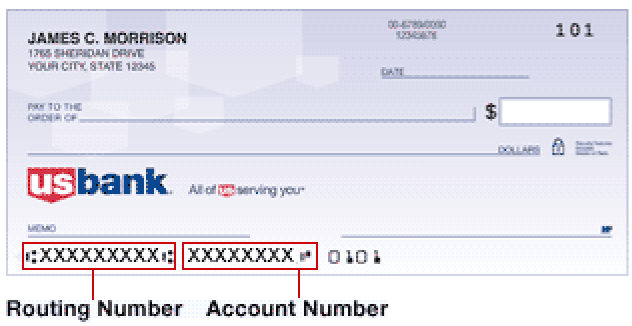
SEWANEE
THE UNIVERSITY OF THE SOUTH

## *To view or update your* Direct Deposit information:

1. Go to Banner Self-Service (BSS) and click on the **Employee Tab**
2. Click on the **Pay Information** link
3. Select **Direct Deposit Breakdown** to view your current bank accounts for payroll direct deposit
4. If you would like to change your existing direct deposit account or add an additional one, click on the **Update Direct Deposit Allocation** link at the bottom of the page.
5. Enter the **Bank Routing Number** and **Account Number** that appear on your checks or bank statements.

**Note:** The Bank Routing Number and *Account Number* are found on your checks here:




6. Select **Savings** or **Checking** account from the dropdown list
7. Select **Remaining Amount** if you already have a direct deposit setup for a flat amount or less than 100% and you would like the remainder to be deposited in this account
8. If you did NOT select Remaining Amount, select a flat amount in dollars and **Amount** from the dropdown, or enter a percent (up to 100%) to be deposited in this account and select **Percent**
9. Check the **Payroll Deposit** checkbox
10. DO NOT check the **Accounts Payable** checkbox
11. Save

* - indicates a required field.

***Add Allocation:***

| | | |
|---|---|---|
| **Bank Routing Number:** * | 112200620 | Portales National Bank |
| **Account Number:** * | 3674097 | |
| **Account Type:** | Checking | |
| **Remaining Amount:** | ☐ | |
| **Amount or Percent:** | 160 | Amount |
| **Payroll Deposit:** | ☑ | |
| **Accounts Payable Deposit:** | ☐ | |

Save

12. You will receive a message confirming the changes were successful and you will be able to see that the new account is in a **Prenote** status*

***Prenote** is a zero dollar transaction sent to your bank to confirm the routing and account information is valid. If the routing and account information are valid, the direct deposit account will be set to **Active** for the subsequent pay period. This means that for the first pay period after you add a new direct deposit allocation, no deposit will be made to this account.

## Update Direct Deposit Allocation

✔ The new allocation has been saved successfully.

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routir information to add a direct deposit, then choose Save.

***Payroll Allocation:***

| Bank Name | Routing Number | Account Number | Account Type | Priority | Amount or Percent | Status |
|---|---|---|---|---|---|---|
| Portales National Bank | 112200620 | 3674097 | Checking | 1 | $160.00 | Prenote |
| Bank of America, Henrico, VA | 011400495 | 1234567878 | Checking | 2 | Remaining | Active |