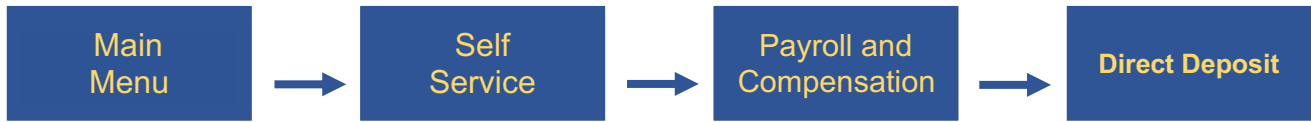


SELF SERVICE: PAYROLL AND COMPENSATION

Use the navigation below to view your **Direct Deposit** information.



Direct Deposit

By submitting a direct deposit request or change, I authorize my wage payment to be sent to the designated financial institution(s) to be deposited into the specified account(s). The authority is to remain in full force and effect until the Payroll Office has received notification from me of its termination in such time and in such manner as to afford the University of Rochester a reasonable opportunity to act on it. I also understand that the University of Rochester will cancel direct deposit within 60 days in the event I separate from service. Further, I agree not to hold the University of Rochester responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. In the event that University deposits funds erroneously into my account, I authorize the University of Rochester to debit my account for amount not to exceed the original amount of the erroneous credit.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit			Checking	Remaining Balance

Direct Deposit: Adding Direct Deposit Information

1. To add an account, select the “+” button and a dialog box will appear, “Add Account.”
2. Provide a nickname and payment method (direct deposit) for your account. In the appropriate fields within the Bank information section, provide the routing number and account number.

Cancel **Add Account** **Save**

*Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

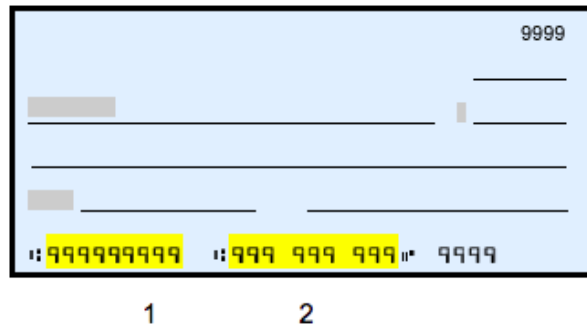
*Account Type

*Deposit Type

Amount or Percent

The Routing Number and Account Number can be obtained from your check.

In the 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.



1 - Routing Number

2 - Account Number

**Click the information icon for more insight about the location of the routing number and account number from a check.*

3. Be sure to complete the areas on the form where the **asterisk** (*) appears, especially under the Pay Distribution section. Choose **Account Type** from drop-down box (Checking, Savings). Choose Deposit Type (Amount, Percent, Remaining Balance).
4. Type in the exact dollar Amount or Percent of pay. If you:
 - want your entire pay to go to one account, type in 100%.
 - are going to use more than one account for your direct deposit, type in either a dollar amount or percent desired in this first account.
5. Select the **Save** button.

If you want your pay to be deposited in **more than one account**:

- Select *Add Account* again and repeat the above directions.
- Select the **Save** button.

Note: You are responsible for ensuring your information is correct. Be sure your final amounts add up to 100%, or you will receive a 'live' check for the balance. You could receive a "pop up" message regarding the distribution of your pay with your bank accounts. That message will read:

More than 100% combined has been allocated for your direct deposit accounts. Change one of the accounts with a percent to have Deposit Type = Remaining Balance or to an Amount.