

## Direct Deposit Procedure

Employees and Students can use the HCM system online Direct Deposit function to manage the automated distribution of their pay into multiple accounts.

\* Note: Mid-month direct deposit account changes must be completed by 5:00 pm on the 1st business day of the month. End of month direct deposit account changes must be completed by the 15th of the month.

1. Select the Payroll tile

2. Click the Direct Deposit link from the side menu.

3. Logging into the module:

For 1st time users, - Enter the last 4 digits of your SSN to gain access and proceed to the New Users Section.

To modify your current direct deposit: Enter your existing Bank Account number to gain access

- Do not include the routing number
- If you have more than one account set up, use the account that has the A/P option selected (Account where Travel & Expense reimbursements are deposited)
- Continue to the Update Existing Account section

# New Users

1. Select the Add New Account Button
2. Complete Required Information
  - a. Choose a Nickname to help you remember the account
  - b. Routing Number ( Must be 9 digits)
  - c. Account Number
  - d. Account Type
    - i. Checking or Savings
  - e. Deposit Type
    - i. Amount – A Specific dollar amount
    - ii. Percent – Percentage of deposit Amount
    - iii. Remaining Balance – Any amount not covered by an amount or Percent balance (Required)
  - f. Amount or Percent
    - i. Will display based on deposit Type Selected
  - g. T&E
    - i. Account that any Travel and Expense reimbursements will be deposited to.

3. Select Save

4. Additional accounts maybe added by using the +

5. See the Additional Information sections for more information

# Update Existing Accounts

1. Login with the account number that was selected for T&E(AP) previously
  - a. After three attempts
2. Click the Plus Sign to add accounts or click the account to modify

Example after adding a new account

## Additional Information

The Balance deposit type is required. All payments not managed by other accounts will be paid to this account. If only