How to Add a Direct Deposit Account

1. Click on Add Account
2. Enter information:
   - Routing Number
   - Account Number
   - Deposit Type: Select Balance
   - Amount or Percent: Leave Blank
   - Deposit Order: 999
3. Select Acknowledge the terms of using Direct Deposit.
4. Read the Direct Deposit Acknowledgement and select Accept.
5. Click Submit: Button will activate after acknowledgement.
6. To confirm submission, select OK.
Adding Multiple Accounts

PeopleSoft Tip
- PeopleSoft will only allow you to make changes in one session every 24 hours.

Note: One of your accounts must REMAIN set to Balance for “Deposit Type” with “Deposit Order” equal to 999.

7. Deposit Type: Select Percent or Amount from the drop down menu.
   - **Amount**: Enter dollar amount (EX: $250).
   - **Percent**: Enter percentage (EX: 50).

8. Deposit Order: Enter the number sequence that direct deposit should process. Deposits will process in numerical order.

9. Example: 50% of the pay will go first to the account that was selected as the first deposit order. The remaining amount will go to the deposit order that was selected as the second or as Deposit Order 999.

**If you are expecting a Reimbursement or a Cash Advance contact the Helpdesk and provide the deposit number where the Reimbursement or Cash Amount should go.**