

Setting up Direct Deposit for Payroll through Self-Service

- 1) Log into Banner Web
- 2) Click on the **Employee** link
- 3) Click on **Employee Self-Service**
- 4) Click on the **Direct Deposit Information** link
- 5) **Click on the Direct Deposit link**
- 6) Use the **Proposed Pay Distribution** section to enter your account number for **PAYROLL** direct deposits. Please note the Accounts Payable Deposit section is for payments and reimbursements processed by the Accounts Payable department.
- 7) Click on the **Add new** button
- 8) Fill in the Circle to Create New and:
 - a. Add your bank routing number
 - b. Add your bank account number
 - c. Select the account type
 - d. Fill in the appropriate circle for the amount that you want deposited into this account
 - Use Remaining- If you already have another account with a specific amount being deposited into and you want the remainder to go into this new account
 - Use Specific Amount- If you want only a pre-determined amount into this account and you will be adding an additional account for the remaining pay
 - Use a Percentage- If this is the only account you are adding (use 100%)
 - e. Check the box to authorize the institution to initiate direct credits or debits
 - f. Click on the **Save new deposit**

Add Payroll Allocation ✕

Choose an option:

Create from existing account information

Create new

a ↓

b ↓

c ↓

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

Bank Routing Number Account Number Select a Type ▼

Amount **Priority**

Use Remaining Amount Use Specific Amount Use Percentage

5 ▼

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

e ↑

f ↓

CANCEL | SAVE NEW DEPOSIT