DEPAUL UNIVERSITY

Entering Direct Deposit Information in myHR

Direct Deposit is the preferred method for receiving pay. Direct deposit is more secure than postal delivery and allows for more timely access to your pay because funds are available immediately on payday. You may choose to have as many as four accounts into which your net pay is deposited.

If you do not elect to use direct deposit, your check will be mailed on payday to the Home Address listed in your Campus Personal Information within Campus Connection, and is subject to postal delivery delay.

Complete the following steps to enter or change your direct deposit information:
1)   **Log on to https://myHR.depaul.edu**
2)   **Select Self Service> Payroll and Compensation> Direct Deposit**

Note: For security reasons, you will be required to use DUO two-factor authentication. To learn more about setting up DUO two-factor authentication in myHR, visit security.depaul.edu and navigate to Tools & Downloads> Two Factor Authentication> Using DUO with Campus Connect.

INITIAL SETUP/ADD AN ACCOUNT
- Select *Add Account*
- Choose the Account Type – Checking or Savings
- Choose the Deposit Type – Amount or Percent
- Enter the Amount or Percent
  - For *Amount*, enter the maximum dollar amount of your net pay to be deposited into this account
  - For *Percent*, enter the percent of your net pay that you want to be deposited into this account
  - It is possible to have a combination of *Amount* and *Percent* set up between multiple accounts
- Enter the Bank Routing Number – the first nine digits on the bottom of a personal check provided by your banking institution
- Enter your Bank Account Number – the second set of numbers at the bottom of a personal check
  - This does not include the check number, nor does it include a debit card number
- Enter the deposit order (between 1 and 4) – this distinguishes the priority for the funds to be distributed between multiple direct deposit accounts
- Click Save. You will receive a *Payroll Information Changed* email confirming that updates were made to your Direct Deposit information.
- Once saved, a *Balance Account* entry will be added automatically. The *Balance Account* is used for the remainder of your net pay, if any, after the designated amounts and/or percentages have been deposited.
- If necessary, repeat the steps listed above to add an additional account(s)

EDIT AN ACCOUNT
- Select *Change* next to the Account
- Update the Bank Information and Distribution Instructions as detailed above
- If editing the Distribution for an account with *Percent* deposit type, ensure that the total distribution never exceeds 100%
  - If an account is already set up at 100% and you choose to add another account, you must first reduce the *Percent* on the existing account so that the total does not exceed 100%
- Click Save. You will receive a *Payroll Information Changed* email confirming that updates were made to your Direct Deposit information.
- When editing accounts, ensure the information displayed for the *Balance Account* entry is valid

> To be included in the next regular payroll, your direct deposit information must be entered by the Monday prior to the check date. Please contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.