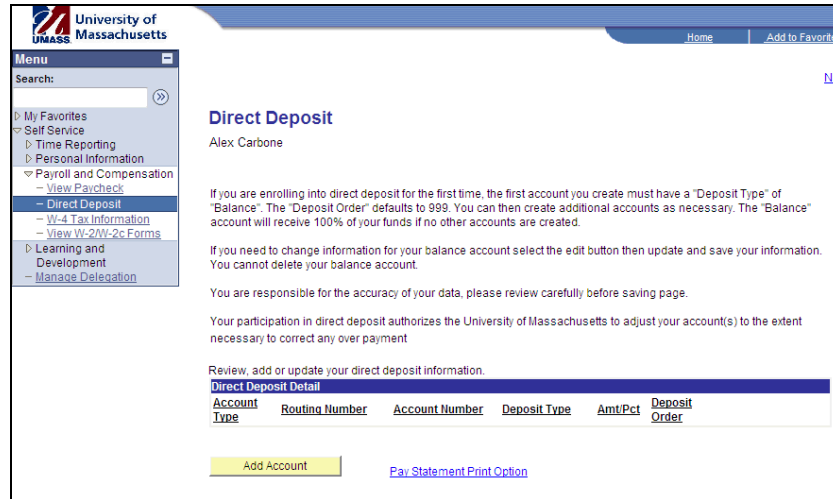


# HR Direct – ENROLLING IN DIRECT DEPOSIT

1. Navigate to **Self Service> Payroll and Compensation>Direct Deposit**



**Direct Deposit**  
Alex Carbone

If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.

If you need to change information for your balance account select the edit button then update and save your information. You cannot delete your balance account.

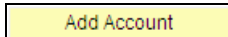
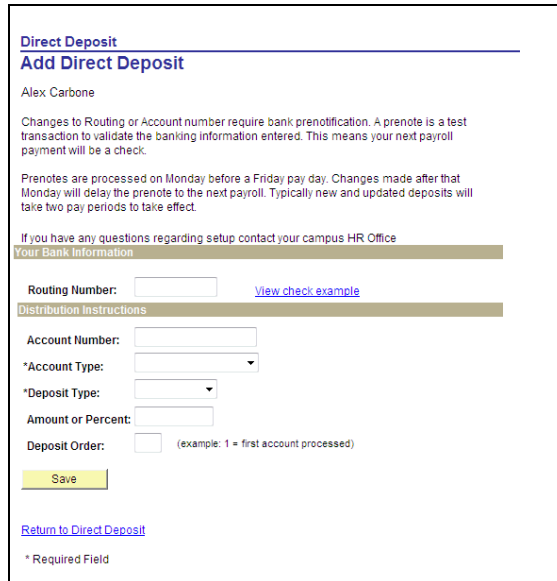
You are responsible for the accuracy of your data, please review carefully before saving page.

Your participation in direct deposit authorizes the University of Massachusetts to adjust your account(s) to the extent necessary to correct any over payment

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order
<a href="#">Add Account</a> <a href="#">Pay Statement Print Option</a>					

2. IF accounts currently do not exist for you click the **Add Account** button.

**Direct Deposit**  
**Add Direct Deposit**  
Alex Carbone

Changes to Routing or Account number require bank prenotification. A prenote is a test transaction to validate the banking information entered. This means your next payroll payment will be a check.

Prenotes are processed on Monday before a Friday pay day. Changes made after that Monday will delay the prenote to the next payroll. Typically new and updated deposits will take two pay periods to take effect.

If you have any questions regarding setup contact your campus HR Office

**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount or Percent:

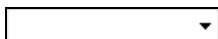
Deposit Order:  (example: 1 = first account processed)

[Save](#)

[Return to Direct Deposit](#)

\* Required Field

3. Use the **Account Type** field to select the type of account you will now be adding to receive direct deposits – you can choose Savings or Checking.  
Click the **Account Type** list.



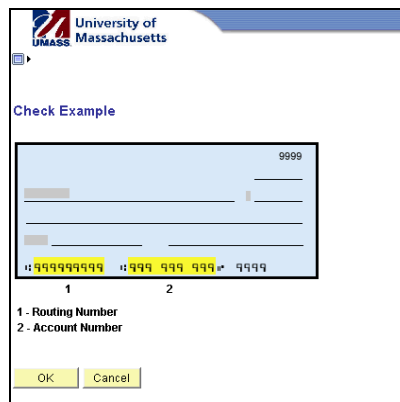
**Note:** You can specify a flat amount, percent or balance.  
If only one account is used, you **MUST** select balance.  
If multiple accounts are used, you must specify the account used for the balance of the paycheck amount first. For example, you might deposit 10% into a savings account and the remaining net pay into a checking account.

4. Click the **Deposit Type** list.

5. You must provide the routing and account information from your bank so that your payroll is deposited into the correct account.

You can get this information from your personal checks. If you're not sure how to read this information, click the **View check example** link.

[View check example](#)



**Note:** Use the **Check Example** page to view where the routing and account numbers appear on your check. The highlighted sections show which part of the numbers are the **Routing Number** and which are the **Account Number**.

6. Click the **OK** button.

7. Enter the desired information into the **Routing Number** field.

8. The **Deposit Order** field will default to '999' for deposit type of 'Balance', which will display upon saving the page.

9. Enter the desired information into the **Account Number** field.

10. Click the **Save** button.

11. Notice the text on the page indicating that this may not be reflected with your next paycheck. Click the **OK** button.

12. The account information is now displayed. If you want to view the details of this account in read-only format, you can click the **Account Type** link.

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**Direct Deposit Detail**

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order
<a href="#">Checking</a>	011000138	06248484	Balance		999

[Add Account](#) [Pay Statement Print Option](#)

14. It is recommended that you opt out of requesting a printed pay advice. A benefit of the self-service functionality is the capability of viewing this information online.

Click the **Pay Statement Print Option** link.

[Pay Statement Print Option](#)

**Direct Deposit**  
**Pay Statement Print Option**

Alex Carbone  
Direct deposit print option.

Do not print copy of my pay advice.

[Save](#)

[Return to Direct Deposit](#)

15. Click the **Do not print copy of my pay advice** option.

16. Click the **Save** button.

[Save](#)

17. Click the **OK** button.

[OK](#)

18. Your checking account information has been saved and displays on the **Direct Deposit** page. The **Checking** account, the remainder balance, displays the **Deposit Order** number 999.

20. Congratulations! You have successfully enrolled in Direct Deposit.