Bank Information

Perform this procedure when you want to display or edit the bank information types *Main Bank, Other Bank* and *Travel Expenses.* Direct deposit account information submitted electronically will be effective with the next payroll that is processed. Payrolls are processed approximately four business days before each payday, excluding bank and university holidays.

Click the “Bank Information” link to create or change your bank information.

If your Main Bank payment method is Payroll Check, you will be unable to create any other banks. To create another bank, change the payment method for your Main Bank to Payroll Direct Deposit. Once you change to direct deposit, you will be unable to change back to Payroll Check through Employee Self-Service (ESS).

To make changes to your Main bank information, click the **Edit** button, which is located in the bottom-left corner of the Main bank box.

**Guidelines for Entering Data Into Employee Self Service:**

- **Names**
- **Addresses**
- **Telephone Numbers**
- **Biographic Information**
- **Education Information**

**Suppressing Personal Data**

Indicate the personal information you want included in the employee directory.
Enter your Bank's ABA (routing) number and account number. Click the drop-down button to select the appropriate payment method for this transaction.

Note: To assure the accuracy of the ABA number, do not take it from a direct deposit slip. Use the information at the bottom of a personal check or contact your bank.

Select payment method to have your money deposited directly into your account. You also will need to select if you want your money to go into your checking or savings account.

The payment method for your Main bank (Payroll Direct Deposit) will need to be the same for New Other bank and Travel Expenses.

To verify the information you entered, click the button located in the bottom-left corner of the screen.

If the information on the confirmation screen is correct, click . If you need to make a change before saving, click the Previous Step button to go back to the previous screen.

If you would now like to create, change or delete information for a New Other Bank, click . This will take you back to the Bank Information Overview screen, where you can set up an additional bank account.
New Other Bank details are used to set up a different bank account for special purposes, such as having part of your salary transferred to an account other than your Main bank account or set up a savings bond. The amount can be specified either as an absolute amount or as a percentage of your salary.

Set up your bank information the same way as in the previous step. Add the Default Value that you want deposited into the Other bank.

Click the **Review** button.

If the information on the confirmation screen is correct, click **Save**.

If you would now like to create, change or delete information on New Travel Expenses, click **Go to Bank Information Overview**. This will take you back to the Bank Information Overview screen, where you can set up an additional bank account.
The New Travel Expenses screen is used to set up a different bank account for travel and out-of-pocket, non-travel-related reimbursements.

Travel Expenses has been automatically set up for your travel reimbursements to go to the same account as your Main bank. It is your responsibility to change this information if you want your reimbursements to go to a different bank account.

If you wish to change your account information for your Travel Expenses, follow the steps listed above for Main bank.

To exit Employee Self-Service from this page, click the **Log Off** tab located in the upper-right corner of the screen.