# **Employee Instructions for Setting up Direct Deposit**

Please call 617-552-4772 for Help at any time with your Direct Deposit set up

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#### "Update Direct Deposit" CLICK:

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Update Tax Withholdings Review or change your W-4 information.	Support Boston College View or Update your Boston College Donations.		

# First Time Direct Deposit:

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New Window   Help   Pers	inalize Page
Direct Deposit Baldwin Eagle	
View BC Direct Deposit Instructions	
You have not added any direct deposit account information.	
Add Account	
Return to Payroll & amp; Compensation	

"Add Account" Click:

Last Modified: 4/24/2018

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Direct Deposit			
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If you have questions please call Hi	RSC (617) 552-4772.		
Your Bank Information			
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	is required that one direct deposit has this checked.)		
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Return to Direct Deposit			

# Supply all requested information

Routing Number:	The first nine digits at the bottom of your check
Account Number:	The second series of digits at the bottom of your check
Account Type:	Select 'Checking or Savings' from drop down
Deposit Type:	Select 'Amount' 'Percent' or 'Balance'
Amount or Percent:	Enter 'Amount or Percent' value (i.e. \$500.00 or 100%)
Deposit Order:	Enter the priority for this account

\*To Deposit 100% of your Net Pay in one bank account you must use **Balance** as the <u>Deposit Type</u>

Click:

"Submit"

### **Direct Deposit Fields Explanation**

#### Check Example

The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.

					9999
.: <mark>9999999999</mark>	<mark>999</mark>	999	999 #*	9999	
1	2				
1 - Routing Numbe	er				
2 - Account Numb	ег				

#### NOTE: Do not enter the check number as part of the Account Number

#### **Routing Number**

- This is always the first nine digits at the bottom of the check provided from your bank.
- May also be referred to as Transit Number.
- If you are unsure about the number, please check with your bank. An incorrect Routing Number will delay your Direct Deposit enrollment.
- Never use the number on your debit card as the Routing OR Account number.

#### Account Number

- This number is typically the second series of numbers at the bottom of the check provided from your bank.
- Do not include the series of numbers that represent the check number. The check number is not part of your account number. See check example.

#### Account Type

• Choose Checking or Savings

#### Deposit Type

- Choose Amount, Percent or Balance
- If you are entering Direct Deposit information for the first time, you must select Balance for Deposit Type.

#### Amount or Percent

- If you chose Amount for Deposit Type then enter the dollar amount you want deposited.
- If you chose Percent for Deposit Type then enter the percentage of your check (less than 100) that you want deposited.
- This field must be blank for Deposit Type Balance

#### Deposit Order

- Use this field to determine what order you would like deposits made. When using the Balance Deposit Type, the system will automatically assign priority 999 to ensure it is the last deposit processed.
- For Percent and Amount Deposit Types, the lowest deposit order will be the one that is deposited first and so on in the order of priority with any remaining going into the Balance account.

#### **Direct Deposit Examples:**

#### A single Direct Deposit Account set up

Favorites 🔻	Main Menu 🔻	> Self Service 🔻 >	Payroll & Comp	ensation 🔻 >	Update Di	rect Deposit		😭 Ho	ime	Sign out
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Direct Dep	osit Details									
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove			
Checking	011000138		Balance of Net Pay		999	0	Û			
Add A	ccount									

\*\*To deposit 100% of your Net Pay in one bank account you must select **'balance'** as the <u>Deposit Type</u>.

# Multiple Direct Deposit Accounts

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								New Window   Help   Per	sonalize Page
Direct D	eposit								
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Review, add	or update your direct	deposit information.		View BC Dire	ect Deposit I	nstructions			
Direct Dep	osit Details								
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove		
Checking	011000138		Amount	\$50.00	1	0	Î		
Savings	011001234		Percent	15.00%	2	0	Û		
Checking	011000138		Balance of Net Pay		999	0	Û		
Add A	ccount								

Click "Add Account" button to add additional Direct Deposit Accounts

Multiple Direct Deposit Accounts information:

- You may enter up to 9 direct deposit accounts
- You must choose one account with the Deposit Type of Balance

**Balance** is the remainder of net pay deposited to an account after the designated amounts and/or percentage values have been deposited to the specified bank accounts amounts and/or percentage values have been deposited to the specified bank accounts.

# Add, Update or Change Existing Direct Deposit

#### Adding an Account



To add an account, click on the "Add Account" button located at the bottom of your current account list. This will open the Add Direct Deposit Page.

Supply all requested Direct Deposit information:

Routing Number Account Number Account Type Deposit Type Amount or Percent Deposit Order

Click: "Submit"

# **Editing/Updating a Direct Deposit Entry**

To Edit or Update an existing Direct Deposit entry, click on the Pencil button located to the right of the account line you wish to edit or update.

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ORAC	ILE'			All 👻 Searc	h		» Advanced
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Direct Dep	osit Details	ueposit information.		View BC Dire	a Depositi	instructions	
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	011000138	000080695699	Amount	\$50.00	1	0	Î
Savings	011001234	701270	Percent	15.00%	2	1	Î
Checking	011000138	000080695697	Balance of Net Pay		999	0	Î
Add A	ccount						

#### Edits are allowed for Deposit Types: Amount or Percent

You can:

- Change the amount or percentage you contribute
- Change the Routing Number
- Change the Account Number
- Change the Account Type NOTE: You cannot change the Deposit Type to Balance if you have another account entry with Deposit Type Balance
- Change the Deposit Priority NOTE: Priority of 999 cannot be used for Deposit Type Account or Percent

#### Edits allowed for Deposit Type Balance

- Change the Routing Number
- Change the Account Number
- Change the Account Type Note: Deposit Type and Priority cannot be changed for the Direct Deposit Balance row

'Remember' there must always be one line with the Deposit Type of Balance

# **Removing a Direct Deposit Entry**

To Remove a Direct Deposit entry, click on the Trash Can button located to the right of the account line you wish to delete. This will remove the direct deposit information for that account.

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	ILE'			All - Searc	h		» Advanced	Search		Ad
									New Window	Help
Direct De	posit									
aldwin Ea	gle									
Review, add o	or update your direct o	deposit information.		View BC Dire	ect Deposit Ir	nstructions				
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove			
Checking	011000138	000080695699	Amount	\$50.00	1	0	Î			
Savings	011001234	701270	Percent	15.00%	2	0	Î			
Checking	011000138	000080695697	Balance of Net Pay		999	0	Î			
Add Ad	count									

You may delete any account **except** the 'balance account'.

Once you 'Delete' an account line you may have to 'Edit' the remaining direct deposit lines to adjust your deposit values.

Please call 617-552-4772 for Help at any time with your Direct Deposit set up