

Get your money sooner, Enroll for Direct Deposit!

1. Login to PeopleSoft with your credentials.



2. Locate the Payroll and Compensation Tile in the Employee Self Service Section under Payroll & Compensation



3. Click on the link Direct Deposit, click on the Add Account button on the next page
4. Enter the Routing Number to the bank
5. Enter your Account Number (your debit card number is **NOT** your account number)
6. Select Account Type: Checking or Savings

For Second or Third Accounts
Deposit Type: Choose either Amount or Percent
Amount or Percent: Enter the amount or percent you wish to have deposited from your check.

Cancel
Add Account
Save

* indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

Congratulations!

You have set up your direct deposit or added new accounts to an existing set up.