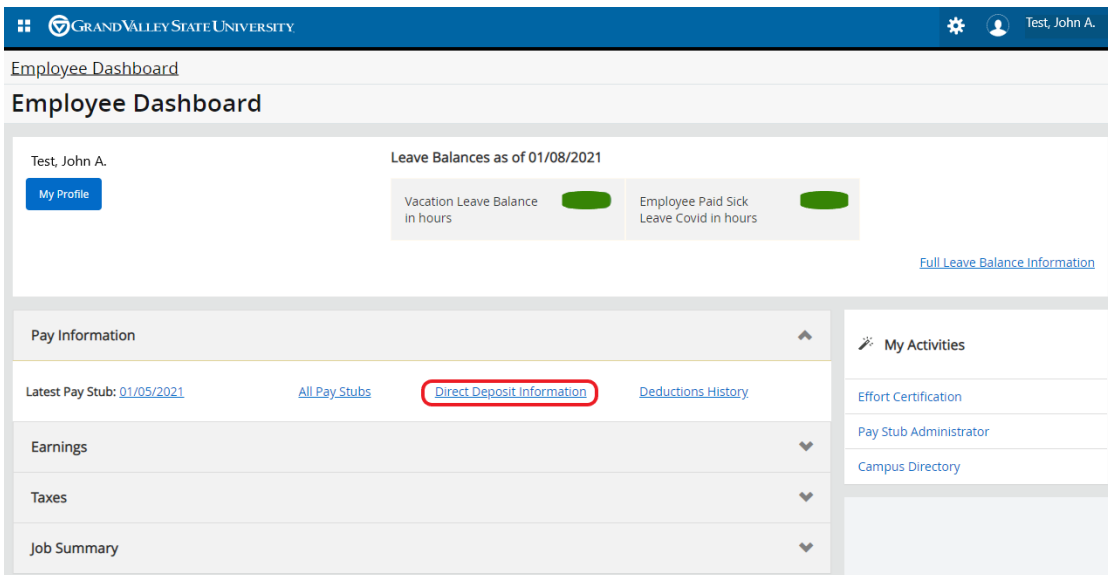


Banner Self Service Direct Deposit

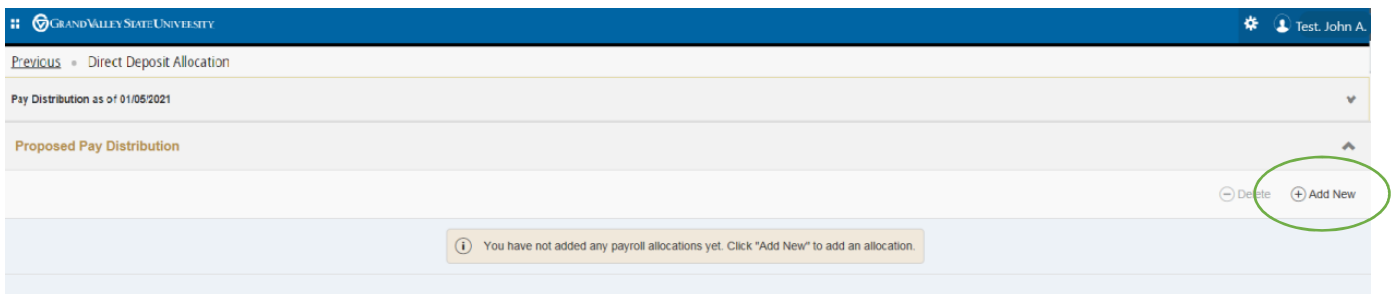
Setting Up your Payroll Direct Deposit

You can log in to the **Banner Direct Deposit** application as a standalone product via the Employee Self Service option under Quick Links on the Payroll homepage or through Banner Self Service under **Employee/Pay Information/Direct Deposit Information**.

Once logged in, the Banner Self Service Employee Dashboard. Click on the **Direct Deposit Information** under Pay Information to access your banking information.



Employees can add payroll direct deposit allocations by clicking the **Add New** button on the **Proposed Pay Distribution** section.



Banner Self Service Direct Deposit

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

Add Payroll Allocation [Close]

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

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

CANCEL | SAVE NEW DEPOSIT

Below please find 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 ⓘ

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.

Banner Self Service Direct Deposit

Account Number



Account Type Drop-down List

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

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

- **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

Banner Self Service Direct Deposit

- **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

%

Priority

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

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

Save New Deposit

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

|

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**.

| Proposed Pay Distribution | | | | | | | |
|--|----------------|----------------|--------------|-----------|----------|----------------------|------------|
| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
| <input type="checkbox"/> BANK OF AMERICA | xxxxx0805 | xxxxxxxxxxxx | Savings | Remaining | 6 | \$297.39 | Active |
| | | | | | | Total Net Pay | \$2,078.34 |

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Banner Self Service Direct Deposit

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.

| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
|--|----------------|----------------|--------------|-----------|----------|----------------------|--------|
| <input checked="" type="checkbox"/> Suntrust Bank, Atlanta, Ga | xxxxx0104 | xxxxxxXXXX | Checking | Remaining | 1 | \$2,078.34 | Active |

Click the **Delete** button.

| Proposed Pay Distribution | | | | | | | |
|---------------------------|--|--|--|--|--|--|--|
| Delete Add New | | | | | | | |

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.

⚠ Are you sure you want to delete the selected Payroll deposits?

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 | xxxxx4901 | xxxxxxxXXXX | Checking | \$25.00 | 1 | \$25.00 | Active |

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

| | |
|---|---|
| <input checked="" type="checkbox"/> By checking this box, I authorize the institution to initiate direct credits or debits on my behalf | <input type="button" value="Cancel Changes"/> <input type="button" value="Save Changes"/> |
|---|---|

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