



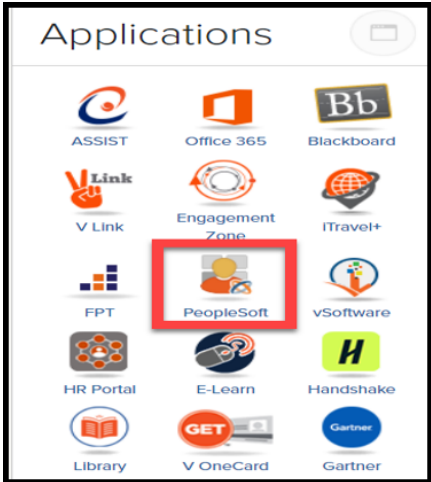
## Direct Deposit User Guide

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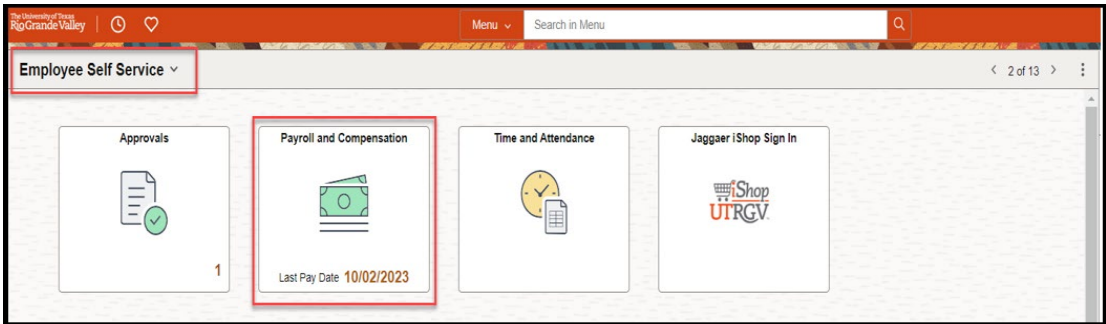
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# Navigation to Employee Self Service Direct Deposit

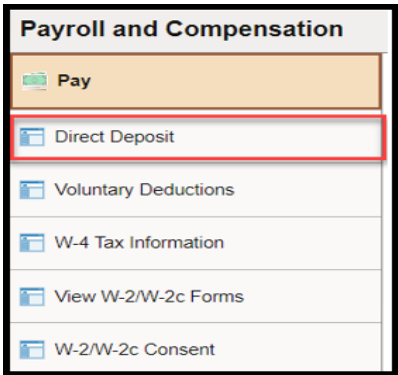
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. Peoplesoft may be found in the Applications section of your MyUTRGV Homepage.



4. Navigate to the Employee Self Service Menu and select Payroll and Compensation.



5. Select Direct Deposit



# Entering a New Direct Deposit Account Information

1. Once Direct Deposit has been selected, the below window will pop up. Select Add Account.

**Payroll and Compensation**

- Pay
- Voluntary Deductions
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent
- Direct Deposit**

**Direct Deposit**

**Accounts**

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

**Add Account**

2. Enter account information, review, and click Save.

**Add Account**

Cancel **Save**

*\* Indicates required field*

Nickname

\*Payment Method

**Bank**

Routing Number  ⓘ

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

3. A new account has been added.

**Direct Deposit**

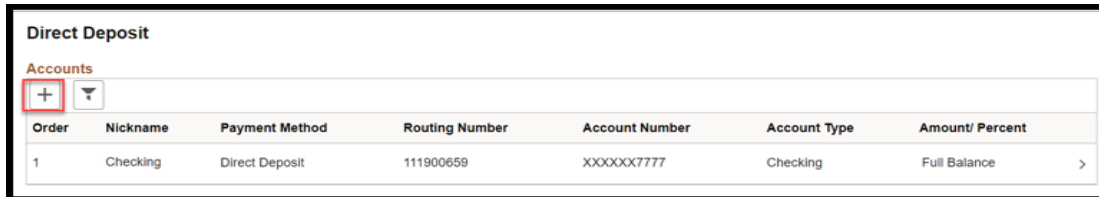
**Accounts**

+ -

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	111900659	XXXXXX7777	Checking	Full Balance >

## Adding an Additional Account

1. Select the Plus sign.



The screenshot shows a 'Direct Deposit' section with an 'Accounts' table. A red box highlights a plus sign (+) in the top left corner of the table. The table has the following data:

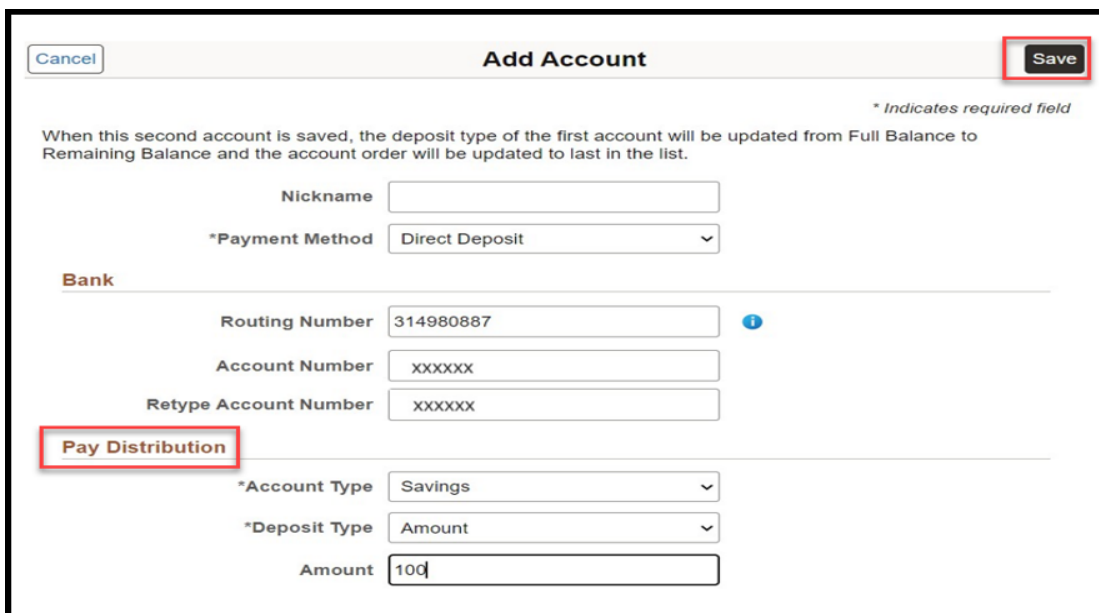
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	111900659	XXXXXX7777	Checking	Full Balance >

2. 'Add Account' window will pop up. Enter all required fields.

**Please Note:** The original account will remain the Primary account. The Nickname field is optional, and Payment Method will be prompted as Direct Deposit.

- a. Bank Section.
  - i. Enter Routing and Account number as requested.
- b. Pay Distribution Section.
  - i. For Account Type, select Savings or Checking.
  - ii. For Deposit Type, select Amount or Percent.
  - iii. Continue to fill the remaining box with numbers only.

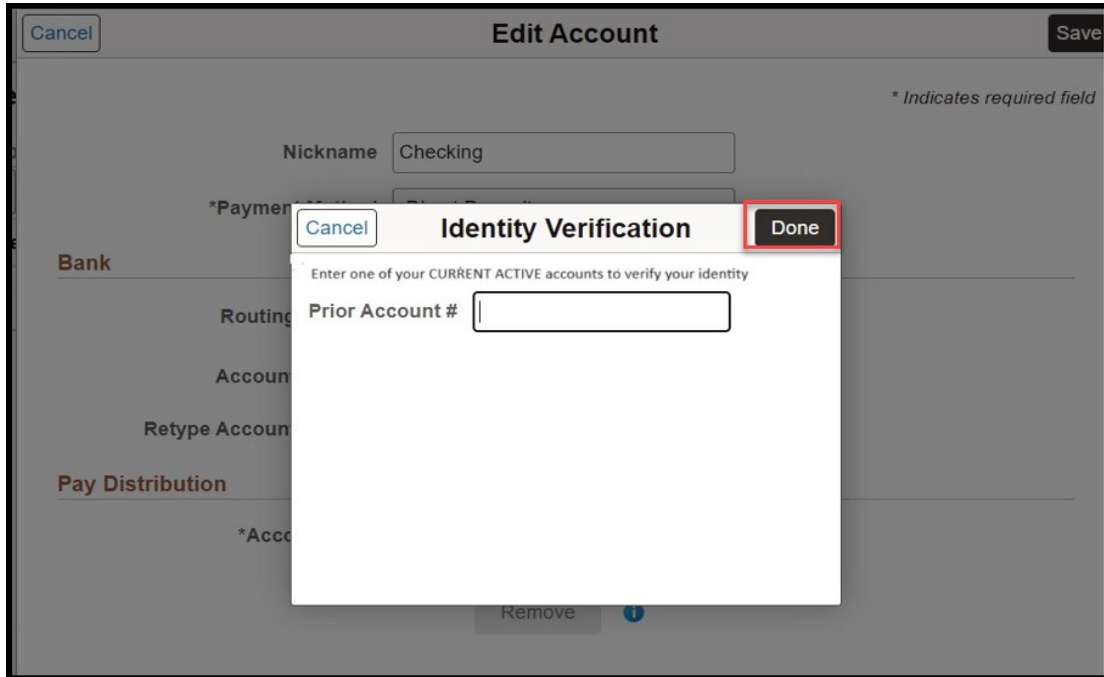
3. Click Save.



The screenshot shows the 'Add Account' form. A red box highlights the 'Save' button in the top right corner. The form contains the following fields:

- Cancel button (top left)
- Save button (top right)
- \* Indicates required field
- When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.
- Nickname: [text input]
- \*Payment Method: [dropdown menu, Direct Deposit]
- Bank** section:
  - Routing Number: [text input, 314980887]
  - Account Number: [text input, xxxxxx]
  - Retype Account Number: [text input, xxxxxx]
- Pay Distribution** section (highlighted with a red box):
  - \*Account Type: [dropdown menu, Savings]
  - \*Deposit Type: [dropdown menu, Amount]
  - Amount: [text input, 100]

4. A window to verify your identity will be prompted. Enter one of your current active accounts and click Done.



5. A new account has been added.

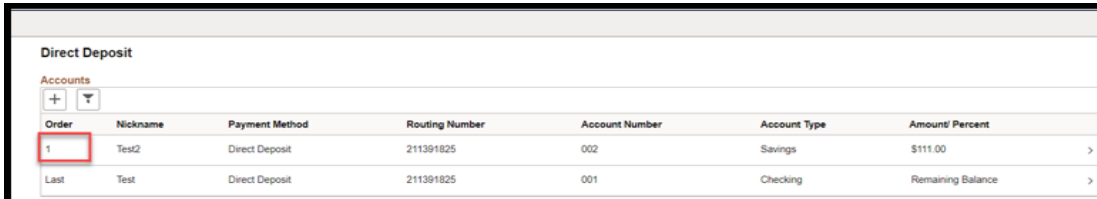
**Direct Deposit**

**Accounts**

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings1	Direct Deposit	314980887	XX3456	Savings	\$100.00 >
Last	Checking	Direct Deposit	111900659	XXXXXX7776	Checking	Remaining Balance >

## Editing an Account

1. Click on the bank account you would like to edit.

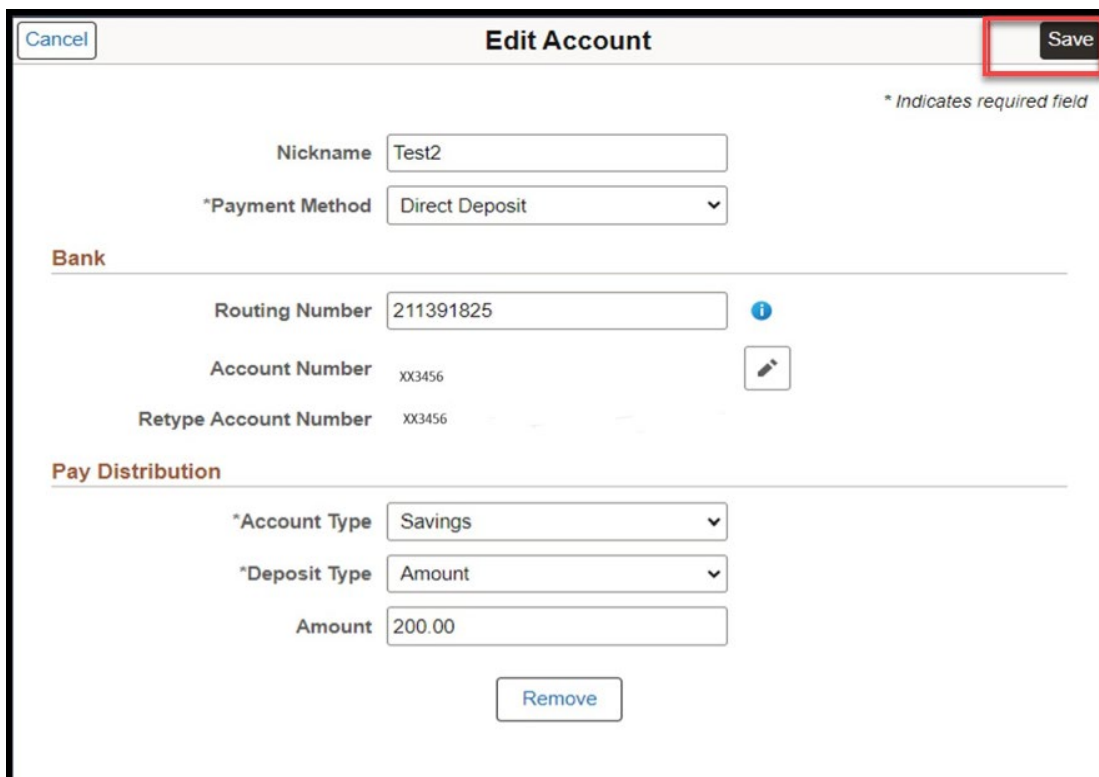


Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Test2	Direct Deposit	211391825	002	Savings	\$111.00	>
Last	Test	Direct Deposit	211391825	001	Checking	Remaining Balance	>

2. 'Edit Account' window will pop up. Enter all required fields.  
**Please Note:** The Nickname field is optional, and Payment Method will be prompted as Direct Deposit.
  - a. Bank Section.
    - i. Enter Routing and Account number as requested.
  - b. Pay Distribution Section.
    - i. For Account Type, select Savings or Checking.
    - ii. For Deposit Type, select Amount or Percent.
    - iii. Continue to fill the remaining box with numbers only.
3. Click Save.



Cancel **Edit Account** Save

\* Indicates required field

Nickname

\*Payment Method

**Bank**

Routing Number  ⓘ

Account Number  ⓘ

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

Remove

4. A window to verify your identity will be prompted.
5. Enter one of your current active accounts to verify your identity.
6. Click Done.

The screenshot shows the 'Edit Account' screen with a modal titled 'Identity Verification'. The modal contains the following text and fields:

- Buttons: Cancel, Done
- Text: Enter one of your CURRENT ACTIVE accounts to verify your identity
- Field: Prior Account # 123456

In the background, the 'Edit Account' form is visible with the following details:

- Buttons: Cancel, Save
- Text: \* Indicates required field
- Field: Nickname Test2
- Field: \*Payment Method Direct Deposit
- Section: Bank
- Field: Amount 200.00
- Button: Remove

7. Once the current active account has been validated, the direct deposit changes will be saved.

The screenshot shows the 'Payroll and Compensation' interface with the 'Direct Deposit' section selected. The table below displays the current direct deposit accounts:

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Test2	Direct Deposit	211391925	XXXX456	Savings	\$200.00
Last	Test	Direct Deposit	211391925	XXXX3344	Checking	Remaining Balance

## Removing an Account

1. Click on any field of the account you would like to remove.

**Direct Deposit**

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings1	Direct Deposit	314980887	XX3456	Savings	\$100.00
2	Savings2	Direct Deposit	111900659	XXXXXX7890	Savings	15.00%
Last	Checking	Direct Deposit	111900659	XXXXXX7776	Checking	Remaining Balance

2. The below window will pop up when removing an account with Amount / Percent. Click the 'Remove' button.

**Edit Account**

Cancel Save

\* Indicates required field

Nickname

\*Payment Method

**Bank**

Routing Number  ⓘ

Account Number  ⓘ

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

**Remove**

3. The account has been removed.

**Direct Deposit**

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings2	Direct Deposit	111900659	XXXXXX7890	Savings	15.00%
Last	Checking	Direct Deposit	111900659	XXXXXX7776	Checking	Remaining Balance



4. When removing the 'Remaining Balance' account, additional information will be requested.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings1	Direct Deposit	314980887	XX3456	Savings	\$100.00
Last	Checking	Direct Deposit	111900659	XXXXXX7776	Checking	Remaining Balance

5. The system will not allow you to delete the 'Remaining Balance' account without you assigning one of your existing accounts as a new 'Remaining Balance' account. If you try to delete it, the below window will be prompted.

**Edit Account**

Nickname:

\*Payment Method:

Bank:

Routing Number:

\*Account Type:

\*Deposit Type:

A Remaining Balance account is required.  
Select OK to confirm the deletion of this account and assign one of your existing accounts as a remaining balance account. Select Cancel to not delete this account.

If you select OK, to confirm the deletion of this account and assign one of your existing accounts as a Remaining Balance account, the below window will be prompted.

**Direct Deposit**

Accounts

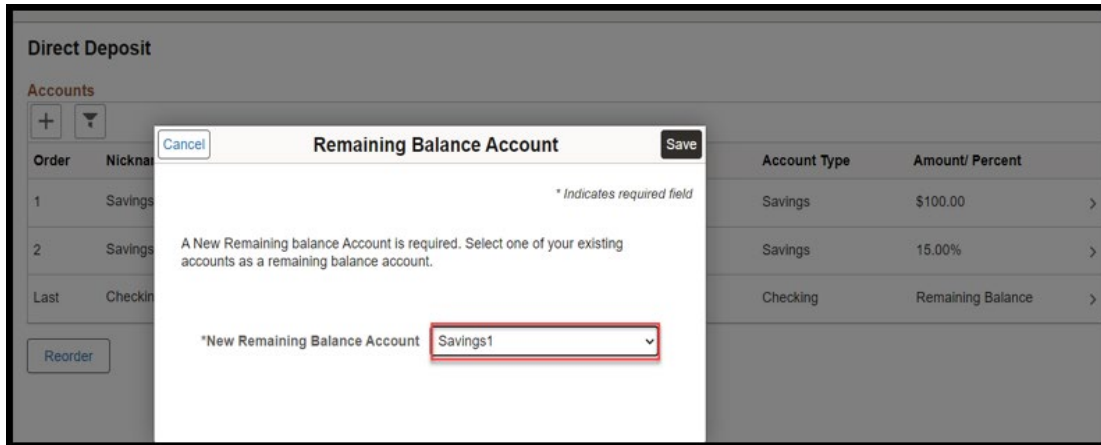
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit	314980887	XX3456	Savings	\$100.00
2	Savings	Direct Deposit	314980887	XX3456	Savings	15.00%
Last	Checking	Direct Deposit	111900659	XXXXXX7776	Checking	Remaining Balance

**Remaining Balance Account**

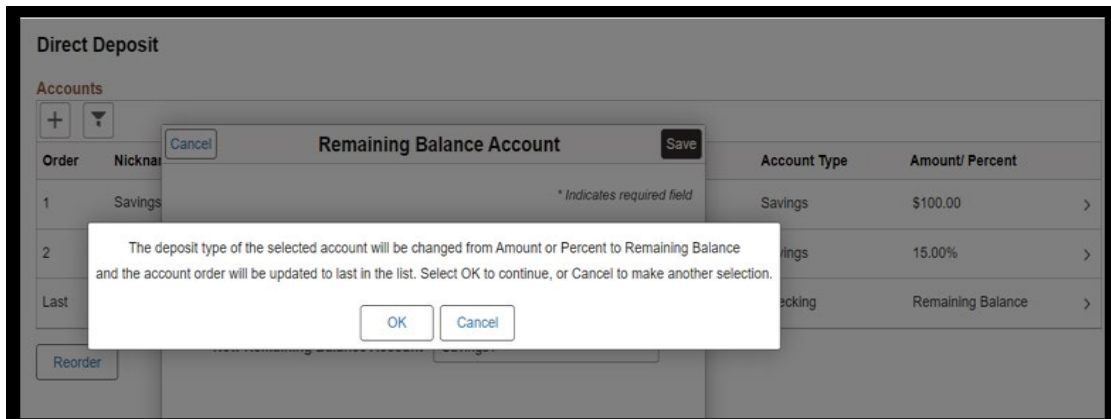
A New Remaining balance Account is required. Select one of your existing accounts as a remaining balance account.

\*New Remaining Balance Account:

- From the drop-down box, select one of your existing accounts to be the Remaining Balance account.



- Once the selection has been made, the below will be prompted.



- Click OK if you agree to change the Deposit Type of the selected account.
- The account has been removed and the Deposit Type has been updated.

The screenshot shows the 'Direct Deposit' interface with an updated list of accounts. The table below represents the data shown in the interface.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings2	Direct Deposit	111900659	XXXXXX7890	Savings	15.00%
Last	Savings1	Direct Deposit	314980887	XX3456	Savings	Remaining Balance

Congratulations!

You have successfully completed this  
topic.

**End of Procedure**