How to Add a Direct Deposit Account

1. Log on to peoplesoft.utep.edu and continue to Employee Self Service.

2. Adding an Account
   - Click on Add Account
   - Enter information:
     - Routing Number
     - Account Number
     - Deposit Type: Select Balance
     - Amount or Percent: Leave Blank
     - Deposit Order: 999
   - Select Acknowledge the terms of using Direct Deposit.
   - Read the Direct Deposit Acknowledgement and Click Accept.
   - Click Submit: Button will activate after acknowledgement.
   - Click OK to Confirm Submission.

3. Direct Deposit
   - Paydirt Pete
   - Review, add or update your direct deposit information.

4. Direct Deposit Detail
   - Account Type: 
   - Routing Number: 111000025
   - Account Number: 854987221
   - Account Type: Checking
   - Deposit Type: Select Balance
   - Amount or Percent: Leave Blank
   - Deposit Order: 999 (Example: 1 = First Account Processed)

5. Direct Deposit Acknowledgement
   By clicking the Submit button, I hereby authorize, understand, and agree to all of the following:
   I am solely responsible for the accuracy of the submitted data.
   ...

6. Direct Deposit Submit Confirmation
   The Submit was successful.
   However, due to timing, your change may not be reflected on the next paycheck.
Adding Multiple Accounts

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

1. **Deposit Order:** Enter the number sequence that direct deposit should process. Deposits will process in numerical order.
   - Example: 100$ will go first to the account that was selected as the first deposit order, $50 will go to the deposit order that was selected as the second one and the remaining balance will go to Deposit Order 999.

Note: You can have up to three accounts listed under your direct deposit accounts.

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

**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.**