Direct Deposit in Self Service

Setting Up your Payroll Direct Deposit

Please allow up to two pay cycles for changes to banking information to take effect.

You can log in to the Banner Direct Deposit application as a standalone product via the Direct Deposit link on the Payroll webpage or through Banner Self Service under Employee/Pay Information/Direct Deposit Breakdown.

Once logged in, the Banner Direct Deposit landing page appears. Click on the Direct Deposit icon to access your banking information.

Employees can add payroll direct deposit allocations by clicking the Add New button on the Proposed Pay Distribution section.
The Add Payroll Allocation window will open. Here is where you will enter your banking information.

Below please find brief descriptions of each required field.

**Bank Routing Number**
Enter a valid Bank Routing number for your institution. Valid bank routing numbers for the United States can contain up to 9 characters.

**Sample Check icon ‘i’**
Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check.

**Account Number**
Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters.
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**Account Type Drop-down List**
Use this drop-down list to select either checking or savings for the Payroll direct deposit allocation.

**Account Type**

Select a Type

**Amount Radio Button Group**

The payroll Amount is designated as *Remaining*, *Specific*, or *Percentage*.

- **Use Remaining Amount** – Select this option button to deposit the amount of money remaining after the prior allocations are deposited into the designated accounts.

  **Note:** If the Use Remaining Amount option button is selected, the Priority field will be disabled and not available for selection. Remaining Amount can also be selected to deposit the entire allocation into one designated account.

- **Use Specific Amount** – Select this option button to deposit a specific amount of money into the designated account. Enter this amount in the ‘Enter Amount’ input field. Valid values are 0.01 to 99999999.99.

**Priority**

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- **Use Percentage** — Select this option button to deposit a percentage amount of money into the designated account. Enter this amount in the **Enter Percentage %** input field.

**Priority List field**
Use this drop-down list to select a priority for the direct deposit allocation. Select the down arrow from this list to display the priority numbers available for selection.

**Priority**

![Priority List](image)

**Disclaimer Check Box**
Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.

- **By checking this box, I authorize the institution to initiate direct credits or debits on my behalf**

**Save New Deposit**
Use this button to save any pending changes that may exist on the landing page.

![Save New Deposit](image)

Note: This button is not enabled until the **Disclaimer** check box is checked.

Once all required fields have been updated and the deposit saved, this information will be shown under **Proposed Pay Distribution** as a pre-note.
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**Setting Up your Accounts Payable Deposit**

Employees are also required to have active banking information for transactions processed through Accounts Payable. Please be sure to complete the *Accounts Payable Deposit* section. Begin by clicking *Add New*.

You will have the option of electing to route your *Accounts Payable* deposits to an existing *Payroll Direct Deposit*, or you can create a record for a new account.

*Create from existing account information*

Select the account to be used from the drop-down list if multiple payroll accounts exist or proceed to the next step (if there is only one payroll account it will default to it).
Create New

The steps to create a new banking record for Accounts Payable are the same as those outlined earlier for setting up your Payroll direct deposit information.

- In the **Bank Routing Number** field, enter the bank routing number.
- In the **Account Number** field, enter the account number.
- From the **Account Type** list, select the account type (either Checking or Savings).
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- Check the Disclaimer text box to acknowledge you read the disclaimer.
- Click Save New Deposit.

Once all required fields have been updated and the deposit saved, this information will be shown under Accounts Payable Deposit as a pre-note.

Updating your Direct Deposit Accounts

Deleting an Account

Employees can delete their existing direct deposit account by selecting the check box in front of the account to be deleted and clicking the Delete button.

Select the check box next to the account to be deleted.

Click the Delete button.

The “Are you sure you want to delete the selected Payroll deposits?” message is displayed. Click the Delete button in the notification window to remove the account.
Editing or Updating an Account

Employees can update Account Type, Amount or Priority under **Proposed Pay Distribution** by entering changes directly into the field to be edited.

Click the disclaimer check box to acknowledge your consent and click **Save Changes**.

The **Saved Successfully** message will appear in the upper right corner of your screen.