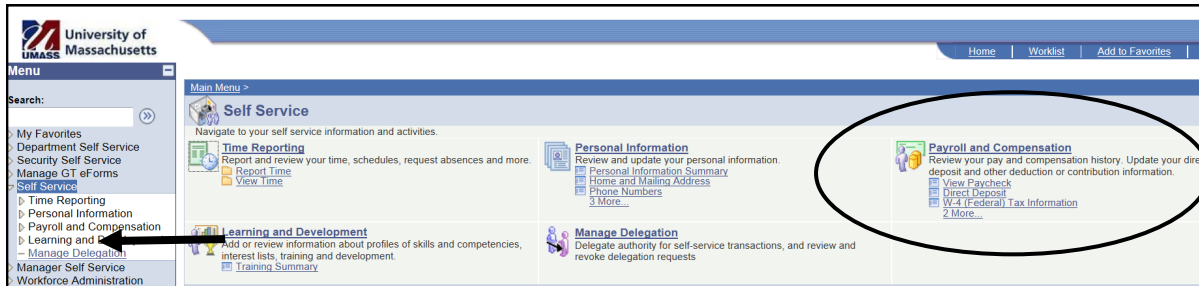


Add/Change Direct Deposit



1. Click Self Service, Click Payroll and Compensation, Click Direct Deposit

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings						Edit	Delete
Checking						Edit	Delete

[Add Account](#) [Pay Statement Print Option](#)

2. If you would like to change your bank information you can click either edit or delete.

3. For security purposes, enter one account number currently associated with your direct deposit into the **Confirm Acct Nbr** field.

Note: If you need assistance locating your **Account Number**, use a personal check associated with the bank account and click the **View check example** link next to the **Routing Number** field to find the **Account Number**.

Press **Enter** or tab out of the field to finish confirming the account number.

If you have any questions regarding setup contact your campus HR Office

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](#)

4. If the **Account Number** was entered correctly, the page refreshes with the previously grayed out fields now in black and the **Confirm Act Nbr** field removed.

If the **Account Number** was entered incorrectly, a dialog box appears stating that the account number entered was invalid. Reattempt the procedure.

5. Enter Routing number and account number

6. Click on the arrow and choose Account Type

7. Click on the arrow and choose Deposit Type. For one account must choose "Balance".

8. 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.

9. The Deposit Order field will default to "999" for deposit type of "Balance", which will display upon saving the page.

10. Click Save then click the OK button.