#### HR Direct Self Service

#### Login to HR Direct



Step	Action			
1.	Go to www.umb.edu/hr			
2.	Click "Log in to HR Direct"			

Campus User ID	
Password	
Boston	•

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)
б.	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**

	Employee Self Service	<u>ନ</u> ସ୍	∃ Ø
Report Time	Direct Deposit	Per Solution Cast Pay Date 08/11/2017	
M-4 (MA State) Tax Information	Personal Details	W-4 Tax Information	
		FED TAXES	
W-2/W-2c Consent	View W-2/W-2c Forms		

# **Direct Deposit**

## Add Direct Deposit

C mploye	ee Self Service			Direct D	eposit	
Direct De	eposit					
net pay to the my account(s funds to whic	e financial institution(s s), I authorize the Univ ch I am entitled are ret	ect deposit I (1) authorize the University ) I have selected; (2) if funds to which I a ersity to direct the financial institution(s) urned to the University by my financial in n a prepaid debit card.	am not entitled are to return said fund	deposited to s; and (3) if		
Type" of "Bala	ance". The "Deposit O	sit for the first time, the first account you rder" defaults to 999. You can then creat will receive 100% of your funds if no oth	e additional accou	nts as		
	change information f You cannot delete you	or your balance account select the edit t r balance account.	outton then update	and save your		
You are resp	onsible for the accura	cy of your data, please review carefully b	efore saving page			
order to mak complete the	e changes, be sure to	only the last three characters of any act have any existing bank account number leposit information.				
Direct Dep	osit Details					
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
	nt Print Option					
		Click on Add Ac	ecount			

<mployee self="" service<="" th=""><th></th></mployee>	
Direct Deposit	
Add Direct Deposit	
	Check Example
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.	The Routing Number and Account Number can be obtained from your check. At the bottom of a check, the groups of numbers. The first group contains the nine digit routing number, the second provides the accou
Inaccurate banking information could result in your deposit being returned to the University	and the third is the check number.
and a delay in the final receipt of your pay.	9999
If you have any questions regarding setup, please contact your campus HR Office or your financial institution.	
inancia insututon.	
Please note, for security purposes, if any changes are made to your direct deposit either by	1 2
the HR Office or by you via self-service the University system will send an email confirmation	1 - Routing Number 2 - Account Number
to all email addresses that you have provided to the University.	2 - ACCOURT WUNDER
Your Bank Information	Return
Routing Number: View check example	3
Distribution Instructions	
Confirm Acct Nbr	
To reduce your security risk, please enter on	
*Deposit Type: 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)	
*Deposit Order: (Example: 1 = First Account Processed)	
*Deposit Order: (Example: 1 = Pirst Account Processed) Return to Direct Deposit	

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.

mployee 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						
Account Number:						
*Account Type:						
*Deposit Type:						
Amount or Percent:						
*Deposit Order: (Example: 1 = First Account Processed)						
Save						
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 Save then the OK button

## **Edit/Change Direct Deposit**

< mploye	<pre><mployee pre="" self="" service<=""> Direct Deposit</mployee></pre>							
Direct De	eposit							
net pay to the my account(s funds to whic	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.							
Type" of "Bala	ance". The "Deposit O	sit for the first time, the first acc rder" defaults to 999. You can th will receive 100% of your funds	hen create additional accou	nts as				
	change information f /ou cannot delete you	or your balance account select r balance account.	the edit button then update	and save your				
Please note, order to make complete the	for security purposes e changes, be sure to	cy of your data, please review c , only the last three characters have any existing bank accour leposit information.	of any account number is di	splayed. In				
Direct Dep Account	osit Details			Amount or Dep	posit			
Туре	Routing Number	Account Number	Deposit Type	Percent Ord	ler			
Checking	011000138	X00000000000000	Amount	\$525.00 1	Edit	Delete		
Pay Statemer	Pay Statement Print Option							
Add A	ccount							

< irect Deposit						
Direct Deposit						
Change Direct	t Deposit					
	Jniversity does not check or test the accuracy of your bank and account					
Information. You shou	IId carefully review your information before saving this page.					
Inaccurate banking in	formation could result in your deposit being returned to the University					
and a delay in the fina	al receipt of your pay.					
lf you have any questi	ons regarding setup, please contact your campus HR Office or your					
financial institution.	one regularing octup, prease contact your campus hir contector your					
	rity purposes, if any changes are made to your direct deposit either by					
	u via self-service the University system will send an email confirmation s that you have provided to the University.					
Your Bank Informa						
Routing Number:	011000138 View check example					
Distribution Instruc	ctions					
	Confirm Acct Nbr					
*Account Type:	Checking To reduce your security risk, please enter the					
*Deposit Type:	Amount 🚽 full Direct Deposit account number you plan					
	to change, then hit enter or tab out of the field to continue making your change.					
Amount or Percent:	82 characters remaining					
*Deposit Order:	1 (Example: 1 = First Account Processed)					
Return to Direct D	eposit					
* Required Field						

1.	Confirm Account Number, if changing, then tab out (You must do this FIRST)
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 Save then click the <b>OK</b> button.

#### **Delete Direct Deposit**

< mployee	e Self Service			Diı	rect De	posit	
Direct De	posit						
net pay to the f my account(s) funds to which	inancial institution(s) , I authorize the Univer	ct deposit I (1) authorize the University o I have selected; (2) if funds to which I ar rsity to direct the financial institution(s) to rned to the University by my financial ins a prepaid debit card.	n not entitled are o return said fund	deposited to s; and (3) if			
Type" of "Balar	nce". The "Deposit Ord	it for the first time, the first account you c der" defaults to 999. You can then create rill receive 100% of your funds if no othe	additional accourt	nts as			
	change information fo ou cannot delete your	r your balance account select the edit bu balance account.	utton then update	and save your			
Please note, fo order to make complete the o	or security purposes, o changes, be sure to h	y of your data, please review carefully be only the last three characters of any acco lave any existing bank account number	ount number is di	splayed. In			
Direct Depo							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent			
Checking	011000138	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Amount	\$525.00	1	Edit	Delete
Pay Statement	t Print Option						
Add Ac	count						
4.	Confirm	Account Number					
5.	Click "Yes	s – Delete"					
K irect Depos	it		Direct D	eposit			
							New V
Direct Deposit	irmation						
Delete Colli	innation						

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

Yes - Delete No - Do Not Delete