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

UNE	UNIVERSITY OF NEW ENGLAND	
As an active LINE studen	t worker for either Federal Work Study or Departmental Student Emp	lovmont you can ostablish and

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:

UNIVERSITY OF NEW ENGLAND						Direct Deposit Allocation
Personal Information Employee Services Search Go Ret	URN TO MENU SI	TE MAP HELP EXIT				This screen displays the direct deposit allocations for your current Payroll and Accounts Payable accounts.
Direct Deposit Allocation						Fach account is identified as a Douroll or
$\blacksquare$ The following accounts are listed in the order in which your pay will be distributed.						Accounts Payable direct deposit by a
Pay Distribution as of Sep 30, 2016						"Yes" displayed under the <b>Payroll</b>
Bank Name Routing Number Account Number Account Type Net Pay	Distribution					column or Accounts Pavable column.
TD BANKNORTH 211274450 099999999 Checking	1,389.21					·····
Total Net Pay	1,389.21					
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Proposed Pay Distribution:						denosit allocations select >
Bank Name Routing Number Account Number Account Type P	riority Amoun	t or Percent Net P	ay Distribution	Payroll A	counts Payable	deposit anotations, select >
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## 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 <u>accurate bank account</u> <u>num</u>ber. Otherwise, your pay check will be delayed due to required reprocessing steps. <u>Enter</u> your bank account number and not your debit card number.