Updating Your Banking Information in Self Service

Access to this function is limited to on-campus computers. Recently hired employees will not be able to access this information until their records have been completed in the Human Resources Office. If you experience any problems, or have any questions regarding this process, please contact the Payroll Office at 757-221-2848.

Log in to Banner Self Service and follow the steps below to modify an existing account set up or to add a new bank account.

On the “Employee” tab select “Pay Information” and then “Direct Deposit Breakdown” to access the following screen:

![Banking Information Screen]

To update your Direct Deposit Allocation, select this link to access the “Update” screen and follow the instructions provided on the following pages.

If you experience any problems, or have any questions regarding this process, please contact the Payroll Office at 757-221-2848.
**Update Your Banking Information in Self Service**

**Terminate or Modify an Existing Bank Account**

Click on Bank Name link (above) and you will be directed to the Update screen.

**Update Direct Deposit Allocation**

- Select a bank to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose save.

<table>
<thead>
<tr>
<th>Payroll Allocation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Name</strong></td>
</tr>
<tr>
<td>Bank of America</td>
</tr>
</tbody>
</table>

- *Indicates a required field.*

**Update Bank Account**

- Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

<table>
<thead>
<tr>
<th>Bank Name:</th>
<th>Bank of America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Routing Number:</td>
<td>011001138</td>
</tr>
<tr>
<td>Account Number:</td>
<td>000123456789000</td>
</tr>
<tr>
<td>Inactivate:</td>
<td>☐</td>
</tr>
<tr>
<td>Account Type:</td>
<td>Checking</td>
</tr>
<tr>
<td>Remaining Amount:</td>
<td>☐</td>
</tr>
<tr>
<td>Amount or Percent:</td>
<td>100</td>
</tr>
<tr>
<td>Payroll Deposit:</td>
<td>☑</td>
</tr>
<tr>
<td>Accounts Payable Deposit:</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Terminate** your current direct deposit by checking the “Inactivate” box – this will take effect immediately and your next check will be available at the Payroll Office for pick up until a new DD has been set up. If you inactivate your account in error, contact the Payroll Office immediately for assistance in reactivating the direct deposit information.

**Modify** your current direct deposit by following these steps where applicable:

1. Change account type (checking or savings) using drop down menu
2. Change from fixed amount to net pay by selecting box for “Remaining Amount”
3. Change fixed amount or percentage of pay to be deposited to this account (be sure to select either “percent” or “amount”)
4. Change bank for Accounts Payable deposits by unchecking box
5. Save

**Changes to currently active banking records will take place immediately and do not require any additional confirmation by the employee.**
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Add a New Bank Account

On the “Update” screen, complete the lower portion of the page, providing the following information:

- Routing number
- Account number
- Select account type from drop down menu - Checking or Savings
- Check box for “Remaining Amount” if you would like your net pay (after any other established direct deposits) to be deposited to this account
- Enter in Amount or Percent (if less than 100%) (be sure to select either “percent” or “amount”)
- Check “Payroll Deposit”, “Accounts Payable Deposit”, or both to route payments from both sources to correct bank account
- Save

If you enter banking information that is already in Banner (your current Direct Deposit or a previously inactivated account) you will receive an error message. If you wish to reactivate a previously established account, please contact the Payroll Office at 757-221-2848 for assistance.

*New banking information will populate in your Banner records as a “Pre-Note”. This information will be transmitted to your bank to confirm that the account number/type is correct. Please contact the Payroll Office at 757-221-2848 to confirm these changes. Our office will not activate any new banking information without confirmation from the employee. Failure to confirm new banking information as requested will result in live checks being held for pick up in the Payroll Office.*