



## Updating Your Direct Deposit in Self-Service

Overview: Banner Self-Service now includes a Direct Deposit feature that allows employees to view their direct deposit information for payroll and the ability to modify their direct deposit allocations.

Note: When adding or making changes to your direct deposit account information, have your financial institution's routing number and your account (checking or savings) number ready for entry.

We recommend having a blank check or a direct deposit form from your financial institution nearby for quick access to your personal account information.

**\*\*Your account number is NOT the same as your debit card number. \*\***

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**PLEASE NOTE: The Accounts Payable Deposit section is not currently used. Do not use this section**

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## Glossary of Terms

### Pay Distribution

This section displays your most recent pay distribution. It contains information regarding the last pay distribution date, name of your financial institution, routing number, account number, account type, net pay distribution, and total net pay amount.

### Proposed Pay Distribution

This section is where you will enter your information for your payroll direct deposit.

You can add up to four accounts and determine how much you want to allocate to each account using whole numbers or percentages.

### Accounts Payable Deposit

Accounts Payable direct deposit allows you to receive non-payroll payments, such as expense reimbursements, via electronic transfer. If you anticipate receiving accounts payable deposits click Add New to add a bank account for allo-cation. Click here for instructions.

It is strongly recommended that all employees set up Accounts Payable Direct Deposit. Only one bank account can be used for the Accounts Payable Direct Deposit.

### Amounts

Remaining Amount - Select this option to deposit the amount of money remaining after the prior allocations are de-positied into the designated accounts.

Note: Whenever you set up one payroll account, the Remaining Amount option must be selected to continue with the setup.

Specific Amount - Select this option button to deposit a specific amount of money into the designated account.

Enter this amount in the 'Enter Amount' box.

Typically used when someone had two or more accounts.

Percentage - Select this option button to deposit a percentage amount of money into the designated account.

Enter this amount in the Enter Percentage % box.

Typically used when someone had two or more accounts.

### Priority

Whenever you set up one direct deposit account, that account's priority must remain 1 (one).

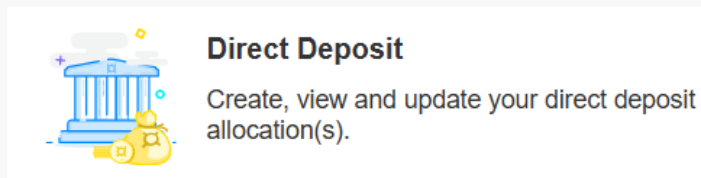
When you have more than one direct deposit account you have the freedom to assign account priority from 1 (one) to 4 (four).

Note: You have the ability to reassign an account's priority at any time.

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## Step-by-step Instructions

1. Go to Banner Self-Service Employee Services and click the link for Direct Deposit



2. Under the Proposed Pay Distribution section, click on **Add New**



3. The **Add Payroll Allocation** pop-up will appear. Enter your financial institution's 9-digit routing number.

## Add Payroll Allocation



Bank Routing Number ⓘ Account Number ⓘ

Bank Routing Number Account Number

Bank Name Account Type Priority

Bank Name Account Type Priority

Amount

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

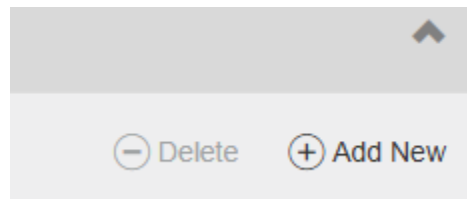
- Once your routing number is entered your financial institution's name will automatically populate.
- Note: Click either of the "i" icons for a visual aid of a sample check
- Note: Before moving on, double-check to ensure that you have entered the correct routing and account numbers
- Select Checking or Savings from the Account Type drop-down box.
- If you have only one account for direct deposit allocation, its Priority will be 1 (one) and in the Amount section, you must select **Use Remaining Amount**.
- Note: You can add up to four direct deposit allocations.
- Click the box for the authorization statement, then click on **SAVE NEW DEPOSIT**.

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

CANCEL

SAVE NEW DEPOSIT

- To delete a direct deposit allocation, check the box of the account you want to remove. Next, click the Delete button. A box will populate asking if you want to delete the selected account. You will then click Delete.



## Troubleshooting

If you received the following message: “An invalid routing number was entered”. Please enter a valid routing number, review your financial institution's routing number entered for accuracy. If the system doesn't accept your financial institution's routing number, contact the Xavier Payroll Dept at [payroll@xavier.edu](mailto:payroll@xavier.edu) for assistance.

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