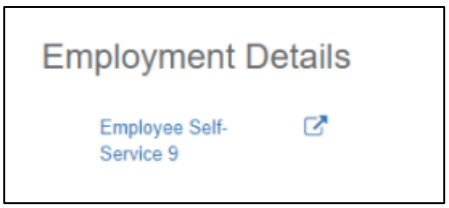
Setting Up or Changing your Payroll Direct Deposit

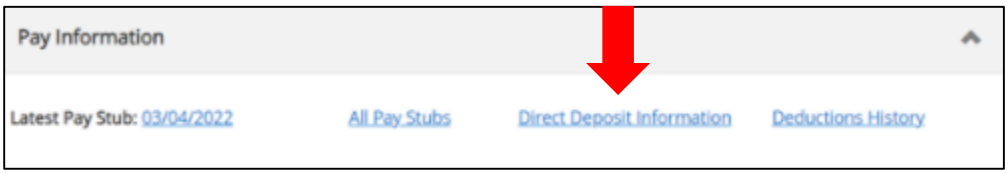
Please allow up to two pay cycles for changes to banking information to take effect.

1. Login to NEIU*port*-Employee Tab

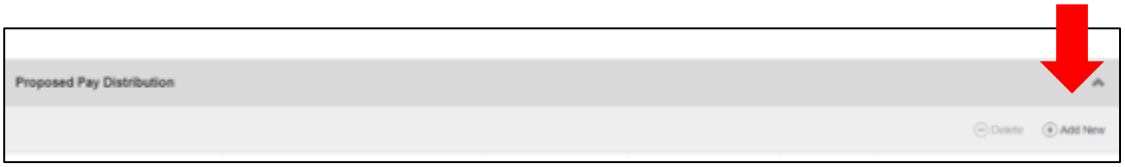
2. Under Employment Details- Click Employee Self Service 9



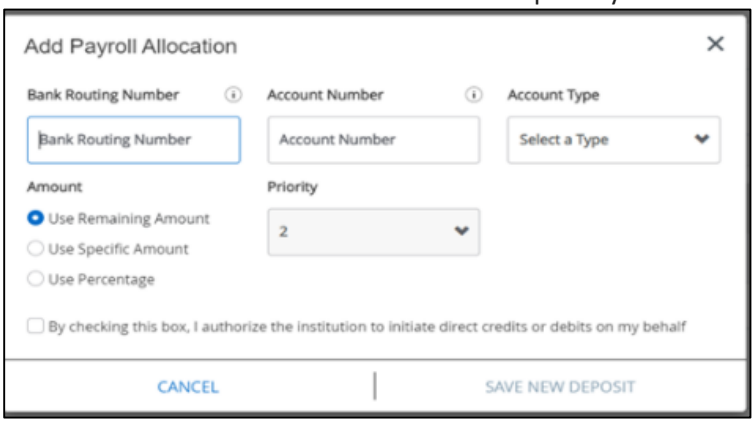
3. In the Employee Dashboard-Click Direct Deposit Information



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.



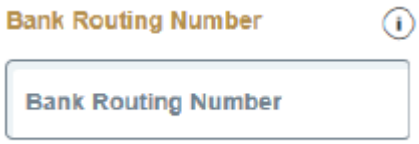
Below are brief descriptions of each required field.

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'

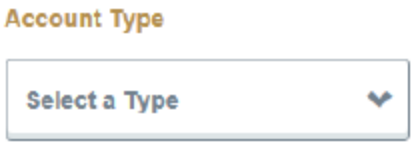
Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check



Account Number

Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters.

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



Amount Radio Button Group

The payroll Amount is designated as Remaining, Specific, or Percentage.

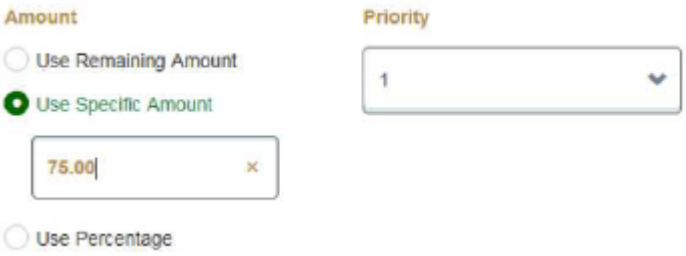
• **Use Remaining Amount**

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.

• **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.



• **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.

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.

Disclaimer Check Box

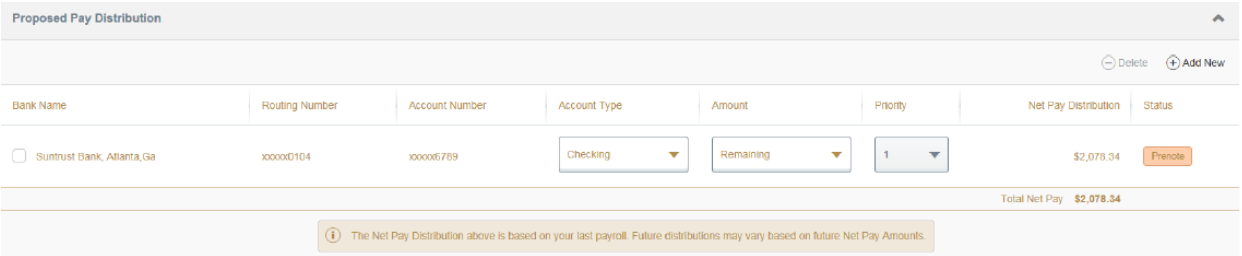
Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.

6. **Save New Deposit**

Use this button to save any pending changes that may exist on the landing page.

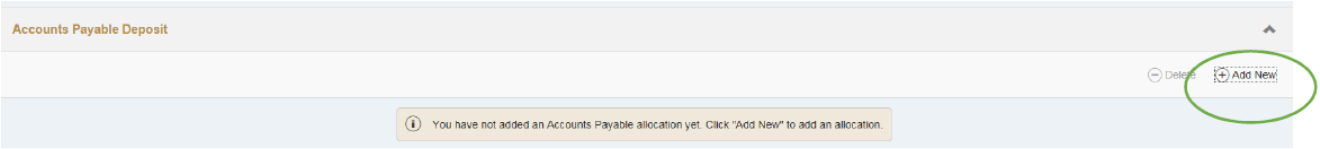
Once all required fields have been updated and the deposit saved, this information will be shown under Proposed Pay Distribution as a pre-note.

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.

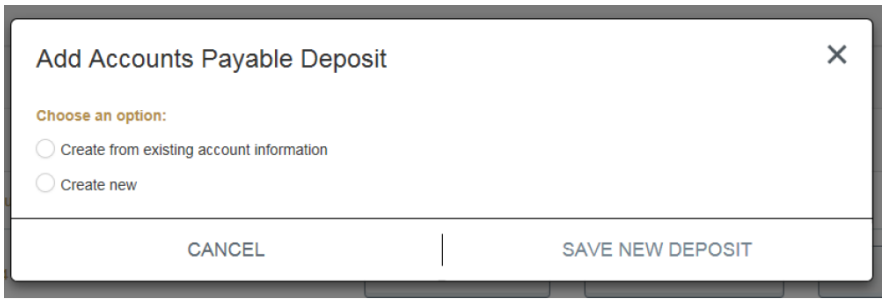


Setting Up your Accounts Payable Deposit

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**.

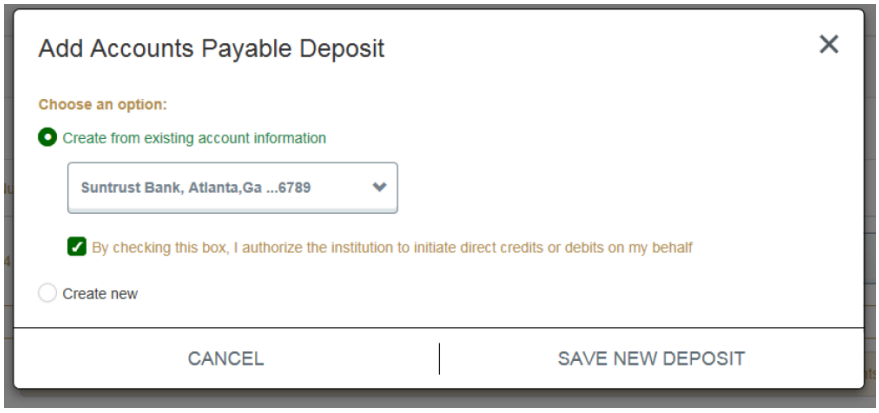


You will have the option of electing to route your **Accounts Payable** deposits to an existing **Payroll Direct Deposit**, or you can create a record for a new account.



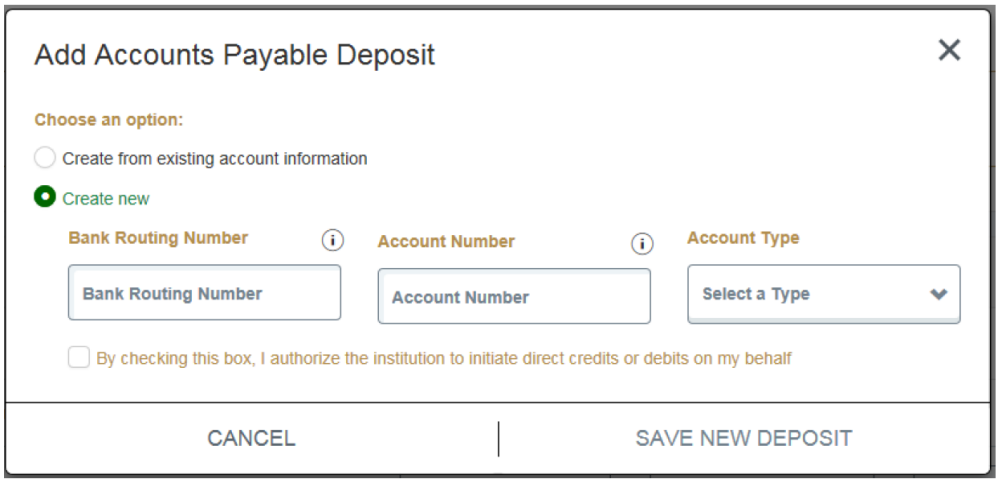
<u>Create from existing account information</u>

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).



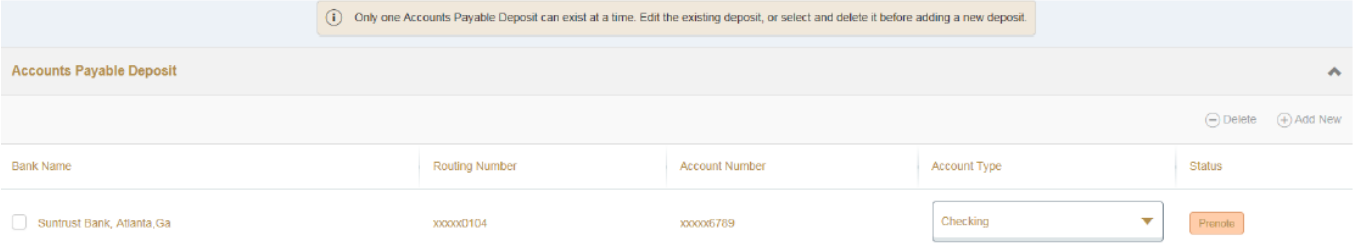
<u>Create New</u>

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.



- 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.

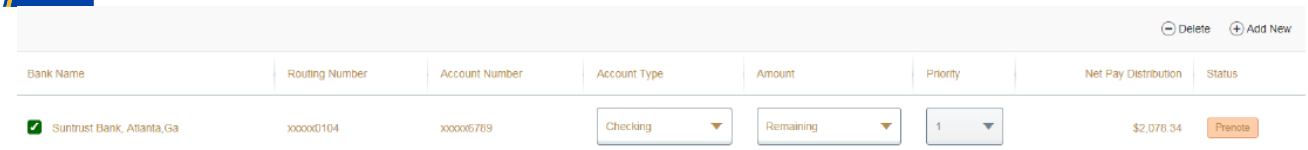


Updating your Direct Deposit Accounts

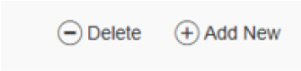
Deleting an Account

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.

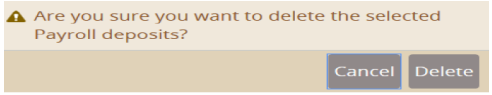


Click the **Delete** button.



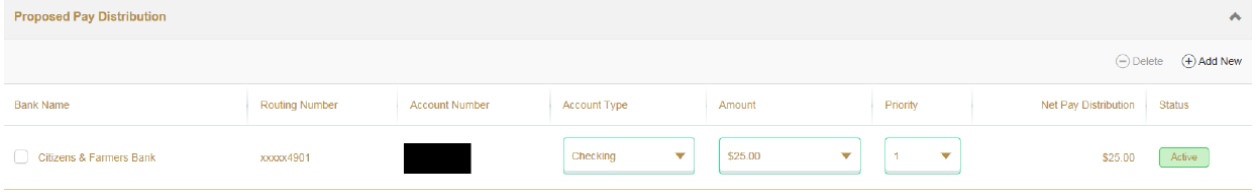
The "**Are you sure you want to delete the selected Payroll deposits?**" message is displayed.

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.



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.