

How to Add a Direct Deposit Account

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

Employee Self Service

Time Reporting

[Absence Balances](#), [Monthly Schedule](#), [My Time Summary](#)

Payroll & Compensation

[View Paycheck](#), [Direct Deposit](#), [W-4 Tax Information](#), [View W-2/W-2c Forms](#), [Online W-2 Consent](#)

Direct Deposit

Paydirt Pete

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit
Checking			

Add Account

1

Adding an 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 **Click Accept**.
5. **Click Submit:** Button will activate after acknowledgement.
6. **Click OK** to Confirm Submission.

Direct Deposit

Add Direct Deposit

Paydirt Pete

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number: 2

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed) 3

Submit

5

Acknowledge the terms of using Direct Deposit

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.

...

Accept

4

Decline

Direct Deposit

Submit Confirmation

6 The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Adding Multiple Accounts

Your Bank Information

Routing Number:

[View details](#)

Distribution Instructions

Account Number: **7**

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: **8** (Example: 1 = First Account)

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: 20).
1. **Deposit Order:** Enter the number sequence that direct deposit should process. Deposits will process in numerical order.
2. 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.

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Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Checking	111000025	654987221	Amount	\$100.00	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	112000066	221654987	Amount	\$50.00	2	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	112000066	987221321	Balance		999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

****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.**



PeopleSoft Tip

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