How to Set Up Direct Deposit

• First you need to be an active employee and have received your credentials to login, i.e. email and password.
• Then go to peoplesoft.utep.edu
• Click on the Launch PeopleSoft button

Select UTEP from the list of schools
• Login with your credentials

![Login with UTEP account](image)

Welcome to The University of Texas at El Paso

Please sign in using your UTEP account.

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution, and no expectation of privacy except as otherwise provided by applicable privacy laws.

Use of this site is subject to UTEP’s policies. Any use of this site not covered by UTEP policy is prohibited.

Shibboleth

• Locate the Direct Deposit hyperlink in the Employee Self Service Section under Payroll & Compensation

![Employee Self Service](image)

Payroll & Compensation

View Paycheck, Direct Deposit, W-4 Tax Information, View W-2/W-2c Forms, Online W-2

• Once you click on the link, click on the Add Account button on the next page

Add Account

• Enter the **Routing Number** to the bank
• Enter your **Account Number**
• **Select Account Type:** Checking or Savings
• For First time set up
  - Deposit **Type:** Will need to be Balance
  - Deposit **Order:** Automatically will be set to 999
• 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.
  - Deposit **Order:** You can enter a number from 1 - 2
    - Here you are telling the system what to deposit 1\textsuperscript{st}, then 2\textsuperscript{nd}, and 999 will be deposited last. Meaning whatever is left over from your check will go into that account.

Please see picture:
Click on the **Acknowledge the terms of using Direct Deposit** button

Click on **Accept** and then **Ok** on the confirmation screen

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