

Verifying/Selecting a Bank Account for Accounts Payable Expense Reimbursements

1. Log into Agora >> My Services – Click on PeopleSoft Human Resource Services

ACADEMICS AND COURSES Bb Vista Course Management Course History Course Information & Schedule Enrollment Certification Request Transcript Request and Status iClicker@bc iTunes Podcasts	ACCOUNT AND PERSONAL INFO Address/Phone/Emergency Contact Campus Loans Change Challenge Questions Change PIN Change Password Demographic Eagle One Card - Add Funds Eagle One Card Activity Summary Eagle One Card Deactivate - Lost/Stolen Employee Time Reporting Library Service Request My Bill Parking Permits and Citations Privacy Preferences Confirm/Review Update Your Address/Phone/Emergency Contact Information View or Update Race/Ethnicity	COMMON SERVICES Campus Groups Directory Search Email Services Address/Alias Settings Outlook Web Access (OWA) Quick Access (10 Recent Messages) Spam Quarantine Event Space Reservation System Exchange Calendar MyFiles@bc Voice Mail - Inbox/Preferences
HUMAN RESOURCES Healthy You PeopleSoft Human Resource Services YTD paycheck information	ONLINE ALUMNI SERVICES Alumni Online Community	OTHER SERVICES Facilities Work Requests Fast-IRPA Space Planning Feedback Submission Inactivity Timeout Reset My ResLife ResLife Technology Help - Request & Track apps.bc.edu

2. Click Direct Deposit to review your bank account information

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- If you only have one account, the deposit order of "999" will display and the "Expense Check Direct Deposit" box will be checked

Direct Deposit

Anna Jacome Branco

Review, add or update your direct deposit information.

[View BC Direct Deposit Instructions](#)

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit	
Checking	011000138	9 [REDACTED]	Balance		999	<input checked="" type="checkbox"/>	Edit Delete
Add Account							

- If you would like to Add an Account, click

[Add Account](#)

Direct Deposit

Carolyn A Donoghue

Review, add or update your direct deposit information.

[View BC Direct Deposit Instructions](#)

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Expense Check Direct Deposit	
Savings	211381990	7 [REDACTED]	Amount	\$50	1	<input type="checkbox"/>	Edit Delete
Checking	011000390	4 [REDACTED]	Balance		999	<input checked="" type="checkbox"/>	Edit Delete
Add Account							

****If you only have one account – enter "1" in the Deposit Order field. If you already have an account with a Deposit Order of "1" then you must enter "2"**

Direct Deposit Add Direct Deposit

Carolyn A Donoghue

If you have questions please call HRSC (617) 552-4772.

Your Bank Information

Routing Number: 21 [REDACTED] [View BC Direct Deposit Instructions](#)
[View check example](#)

Distribution Instructions

Account Number: 93 [REDACTED]
 *Account Type:
 *Deposit Type:
 Amount/Percent:
 *Deposit Order: (example: 1 = first account processed)
 Expense Check Direct Deposit? (It is required that one direct deposit has this checked.)

[Save](#)

[Return to Direct Deposit](#)

* Required Field

Save

5. Click

OK

6. Click

Direct Deposit

Save Confirmation

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

OK

Expense Check Direct Deposit Set Up Information

- A Payroll Direct Deposit Account cannot be used exclusively for Expense Check Direct Deposits
An Amount of at least \$1.00 of every Pay Check must be directed to the Payroll Direct Deposit Account checked as the 'Expense Check Direct Deposit' account
Checking this box on one Payroll Direct Deposit Account says that in addition to your Payroll Deposit amount, this is where your 'Employee Expense Checks' will be deposited.

Example:

- Add a new Direct Deposit Account or Update an existing Account
Select Deposit Type = Amount and Amount/Percent = \$1.00
Check 'Expense Check Direct Deposit' check box

Table with columns: Account Type, Routing Number, Account Number, Deposit Type, Amt/Pct, Deposit Order, Expense Check Direct Deposit. Includes 'Edit' and 'Delete' buttons for each row.

(One dollar of every pay check will be deposited into this account)

** Please verify the correct account is selected for "Expense Check Direct Deposit"

7. If you are not already signed up for EFT and are still receiving an expense check, you MUST notify Accounts Payable to switch your PeopleSoft Financials profile to EFT. After verifying/selecting the expense bank account, please email Anna Branco at anna.branco@bc.edu with the subject header "EFT" to authorize the change to your profile.

8. Please note- the update is an overnight process, your profile will be updated by the next day.

Possible Error Messages

If you have not provided a valid routing number, the following message will appear:

Direct Deposit

Add Direct Deposit

Carolyn A Donoghue

If you have questions please call HRSC (617) 552-4772.

Your Bank Information

Routing Number:

[View BC Direct Deposit Instructions](#)

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

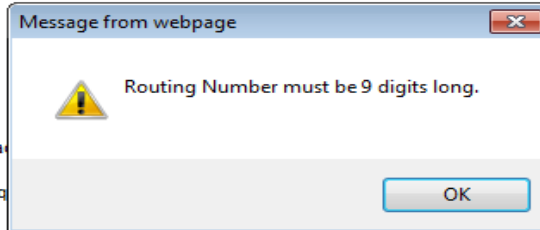
*Deposit Type:

Amount/Percent:

*Deposit Order: (example: 1 = first account)

Expense Check Direct Deposit? (It is required)

Save



[Return to Direct Deposit](#)

* Required Field

If you already have an account with a Deposit Order of "1", the following message will appear:

Direct Deposit

Add Direct Deposit

Carolyn A Donoghue

If you have questions please call HRSC (617) 552-4772.

Your Bank Information

Routing Number:

[View BC Direct Deposit Instructions](#)

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

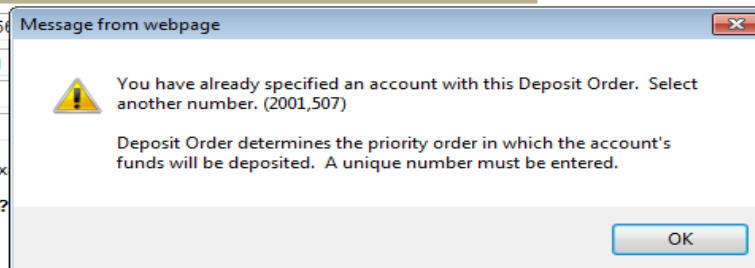
*Deposit Type:

Amount/Percent:

*Deposit Order: (example: 1 = first account)

Expense Check Direct Deposit? (It is required)

Save



[Return to Direct Deposit](#)

* Required Field