

Student Workers (Federal Work Study and Departmental) U-Online Self-Service Direct Deposit Guide for Establishing Your Payroll Bank Account Direct Deposit



As an active UNE student worker for either Federal Work Study or Departmental Student Employment, you can establish and manage your Payroll direct deposit account via U-Online.

If you have questions or need assistance, please contact the UNE Payroll Office:
E-mail: payroll@une.edu Phone: (207) 602-2343

To access U-Online Self-Service Direct Deposit:

- Log into U-Online and select Employee Services, Pay Information, Direct Deposit Allocation.
- If you are a student, you can also log into U-Online and select Personal Information and Settings, Direct Deposit Allocation.

Direct Deposit Allocation:

Pay Distribution as of Sep 30, 2016

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable	
TD BANKNORTH	211274450	999999999	Checking			1,389.21			
Total Net Pay							1,389.21		

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable	
PEOPLES UNITED BANK	221172186	123456789	Checking	1	\$ 75.00	75.00	Yes	No	
PEOPLES UNITED BANK	221172186	111111111	Savings	2	10.00%	131.42	Yes	No	
TD BANKNORTH	211274450	999999999	Checking	3	Remaining	1,182.79	Yes	No	
TD BANKNORTH	211274450	999999999	Checking	4			No	Yes	
Total Net Pay							1,389.21		

[Update Direct Deposit Allocation](#)

Direct Deposit Allocation

This screen displays the direct deposit allocations for your current Payroll and Accounts Payable accounts.

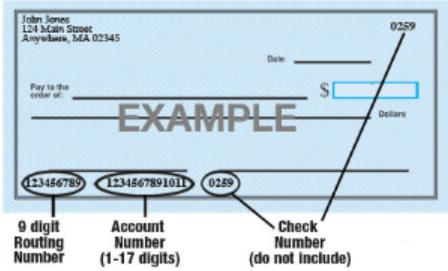
Each account is identified as a Payroll or Accounts Payable direct deposit by a "Yes" displayed under the **Payroll column** or **Accounts Payable column**.

To establish or modify Payroll direct deposit allocations, select >

[Update Direct Deposit Allocation](#)

Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose Save.



Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
PEOPLES UNITED BANK	221172186	111111111	Savings	1	10.00%	Prenote
TD BANKNORTH	211274450	111111111	Savings	2	\$50.00	Prenote
TD BANKNORTH	211274450	999999999	Checking	3		Remaining Prenote

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address Type	Address Sequence	Note
TD BANKNORTH	211274450	999999999	Checking	Prenote			

* - indicates a required field.

Add Allocation:

Bank Routing Number: * PEOPLES UNITED BANK

Account Number: *

Account Type:

Remaining Amount:

Amount or Percent:

Payroll Deposit:

Accounts Payable Deposit:

[Direct Deposit Allocation](#)

Establish Payroll direct deposit bank account(s):

To add a direct deposit bank account, you will need your bank routing number and account number. This information is usually found along the bottom of a personal check. If you are not sure, please check with your banking institution.

1. Navigate to the Update Direct Deposit Allocation screen

2. In the Add Allocation section, complete:

- Bank Routing Number*
- Account Number**
- Account Type (Select Savings or Checking from drop-down menu)
- Select the Payroll Deposit box
- Remaining Amount box: select if this is your only payroll bank account or if this is the account you want your remaining net pay to be deposited

3. Select > Save

After selecting Save, the following message will be displayed: "The new allocation has been saved successfully."

Select the Direct Deposit Allocation link at the bottom of the page to review the Proposed Pay Distribution section. Ensure the account is set up as you intended.

***Important:** If you enter your Bank Routing Number and your bank name doesn't appear, contact the Payroll Office.

****Important:** Ensure you enter your accurate bank account number. Otherwise, your pay check will be delayed due to required reprocessing steps. Enter your bank account number and not your debit card number.