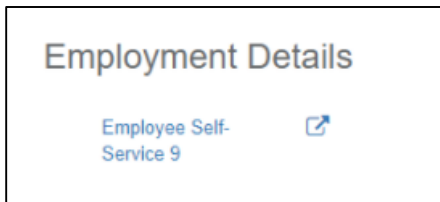




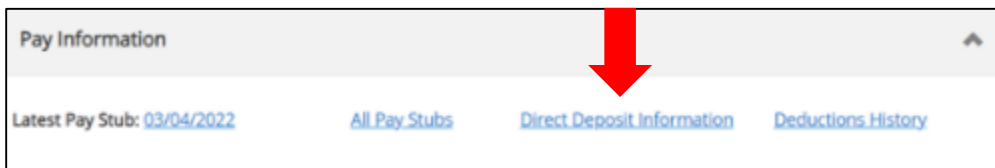
Setting Up or Changing your Payroll Direct Deposit

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

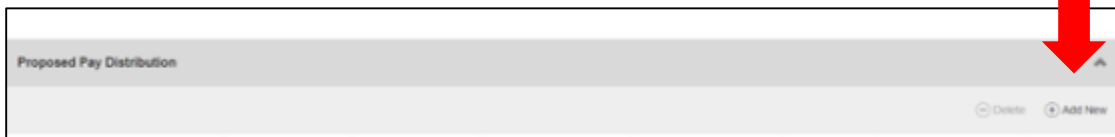
1. Login to NEIUpport-Employee Tab
2. Under Employment Details- Click Employee Self Service 9



3. In the Employee Dashboard-Click Direct Deposit Information



4. Under Proposed Pay Distribution-Add New



5. The Add Payroll Allocation window will open. Here is where you will enter your banking information.

*Note: If this is a 2nd bank account it will be priority 2.



Below are 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.

Account Number ⓘ

Account Type Drop-down List

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

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

1

- **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

75.00

☐ Use Percentage

Priority

1

- **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



6. 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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Once all required fields have been updated and the deposit saved, this information will be shown under Proposed Pay Distribution as a pre-note.

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.

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Suntrust Bank, Atlanta, Ga	xxxxxx0104	xxxxxx6789	Checking	Remaining	1	\$2,078.34	<input type="button" value="Pre-note"/>
						Total Net Pay	\$2,078.34
<div> The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.</div>							



Setting Up your Accounts Payable Deposit

Employees are required to have active banking information for reimbursements processed through Accounts Payable. Please be sure to complete the **Accounts Payable Deposit** section. Begin by clicking **Add New**.

The screenshot shows the 'Accounts Payable Deposit' section of a web application. At the top right, there are buttons for 'Delete' and 'Add New'. The 'Add New' button is circled in green. Below the buttons, a message states: '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.

The screenshot shows the 'Add Accounts Payable Deposit' modal window. It has a title bar with a close button (X). Below the title, it says 'Choose an option:'. There are two radio buttons: 'Create from existing account information' and 'Create new'. At the bottom, there are two buttons: 'CANCEL' and '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).

The screenshot shows the 'Add Accounts Payable Deposit' modal window. The 'Create from existing account information' option is selected with a green dot. Below it, there is a dropdown menu showing 'Suntrust Bank, Atlanta, Ga ...6789'. There is a checkbox with a green checkmark and the text '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'.

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).
- 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	xxxxxx6789	Checking	<div>Pre-note</div>

Updating your Direct Deposit Accounts

Deleting an Account

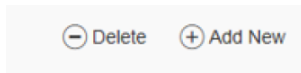
Employees can delete their existing direct deposit account by selecting the check box in front of the account to be deleted and clicking the **Delete** button.

Select the check box next to the account to be deleted.



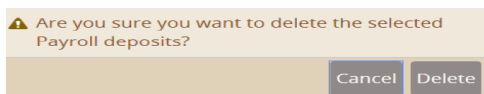
Delete Add New							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> Suntrust Bank, Atlanta, Ga	xxxxxx0104	xxxxxx5769	Checking	Remaining	1	\$2,076.34	Prenote

Click the **Delete** button.



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.



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							
Delete Add New							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Citizens & Farmers Bank	xxxxxx4901		Checking	\$25.00	1	\$25.00	Active

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

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

Should you have additional questions, please contact payrollfeedback@neiu.edu or call (773) 442-5200.