



SETTING UP DIRECT DEPOSIT

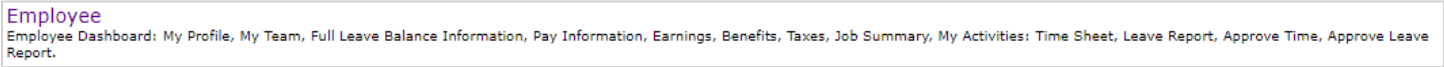
New employees must set up direct deposit through Employee Self-Service in BannerWeb.

If you are accessing BannerWeb off campus, you must first enroll in Duo to connect to the campus VPN. For instructions on how to enroll in Duo, please follow the instructions at [this link](#). If you experience any problems, please contact the [Help Desk](#).

If you have any questions or issues following the steps below, please [contact Payroll](#).

Step 1: Log in to BannerWeb at <https://bannerweb.richmond.edu> using your netID and password. (Authentication through Duo required if accessing off campus.)

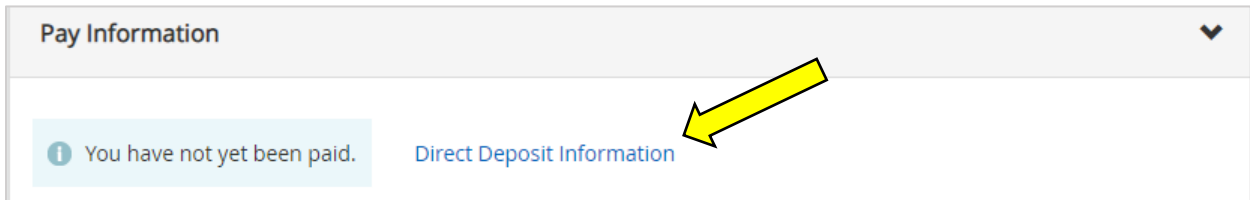
Step 2: From the Main Menu, click **Employee**.



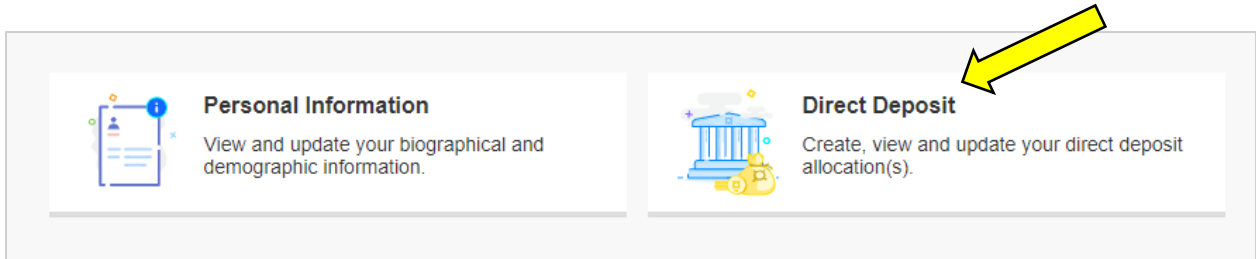
Step 3: Click **Employee Self-Service**.



Step 4: Click **Direct Deposit Information** under the **Pay Information** ribbon. (Note: You may need to expand the **Pay Information** ribbon first in order to see the **Direct Deposit Information** link.)



Step 5: On the My Profile page, click **Direct Deposit**.





SETTING UP DIRECT DEPOSIT

Step 6: This will display the Direct Deposit Allocation page, which should be blank for new employees. Users have the option to add accounts for Proposed Pay Distribution (for payroll deposits) and Accounts Payable Deposit (for non-payroll payments/reimbursement deposits). To add an account for payroll deposits, click **Add New** under the Proposed Pay Distribution header.

The screenshot shows two expandable sections. The top section is titled "Proposed Pay Distribution" and contains a "Delete" button and an "Add New" button. Below the buttons is a message: "You have not added any payroll allocations yet. Click 'Add New' to add an allocation." The bottom section is titled "Accounts Payable Deposit" and also contains "Delete" and "Add New" buttons with a message: "You have not added an Accounts Payable allocation yet. Click 'Add New' to add an allocation."

Step 7: This will display the **Add Payroll Allocation** window to enter account information. You must enter a **Bank Routing Number**, **Account Number**, and select the **Account Type** (Checking or Savings). The **Bank Name** will populate based on the routing number. (Note: If you receive a message stating "An invalid routing number was entered. Please enter a valid routing number," you should [contact Payroll](#) with your UR ID number, the name of the bank, and the bank routing number to have it added.) You may only change the Priority number if you have entered multiple payroll allocations.

The "Add Payroll Allocation" window has a close button (X) in the top right. It contains the following fields and options:

- Bank Routing Number**: Text input field with an information icon (i).
- Account Number**: Text input field with an information icon (i).
- Bank Name**: Text input field.
- Account Type**: Dropdown menu with "Select a Type" and a downward arrow.
- Priority**: Dropdown menu with "1" and a downward arrow.
- Amount**: Radio buttons for "Use Remaining Amount" (selected), "Use Specific Amount", and "Use Percentage".
- By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

At the bottom, there are two buttons: "CANCEL" and "SAVE NEW DEPOSIT".



SETTING UP DIRECT DEPOSIT

You must also select the amount to allocate to this account—Remaining Amount, Specific Amount, or Percentage—as described below.

- **Use Remaining Amount** is the default and can remain selected if you only enter one payroll allocation. When entering multiple allocations (either using specific amounts or percentages, as described below), the last account in which money should be deposited should always have Use Remaining Amount selected.
- **Use Specific Amount** can be used when adding multiple accounts to specify a certain dollar amount that should be deposited into this account. (Note: If using this, you should have another account added with Use Remaining Amount selected.)
- **Use Percentage** can be used when adding multiple accounts to specify a certain percentage of your pay that should be deposited into this account. (Note: If using this, you should have another account added with Use Remaining Amount selected.)

You must select the authorization checkbox and then click **Save New Deposit** to add the account.

Step 8: You may add as many accounts as needed by repeating Steps 6 and 7.

After you add an account, it will default to Prenote status for account validation. You may receive a paper check, depending on the timing, that will be mailed to the permanent address on file. Once the account moves from Prenote to Active status, all paychecks moving forward will be deposited into the appropriate account(s).

Step 9: If you anticipate any non-payroll payments or reimbursements, you will want to set up an Accounts Payable Deposit account as well. Click **Add New** under the Accounts Payable Deposit header and set up the account to deposit these payments into. You may only set up one account for accounts payable deposits, so you will not need to indicate an amount type or a priority number.