Self-Service Direct Deposit

The University of Dayton is making the switch to a paperless direct deposit update system within Self-Service Banner.

Direct deposit is a secure and efficient method in which the university deposits your paycheck directly into your checking or savings account, offering several benefits:

Security:
- Pay automatically deposits into your bank account on payday, eliminating concerns about lost or stolen checks.
- All financial data during the direct deposit process is encrypted, adding an extra layer of protection against unauthorized access.
- Direct deposit systems adhere to industry standards and regulations related to data security and financial transactions, ensuring the system meets stringent compliance benchmarks.

Speed:
- Your funds are available in your account on payday, ensuring you have instant access to your hard-earned money.
- Say farewell to waiting for checks to clear; direct deposit eliminates the need for delays in accessing your funds.

Simplicity:
- Pay is deposited into your checking or savings account on time, correctly, and confidentially.

How to set up or make changes to existing Direct Deposit:

Log into your **Employee Dashboard** in **Porches/HR** and navigate to the **Direct Deposit Allocation** screen under the pay information header.
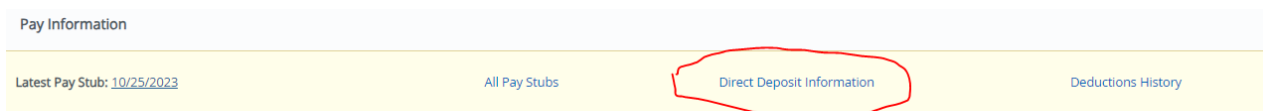
3 sections appear:
a. Pay distribution
b. Proposed Pay Distribution
c. Accounts Payable Deposit

Under the **Proposed Pay Distribution** section, click on **Add New**

Add payroll allocation box will appear:

**Fill out the needed information**

      a.   Routing number-The bank name will automatically appear if the routing number is valid and recognized. *If your bank does not appear, please have your budget manager create a TDX ticket-chart element request so the routing number/bank can be added to the Banner system.*

      b.   Account number

      c.   Verification of Account number

      d.   Account type

      e.   Priority --Select priority 1 if this is your only account.

      f.   Select the remaining amount if this is your only account

  □ **Can't Find Your Routing and Account Numbers?**

Please refer to the example below to help you find the ABA/bank routing number (denoted in red) and the bank account number (denoted in blue) on a check. Direct deposit may be made into checking or savings accounts. If you do not have a check for the account you're adding, contact your bank or financial institution to obtain the ABA/bank routing number and account number.
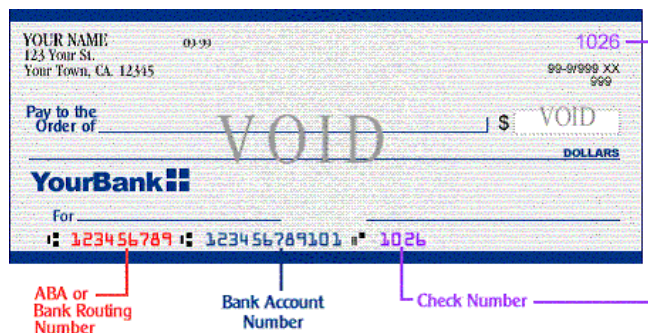
On the bottom of a check, the first nine digits are the bank routing (or ABA) number, the next digits are the bank account number, and the last digits are the check number. You'll need the routing and account numbers to fill out the direct deposit form

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

- *Note: The "Save New Deposit" button is not clickable until the authorization statement box is checked*

- A **Saved Successfully** notification will appear in the upper right corner of your screen.

✅ Saved Successfully

Setting up 2 different deposit allocations

1. You are able to allocate your payroll direct deposit to (2) different accounts. Add the accounts as shown above.

Fill out the needed information for the second account

2. Routing number
3. Account number
4. Verification of Account number
5. Bank name should populate
6. Account type
7. Priority – When you have more than one direct deposit account you have the freedom to assign account priority from 1 (one) or 2 (two). You have the ability to reassign an account's priority at any time.
8. Select the % or amount you want to deposit in each account.

Example for an employee with 2 accounts:

Rudy has both a checking and a savings account, and he wants 20% of his check to go to savings and the remaining amount to go to checking.

1. Rudy should set up his 2 different accounts under the proposed pay distribution section in Self-Service Banner
2. When setting the priority and amount, priority 1 (savings) should be set at 20%.
3. Priority 2 should be set at the remaining amount for his checking account.
4. Rudy should check the box authorizing changes and save.

Accounts Payable Deposit

Accounts Payable direct deposit allows you to receive non-payroll payments, such as expense reimbursements, via electronic transfer. Click **Add New** to add a bank account for allocation.

Same steps but under the Accounts payable deposit section:

Add Accounts Payable Deposit ✕

Choose an option:

○ Create from existing account information

● Create new

Bank Routing Number ⓘ	Account Number ⓘ	Verify Account Number
111111111	333222111666555	333222111666555

Bank Name	Account Type
Fake Bank USA	Checking ˅

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CANCEL | SAVE NEW DEPOSIT

Any questions should be directed to the payroll mailbox: payroll@udayton.edu