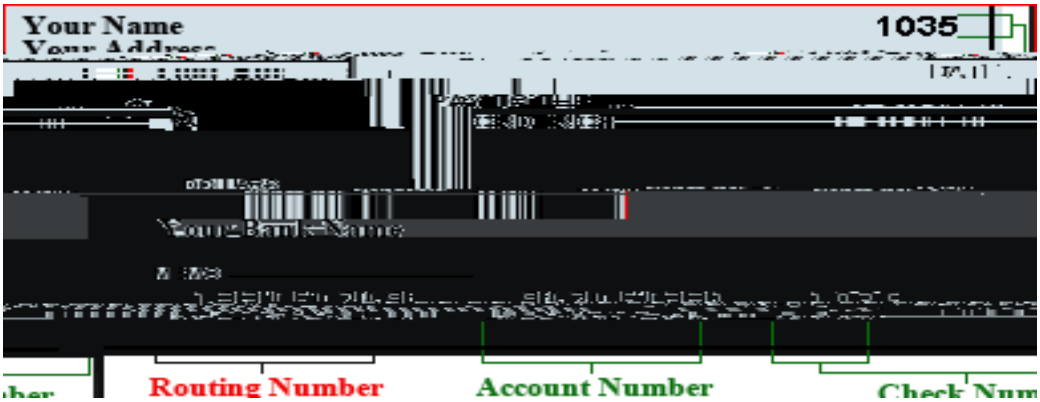
How to Enroll in Direct Deposit through Self-Service

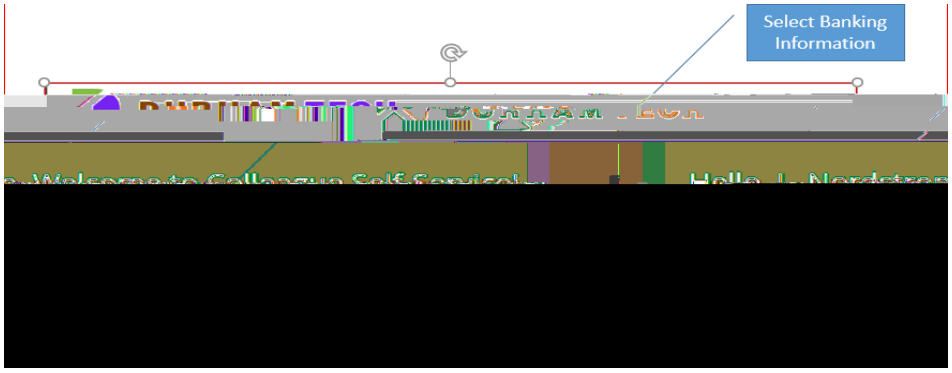
- Employees and work-study students will be able to enter and maintain banking information in Self-Service.
- Employees and work-study students must have banking information to enroll for Direct Deposit in Self-Service. If you already have a payroll account, you may use this account for travel advances and reimbursements.



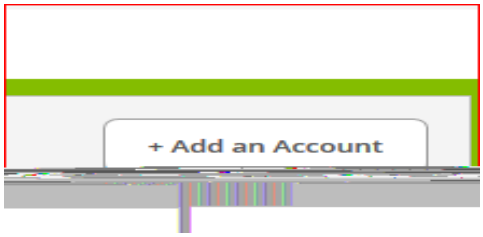
- Employees and work-study students who do not enter banking information in Self-Service will not be qualified for Direct Deposit.
- Employees and work-study students who enter invalid banking information in Self-Service will not receive Direct Deposit; a check will be issued. It will take approximately two weeks to process the check.

Direct Deposit Bank Account for Employees and Work-Study Students

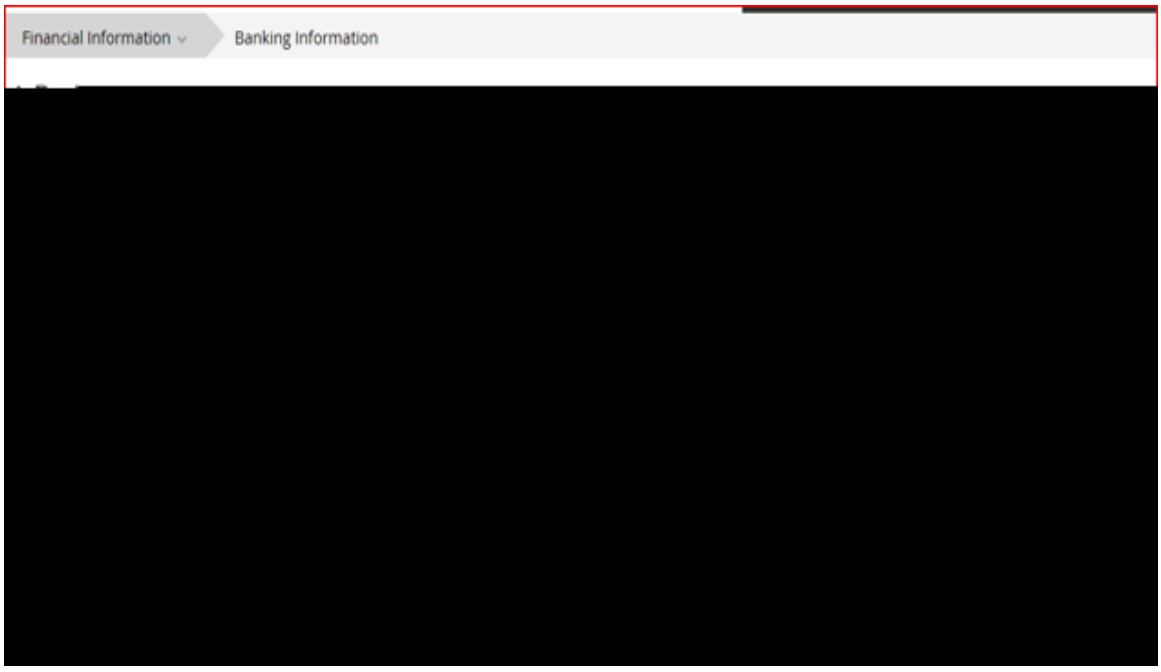
1. Log in to Self-Service
2. Click Banking Information



3. Add account
   For a new bank account, click .

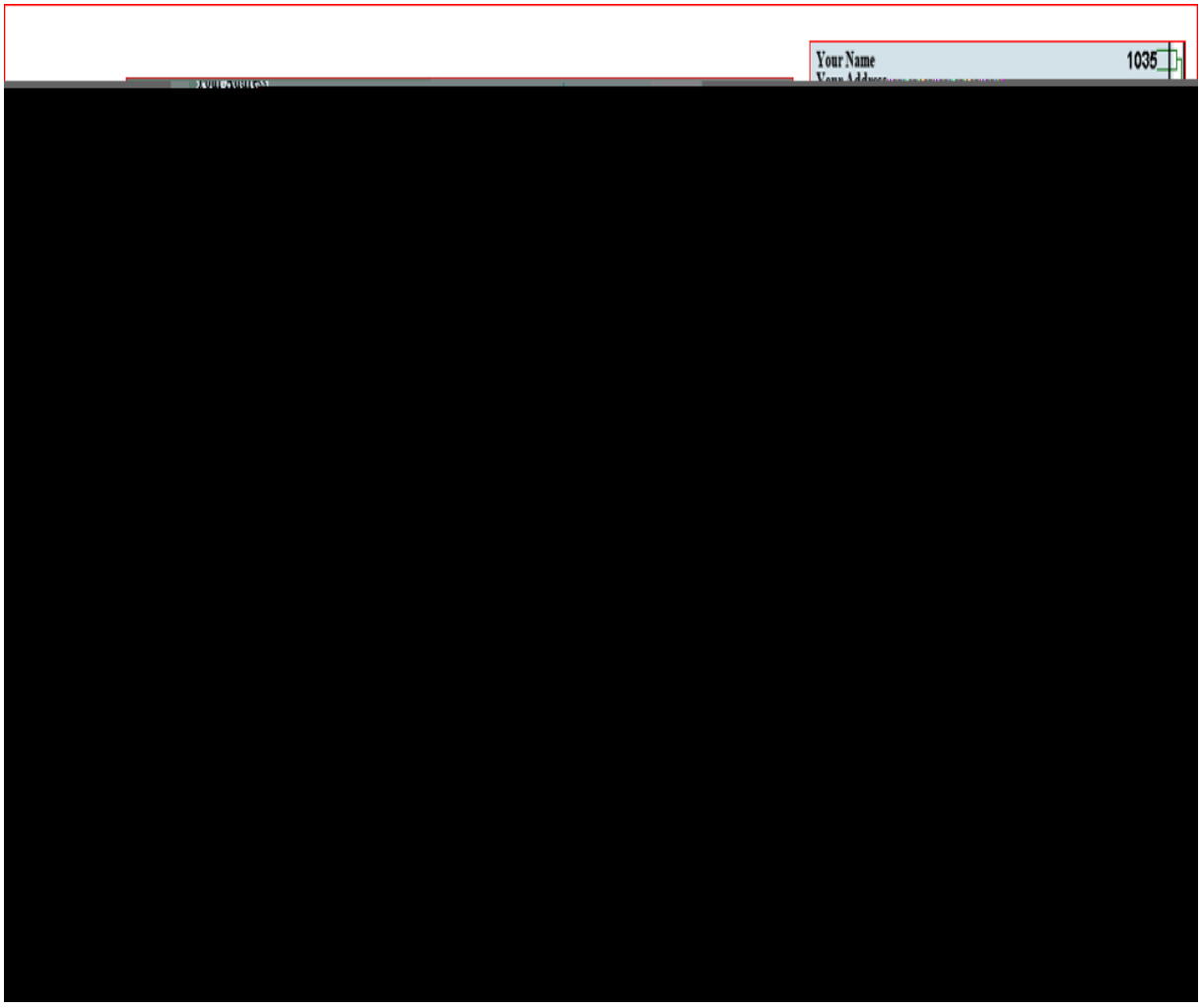


4. Turn on Bank Account Usage
   a. If you already have a payroll account that you would like to use for travel advances and reimbursements, turn off Payroll Deposit (since it already exists). Your payroll Direct Deposit account will still be active.
   b. Turn on Refund, Reimbursement & Payment Deposit
   c. Enter Effective date
   d. Click Next



5. Enter Bank Account Detail

When you enter your new bank account details, you must agree to the terms and conditions before you can save your new banking information.



6. Account Verification and View Active Accounts

Direct Deposits and Refunds/Reimbursements/Payments (E-checks) are paid only to accounts that are verified. The accounts payable office will verify your Refund/Reimbursement/Payment deposit account.

- If you add a new bank account with an effective date in the future, you can view the new bank account information by selecting on the Banking Information page.

7. How do I edit bank account details?
   After a bank

- Edit and
  You can only change the account nickname information.

8. How do I delete an Account?

   You can only delete a bank account if its effective date is in the future.

   - Select on the Banking Information Page