



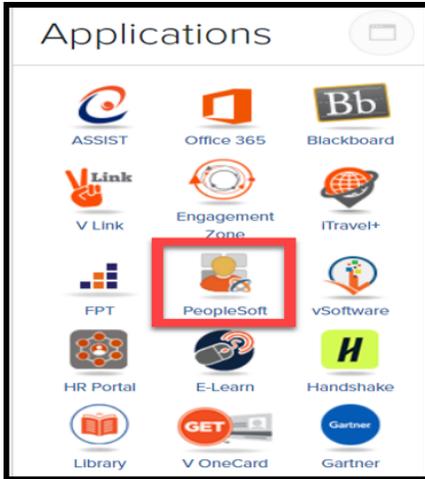
Direct Deposit User Guide

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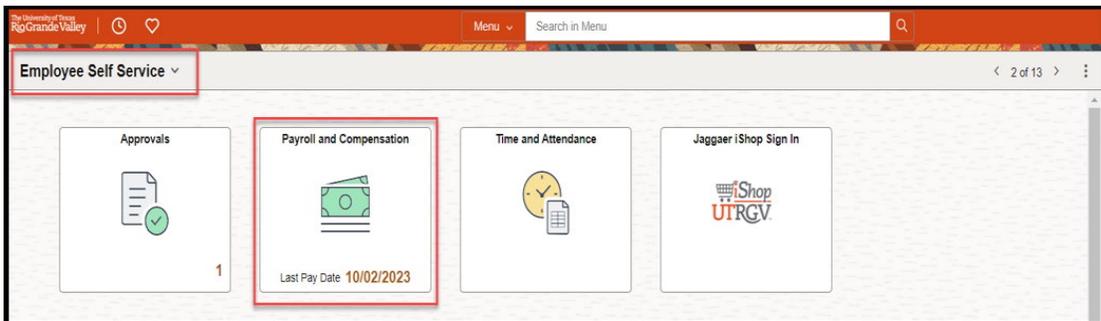
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Navigation to Employee Self Service Direct Deposit

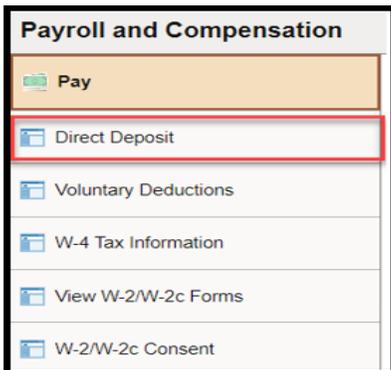
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. Peoplesoft may be found in the Applications section of your MyUTRGV Homepage.



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. **(do not enter hyphens or spaces on Account Number box)**

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

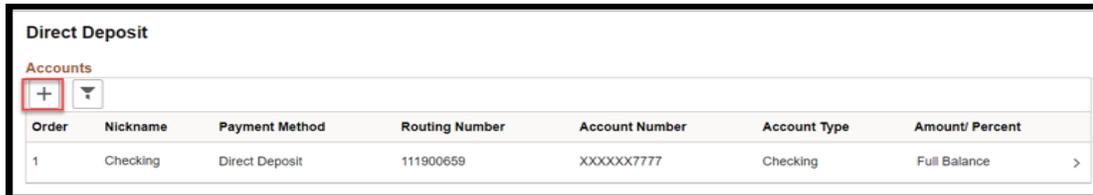
Accounts

[+](#) [▼](#)

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 table titled "Direct Deposit" with a sub-header "Accounts". A plus sign (+) in a small box is highlighted in red. Below the header is a table with the following data:

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

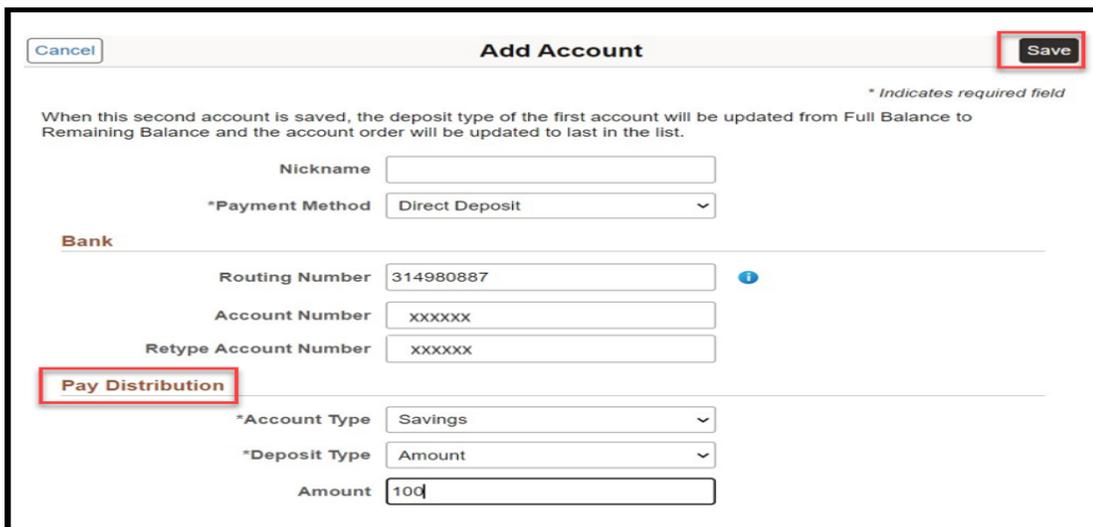
2. 'Add Account' window will pop up. Enter all required fields.

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.
ii. Do not enter hyphens or spaces on Account Number box.
- 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.

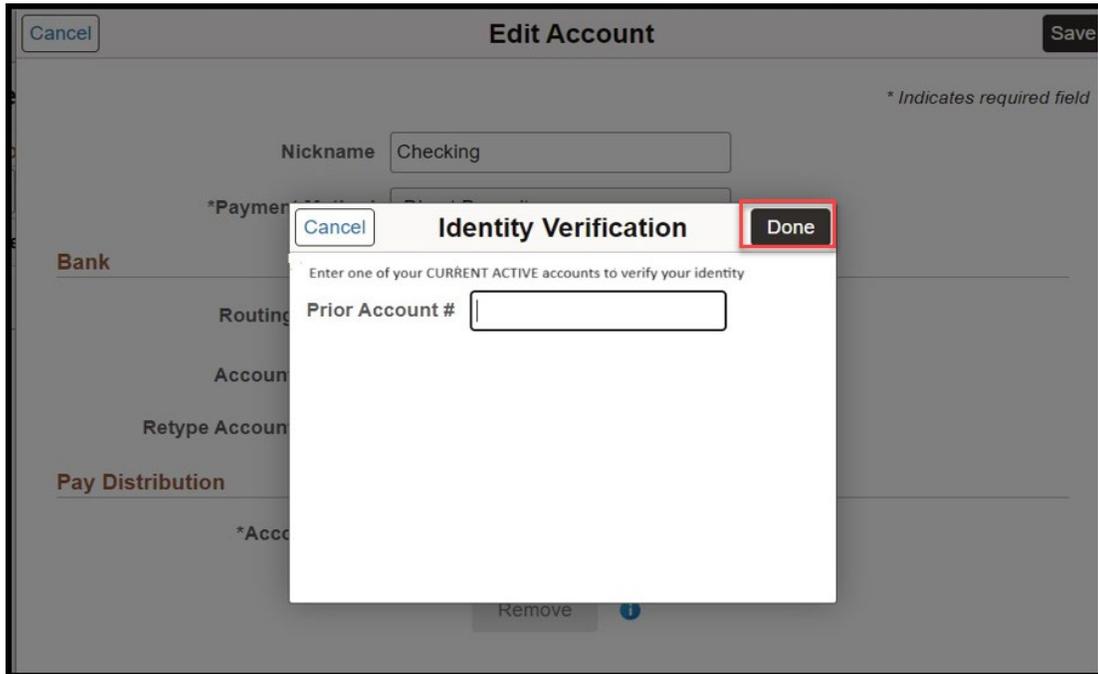
3. Click Save



The screenshot shows the "Add Account" form. The "Save" button is highlighted in red. The form contains the following fields:

- Cancel button
- Save button
- * 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: Direct Deposit (Dropdown)
- Bank Section:
 - Routing Number: 314980887 (Text Input)
 - Account Number: XXXXXX (Text Input)
 - Retype Account Number: XXXXXX (Text Input)
- Pay Distribution Section (highlighted in red):
 - *Account Type: Savings (Dropdown)
 - *Deposit Type: Amount (Dropdown)
 - Amount: 100 (Text Input)

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.

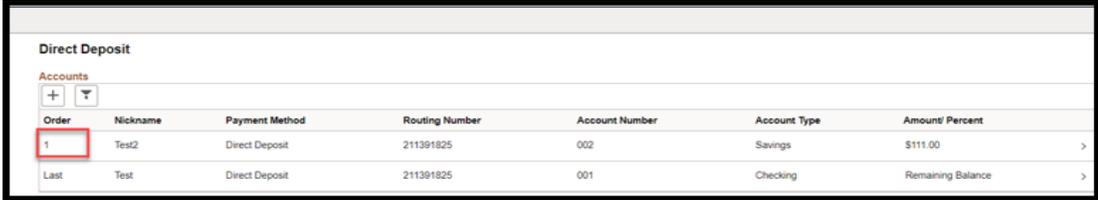
Direct Deposit

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.



The screenshot shows a web interface titled "Direct Deposit" with a sub-section "Accounts". Below this is a table with columns: Order, Nickname, Payment Method, Routing Number, Account Number, Account Type, and Amount/ Percent. The first row is highlighted with a red box around the "Order" cell, which contains the number "1".

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: Nickname field is optional, and Payment Method will be prompted as Direct Deposit. **Do not enter hyphens or spaces on Account Number box.**
 - 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 Test2

*Payment Method Direct Deposit

Bank

Routing Number 211391825

Account Number XX3456

Retype Account Number XX3456

Pay Distribution

*Account Type Savings

*Deposit Type Amount

Amount 200.00

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.

Cancel **Edit Account** Save

* Indicates required field

Nickname Test2

*Payment Method Direct Deposit

Bank

Routing Number 211391825

Account Number XX3456

Retype Account Number XX3456

Pay Distribution

*Account Type Savings

*Deposit Type Amount

Amount 200.00

Remove

Identity Verification Done

Enter one of your CURRENT ACTIVE accounts to verify your identity

Prior Account # 123456

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

Payroll and Compensation

Pay

Voluntary Deductions

W-4 Tax Information

W-2/W-2c Consent

Direct Deposit

View W-2/W-2c Forms

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Test2	Direct Deposit	211391825	XXX456	Savings	\$200.00
Last	Test	Direct Deposit	211391825	XXXXX344	Checking	Remaining Balance

Removing an Account

- 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

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

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](#)

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	>

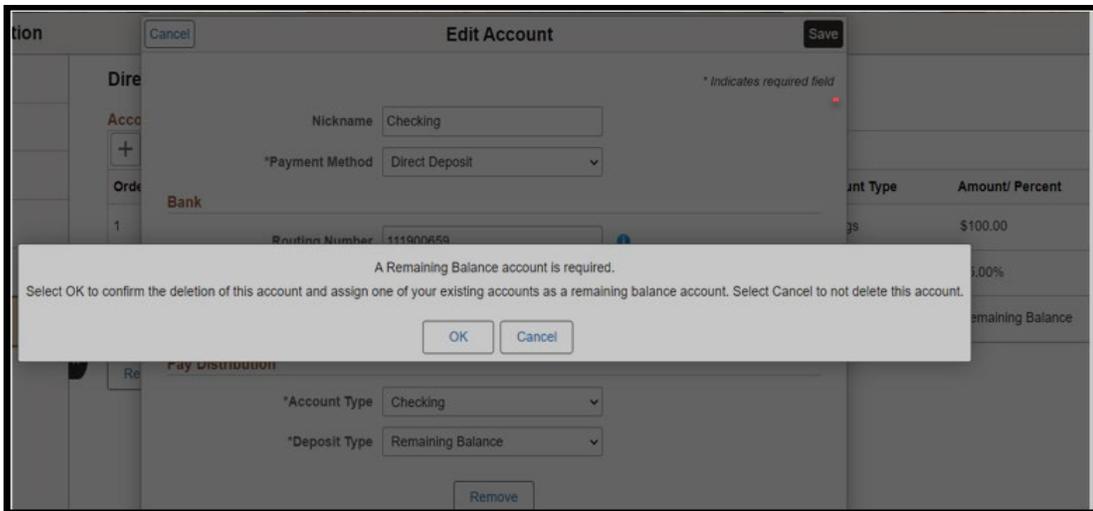
4. When removing the 'Remaining Balance' account, additional information will be requested.

Direct Deposit

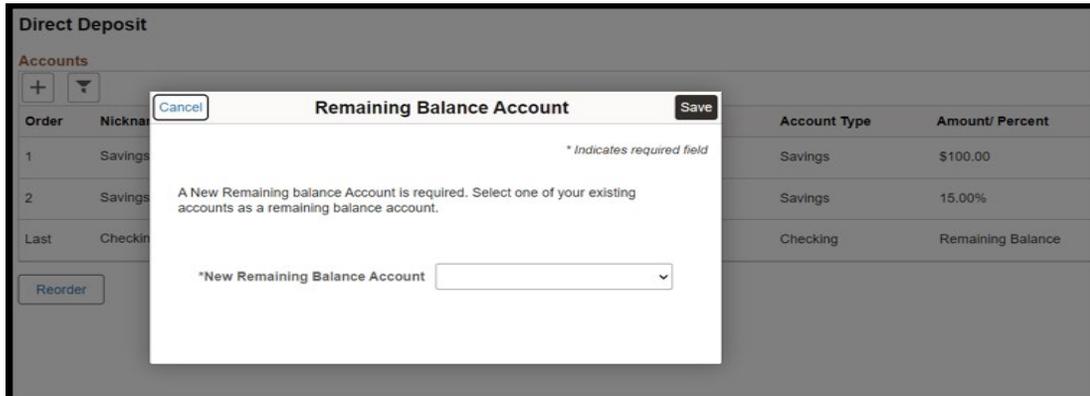
Accounts

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	>

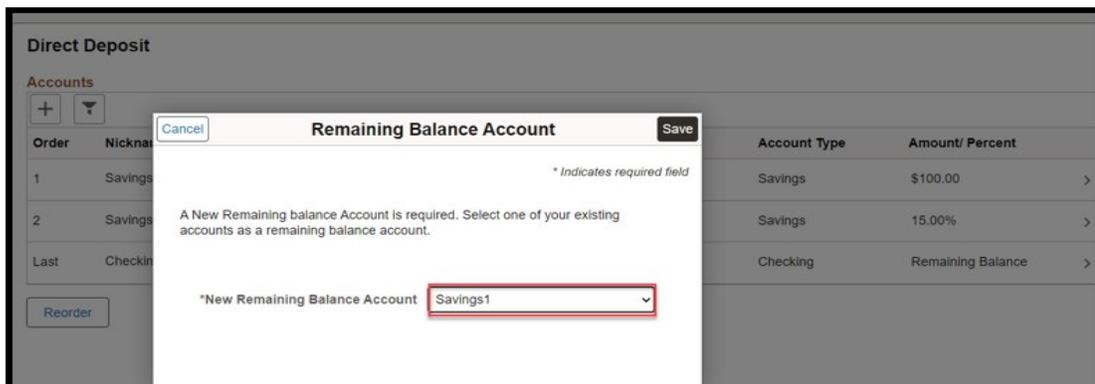
5. The system will not allow you to delete the 'Remaining Balance' account without you assigning one of your existing accounts as a new 'Remaining Balance' account. If you try to delete it, the below window will be prompted.



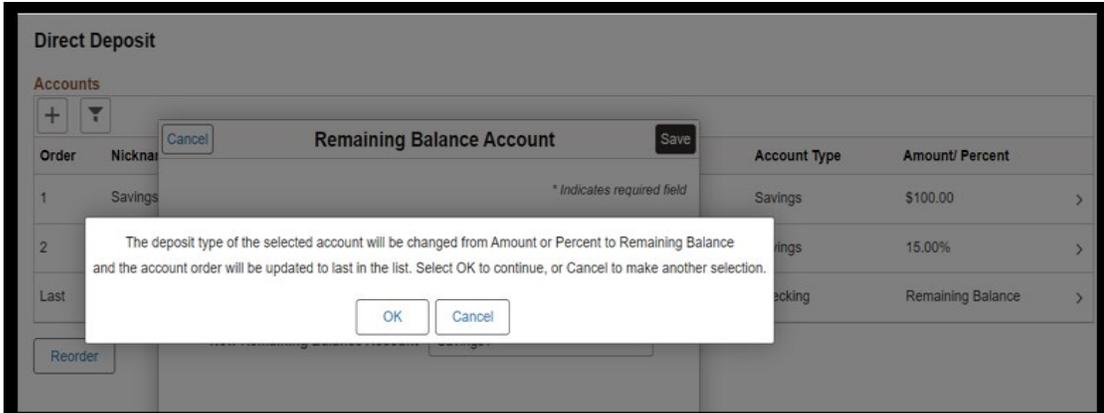
If you select OK to confirm the deletion of this account and assign one of your existing accounts as a Remaining Balance account, the below window will be prompted.



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



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



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

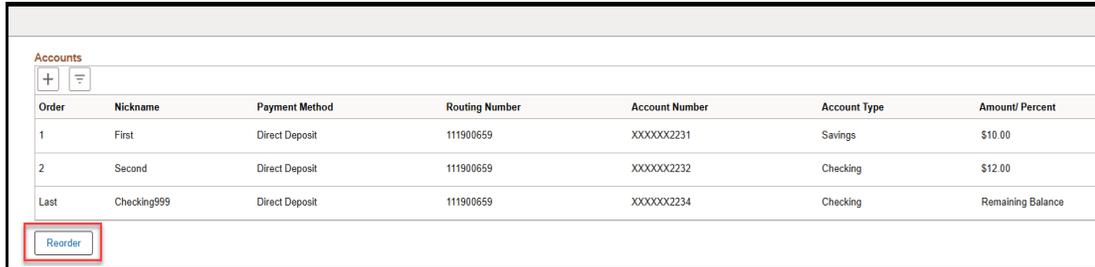
Direct Deposit

Accounts

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

Reordering Existing Accounts

1. Select Reorder.

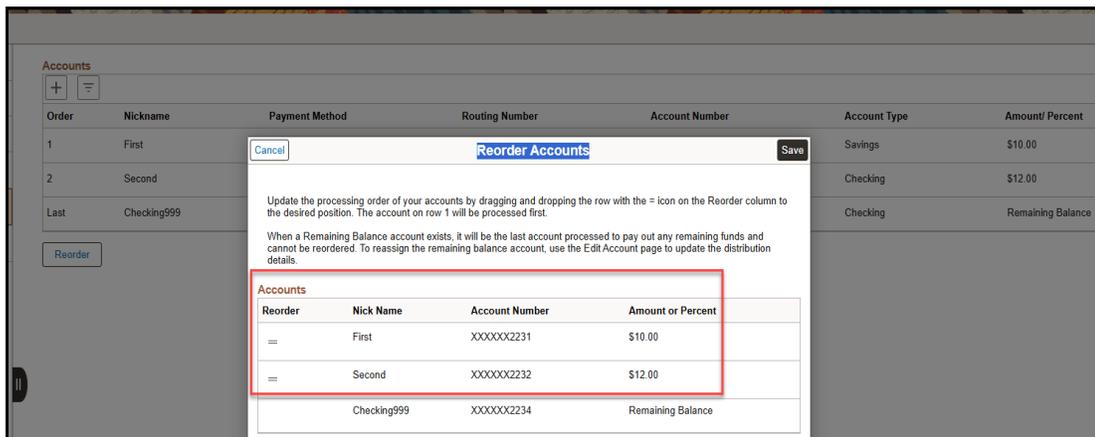


Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	First	Direct Deposit	111900659	XXXXXXXX2231	Savings	\$10.00
2	Second	Direct Deposit	111900659	XXXXXXXX2232	Checking	\$12.00
Last	Checking999	Direct Deposit	111900659	XXXXXXXX2234	Checking	Remaining Balance

Reorder

2. The window below will pop up. The option will allow the reorder of all the accounts **except** the 'Remaining Balance' account.



Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	First				Savings	\$10.00
2	Second				Checking	\$12.00
Last	Checking999				Checking	Remaining Balance

Reorder

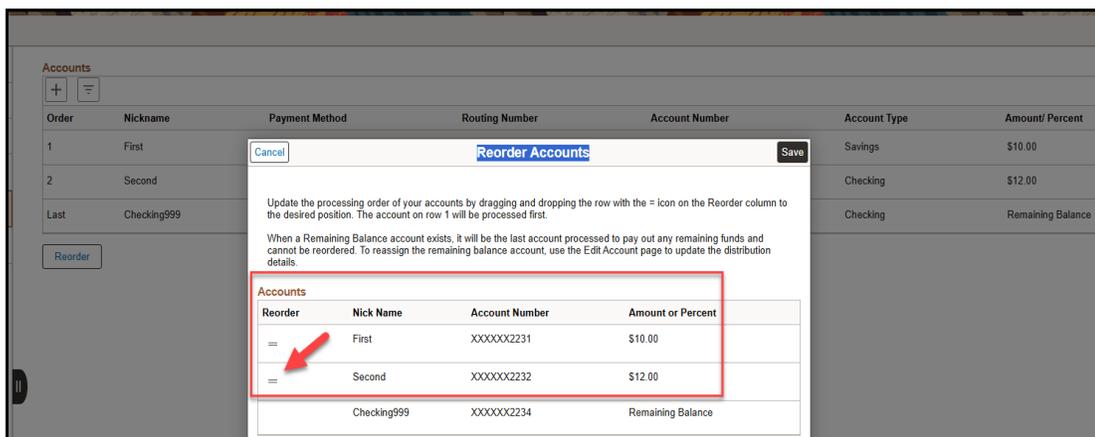
Cancel **Reorder Accounts** Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Reorder	Nick Name	Account Number	Amount or Percent
=	First	XXXXXXXX2231	\$10.00
=	Second	XXXXXXXX2232	\$12.00
	Checking999	XXXXXXXX2234	Remaining Balance

3. Select the account that you need to Reorder and drag it to the desired position.



Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	First				Savings	\$10.00
2	Second				Checking	\$12.00
Last	Checking999				Checking	Remaining Balance

Reorder

Cancel **Reorder Accounts** Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Reorder	Nick Name	Account Number	Amount or Percent
=	First	XXXXXXXX2231	\$10.00
=	Second	XXXXXXXX2232	\$12.00
	Checking999	XXXXXXXX2234	Remaining Balance

- Click Save if you wish to proceed with the update or click Cancel if you do not want to Reorder your Accounts.

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Second	XXXXXXXX2232	\$12.00
=	First	XXXXXXXX2231	\$10.00
	Checking999	XXXXXXXX2234	Remaining Balance

- Once Save is selected, the accounts will be reordered.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Second	Direct Deposit	111900659	XXXXXXXX2232	Checking	\$12.00
2	First	Direct Deposit	111900659	XXXXXXXX2231	Savings	\$10.00
Last	Checking999	Direct Deposit	111900659	XXXXXXXX2234	Checking	Remaining Balance