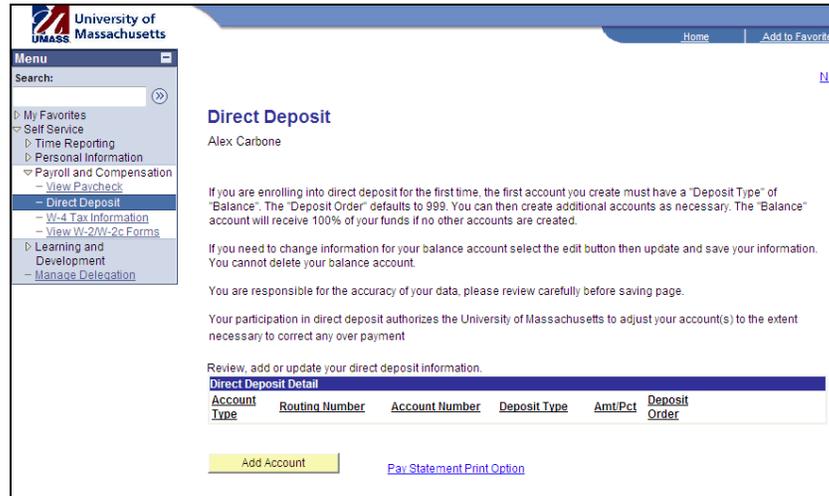


HR Direct – ENROLLING IN DIRECT DEPOSIT

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.

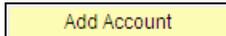
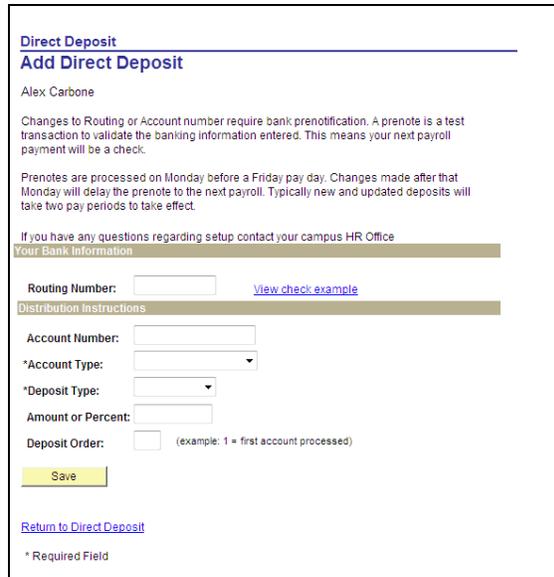
You are responsible for the accuracy of your data, please review carefully before saving page.

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
Add Account Pay Statement Print Option					

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.



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.

Direct Deposit
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Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	011000138	06248484	Balance		999	Edit	Delete

[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.

17. Click the **OK** button.

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.