

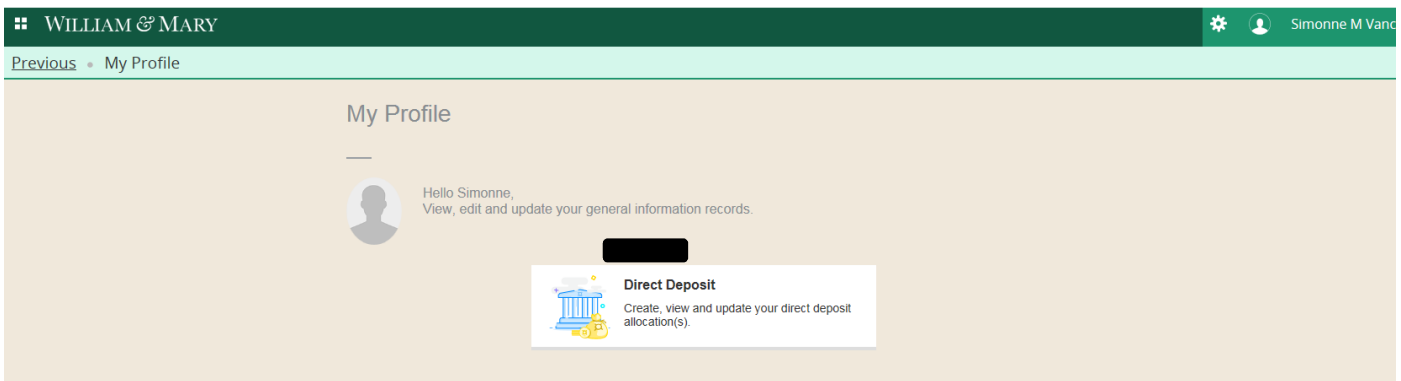
Direct Deposit in Self Service

Setting Up your Payroll Direct Deposit

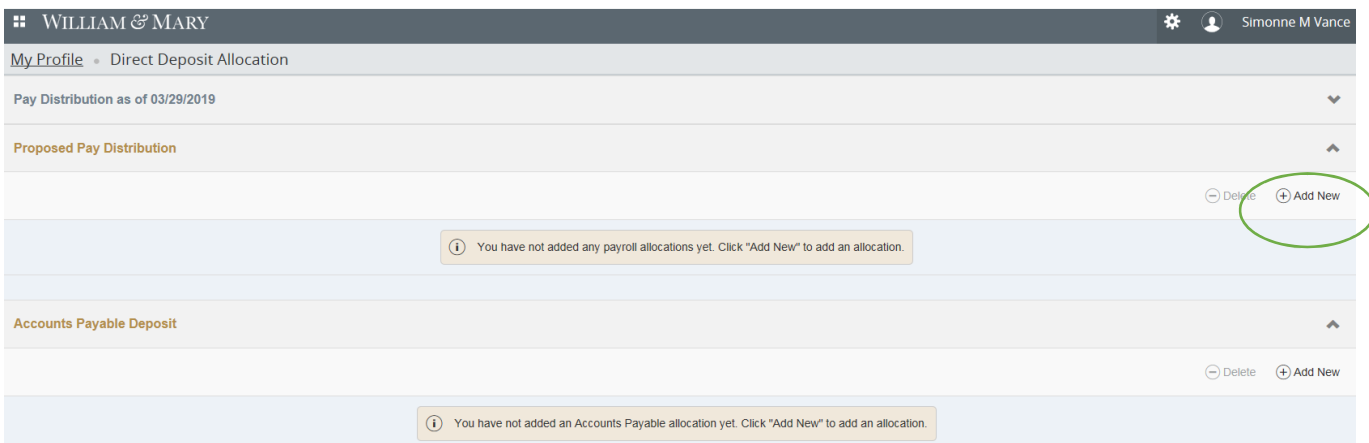
Please allow up to two pay cycles for changes to banking information to take effect.

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.

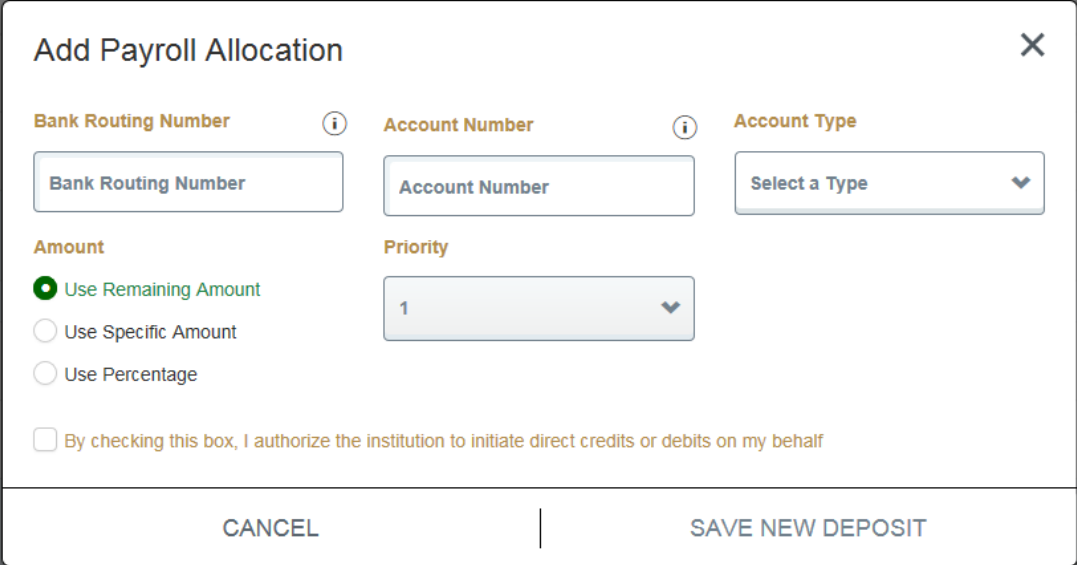


Employees can add payroll direct deposit allocations by clicking the **Add New** button on the **Proposed Pay Distribution** section.



Direct Deposit in Self Service

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

Bank Routing Number ⓘ

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 Number 

Account Type Drop-down List

Use this drop-down list to select either checking or savings for the Payroll direct deposit allocation.

Account 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.

Amount

- Use Remaining Amount
 Use Specific Amount
 Use Percentage

Priority

- **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.

Amount

- Use Remaining Amount
 Use Specific Amount

- Use Percentage

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.

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

50| × %

Priority

1 ▾

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

1 ▾

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.

CANCEL		SAVE NEW DEPOSIT
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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.

Direct Deposit in Self Service

Proposed Pay Distribution Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Suntrust Bank, Atlanta, Ga	xxxx0104	xxxx6789	Checking	Remaining	1	\$2,078.34	Prenote
						Total Net Pay	\$2,078.34

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

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**.

Accounts Payable Deposit Delete Add New

You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

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.

Add Accounts Payable Deposit X

Choose an option:

Create from existing account information

Create new

CANCEL | SAVE NEW DEPOSIT

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).

Direct Deposit in Self Service

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Suntrust Bank, Atlanta, Ga ...6789

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

Create new

CANCEL | SAVE NEW DEPOSIT

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.

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Create new

Bank Routing Number ⓘ **Account Number** ⓘ **Account Type**

Bank Routing Number Account Number Select a Type

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

CANCEL | SAVE NEW DEPOSIT

- 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.

ⓘ Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit ⬆

⊖ Delete ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> Suntrust Bank, Atlanta, Ga	xxxxx0104	xxxxx6789	Checking	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.

⊖ Delete ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> Suntrust Bank, Atlanta, Ga	xxxxx0104	xxxxx6789	Checking	Remaining	1	\$2,078.34	Pre-note

Click the **Delete** button.

⊖ Delete ⊕ Add New

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.

⚠ Are you sure you want to delete the selected Payroll deposits?

Cancel
Delete

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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.

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Citizens & Farmers Bank	xxxxx4901	██████████	Checking	\$25.00	1	\$25.00	Active

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

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

Cancel Changes Save Changes

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