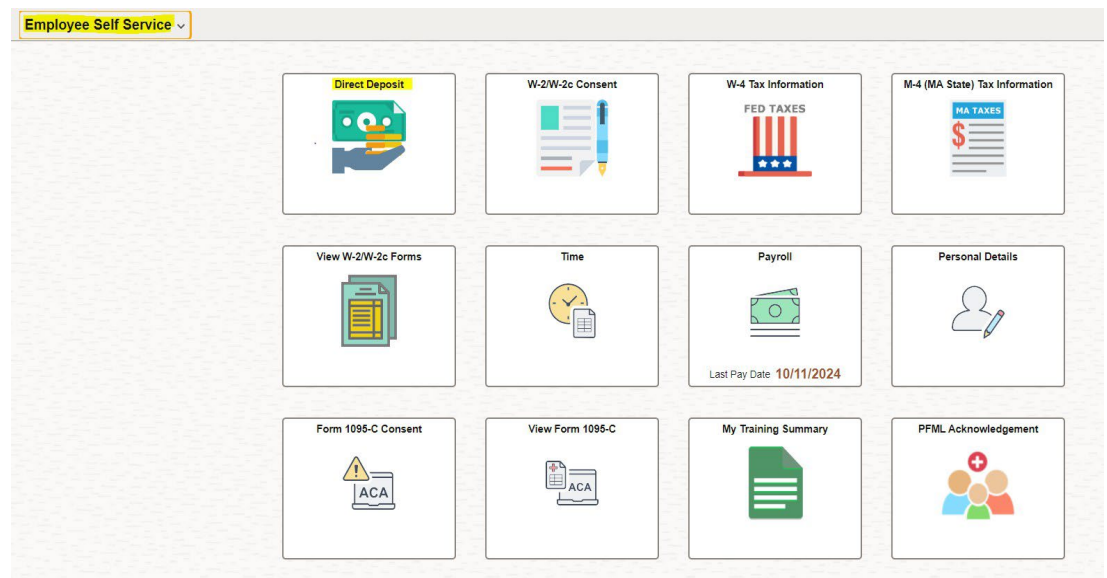
Step 4 - When prompted to sign in to a campus, select "**Boston**".





Step 5 - If you do not see the Employee Self-Service Screen, navigate to it using the drop- down menu in the upper left corner.

Step 6 - Select the "Direct Deposit" tile.



Step 7 – You will be prompted to enter the last four digits of your social security number. If you do not have a social security number, please contact the Payroll team using the payroll@umb.edu inbox and they will assist you with entering your direct deposit information.

Direct Deposit

Security Challenge

Last 4 Digits of SSN


OK

To reduce your security risk, please enter the last 4 digits of your Social Security Number

Cancel



Step 8 - If you have an existing account, you should see a row indicating the details of the account. Select the arrow ">" to the right of the details.

Account Type	Amount/ Percent
Checking	Remaining Balance 

Step 9 - At the Security Question screen, enter the bank account number which you will be editing. Hit "OK."

Cancel

Security Question

OK

To reduce your security risk, you must enter one existing Direct Deposit account number to make additions or changes to your direct deposit.

Account Number



Step 10 - At the Edit screen, enter the details of your bank and bank account to make the necessary modifications. Refer to the following guide regarding the data entry fields:

Nickname: This is a free-form box; however, a good tip is to enter the type of account ("Checking" or "Savings").

Payment Method: Enter "Direct Deposit".

Routing Number: Enter your bank's routing number.

Account Number: Press the pen icon and enter the Account Number for your personal account.

Retype Account Number: Enter the same Account Number as above.

Account Type: Select either "Checking" or "Savings".

Deposit Type: Select "Amount", "Percent", or "Remaining Balance". **Deposit types cannot change for an existing account if a remaining balance already exists. To override the remaining balance, you will need to use the original account number in the system.**

Amount or Percent: Enter the numerical amount or percentage which you would like allocated to your bank account.

Hit the "Save" button.

Cancel **Edit Account** Save

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number ✎

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

You may only change the bank routing and/or account number for your Remaining Balance account.



Multiple Accounts and Remaining Balance - Direct Deposit Information in HR Direct

You can have multiple combinations (up to a maximum of 4) accounts within Employee Self-Service. The instructions below provide steps to setting up multiple accounts and how the remaining balance works.

HR Direct

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Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

[Login & Password Requirements](#)

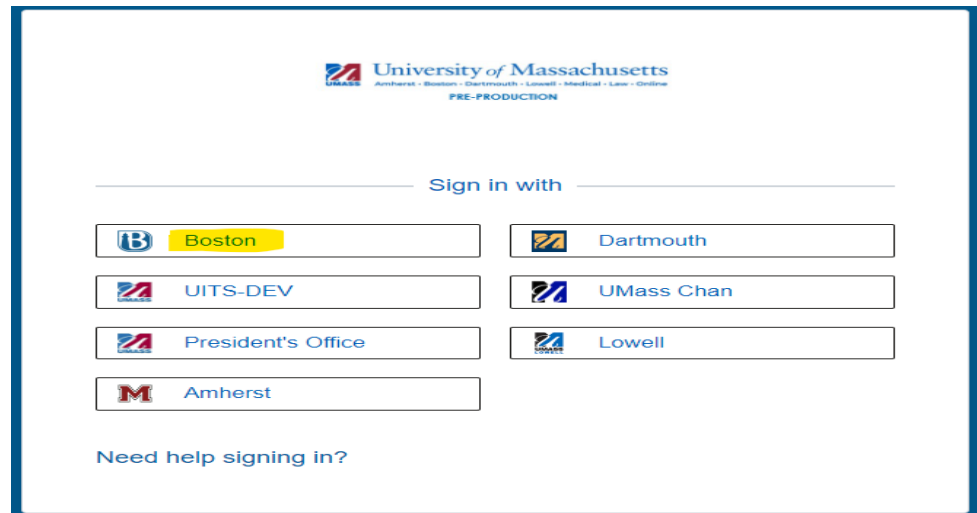
Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".

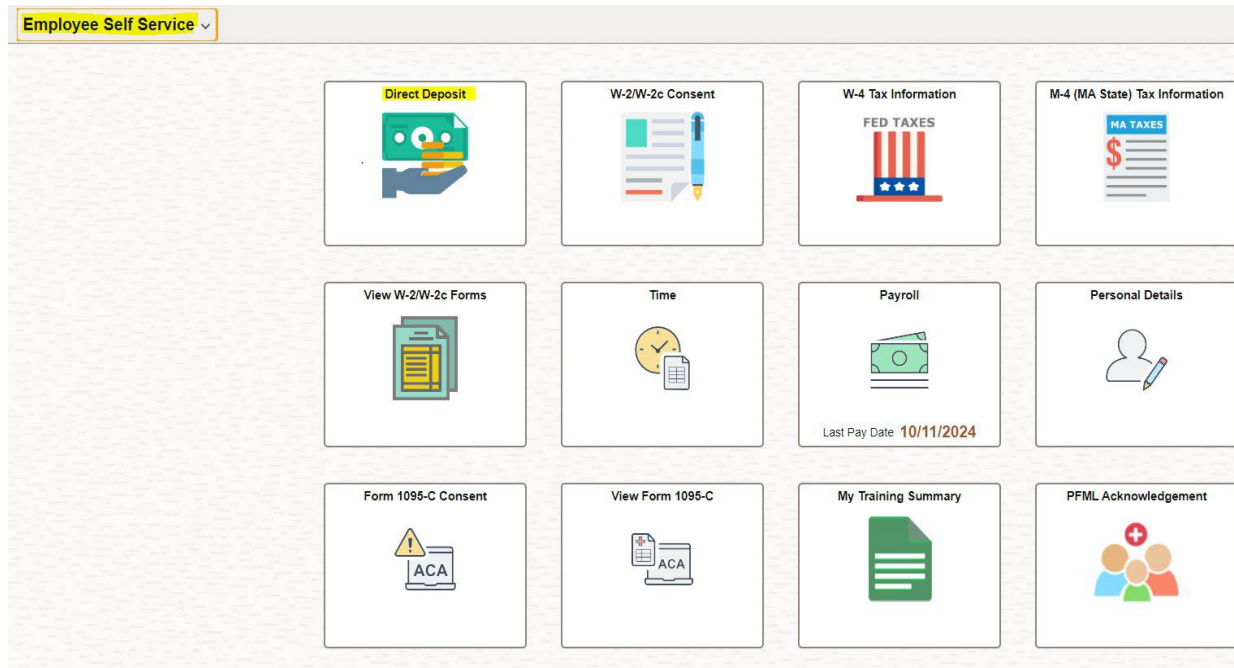


Step 3 - Enter your user id and password.

Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - If you do not see the Employee Self-Service Screen, navigate to it using the drop-down menu in the upper left corner.





Step 6 - Select the "Direct Deposit" tile.

Step 7 – You will be prompted to enter the last four digits of your social security number. If you do not have a social security number, please contact the Payroll team using the payroll@umb.edu inbox.

Direct Deposit

Security Challenge

Last 4 Digits of SSN

OK

To reduce your security risk, please enter the last 4 digits of your Social Security Number

Cancel

Step 8 - If you have existing accounts, you should see them listed here. To add your direct deposit information, click the plus sign icon in the upper left corner of the screen.

Direct Deposit

Accounts



Order	Nickname	Payment Method
Last	Checking	Direct Deposit



Step 9 - At the Security Question screen, enter the bank account number which you will be adding. Hit "OK."

A screenshot of a 'Security Question' dialog box. The title bar contains 'Cancel' on the left and 'OK' on the right. The main text reads: 'To reduce your security risk, you must enter one existing Direct Deposit account number to make additions or changes to your direct deposit.' Below this text is a label 'Account Number' followed by an empty text input field.

Step 10 - At the Add Account screen, enter the details of your bank and bank account which you are adding. Refer to the following guide regarding the data entry fields:

Nickname: This is a free-form box; however, a good tip is to enter the type of account ("Checking" or "Savings").

Payment Method: Enter "Direct Deposit"

Routing Number: Enter your bank's routing number.

Account Number: Press the pen icon and enter the Account Number for your personal account.

Retype Account Number: Enter the same Account Number as above.

Account Type: Select either "Checking" or "Savings".

Deposit Type: Select "Amount", "Percent", or "Remaining Balance". **Deposit types cannot change for an existing account if the remaining balance already exists. To override the remaining balance, you will need to use the original account number in the system.**

Amount or Percent: Enter the numerical amount or percentage which you would like allocated to your bank account. The amount or percentage you indicate will be deducted from your pay **prior** to deducting any remaining balance. Hit the "Save" button.

If you do not recall your bank account information, you will need to visit the UMass Boston Human Resources office located on the third floor of the Quinn Administration Building.



Add Account

** Indicates required field*

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Percent