Employee Self Service-Direct Deposit



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Q

PeopleSoft 9.2 Implementation

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P Quick Links		PeopleSc	oft					
		What is the PeopleSoft 9.2 Implementation Program?						
✓ Timelines		UTRGV is undertaking a major effort to implement PeopleSoft 9.2. PeopleSoft is the name of the Software UTRGV will be using to manage the University's Financials (FMS), Human Resources (HCM), and Strategic Enrollment (CS) data.						
✓ Go Live Readiness		The initial work for the PeopleSoft Application began in 2016. The initial discussion wa						
		asked to collaborate on right solution for UTRGV efforts of multiple peop	n the evaluation of the new s V. The magnitude and com le from various departments	system and ensure that Pe plexity of this project requi	opleSoft would be the res the expertise and			
✓ Contact Us		Over the course of 2016, numerous discovery meetings were held, inclusive of focus sessions, which focused in on the specific needs of the School of Medicine. We have spent a significant amount of time and effort on the Future State Process Design, which identifies the compilation of almost 5,000 prioritized requirements. These requirements lay the foundation for the functionality we seek to implement in PeopleSoft 9.2.						
		Why Did We D	Decide to Implen	ne <mark>n</mark> t PeopleSof	t 9.2?			
		The introduction of this new system will allow us to streamline our administrative information systems for Student Enrollment, Financial Management, Human Resources, Payroll and Purchasing. This new system is the foundation to build simplified administrative systems and processes for UTRGV.						

https://www.utrgv.edu/peoplesoft/

Microsoft Authenticator (MFA)



Acess to PeopleSoft from remote locations (off-campus) <u>requires</u> Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure

Set up your authentication method

Log In

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







The University of Texas RioGrande Valley	✓ Employee	Self Service		솕	∎ ⊘
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Visa Permit/Citizenship Data OnBoarding NavBar: Navigator Payroll and Compensati... والمعالم Ø Pay Recent Places Payroll and Voluntary Deductions Time and Attendanc My Favorit Compensation Menu. **Direct Deposit** Select Direct Deposit **Total Rewards** Navigator W-4 Tax Information Last Pay Date 06/01/2018 View W-2/W-2c Forms **Talent Profile Benefit Details** Total Rewards My Team W-2/W-2c Consent 2: 3 • 3 • - 4 Pay No Statement Available 00



Brandon Flowers

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	111000025	XXXX5689	Balance of Net Pay		999	0	Î
Add Ac	count						

To add a new account select Add Account

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Add Direct Deposit Brandon Flowers

Your Bank Information

Distribution Instructions

Routing Number

Account Number Retype Account Number *Account Type

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Edit Account Number

Direct Deposit

Include all account information

Submit

Acknowledge the terms of using Direct Deposit

(Example: 1 = First Account Processed)

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View Check Example

* Required Field

Return to Direct Deposit

Direct Deposit
Add Direct Deposit
Brandon Flowers
Your Bank Information
Routing Number 111000025 View Check Example
Distribution Instructions
Edit Account Number
Account Number 241578986
Retype Account Number 241578986
*Account Type Checking V
*Deposit Type Amount Balance of Net Pay
Amount or Percent Percent
*Deposit Order 2 (Example: 1 = First Account Processed)
Submit Acknowledge the terms of using Direct Deposit

* Required Field

Return to Direct Deposit

Select if you would like to deposit a percentage of your check, a certain amount of your check, or the net balance. Enter the amount and in which order to be deposited.

Direct Deposit
Add Direct Deposit
Brandon Flowers
Your Bank Information
Routing Number 111000025 View Check Example
Distribution Instructions
☑ Edit Account Number
Account Number 241578986
Retype Account Number 241578986
*Account Type Checking
*Deposit Type Amount
Amount or Percent 100
*Deposit Order 2 (Example: 1 = First Account Processed)
Submit Acknowledge the terms of using Direct Deposit
* Required Field
Return to Direct Deposit

You must Acknowledge the terms of using Direct Deposit before you can submit

New Window | Help | Personalize Page |

By clicking the **Submit** button, I hereby authorize, understand, and agree to **all** of the following:

I am solely responsible for the accuracy of the submitted data.

I hereby authorize the **University** to deposit my net pay by electronic transfer to my account(s) each payday. The **University** shall deposit the payments in the financial institution(s) to the account(s) designated of which I am an authorized user and/or signer. I authorize the **University** to initiate debit entries to my account(s) for the purpose of correcting a previous deposit and authorize my **Financial Institution** to accept any credit or debit entries initiated by the **University**.

I understand it is my sole responsibility to verify with my financial institution the receipt of my payroll direct deposit funds prior to use of such expected funds. The **University** is not liable for any fees associated with insufficient fund charges.

This authorization is to remain in effect until the **University** has received a change action in such time and in such manner as to afford the **University** and **Financial Institution** reasonable opportunity to act on it. I also understand it is my responsibility to immediately update my direct deposit information if I become aware of any changes in status or banking information.

I understand that submitted direct deposit actions (new, changes, and stops) may take effect on the next payroll processing date, not the current payday.

Every employee <u>may</u> have a combination of direct deposits to three separate accounts and/or financial institutions.

If you need a Spanish version of these directions, please contact your Payroll Office.

Si necesita una versión en español de este acuerdo por favor póngase en contacto con la oficina de nómina (Payroll).

Thank you



Read the Direct Deposit Acknowledgement and click <u>Accept</u>

Direct Deposit		
Add Direct Deposit		
Brandon Flowers		
Your Bank Information		
Routing Number 111000025	View Check Example	
Distribution Instructions		
Account Number 241578986		
Retype Account Number 241578986		
*Account Type Checking	\checkmark	
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Amount or Percent 100.00		
*Deposit Order 2 (Example: 1 =	First Account Processed)	
Submit * Required Field Return to Direct Deposit		



Review all information and click <u>Submit</u>

Direct Deposit

Submit Confirmation

The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.

ОК

A submit confirmation will appear, click <u>OK</u>

Brandon Flowers

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	111000025	XXXXX8986	Amount	\$100.00	2	0	Î
Checking	111000025	XXXX5689	Balance of Net Pay		999	0	Î

Add Account

Your new account has now been added

Brandon Flowers

Review, add or update your direct deposit information.

Direct Deposit Details								
Accour	nt Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Check	ing	111000025	XXXXX8986	Amount	\$100.00	2	0	â
Check	ing	111000025	XXXX5689	Balance of Net Pay		999		Î

Add Account





Review information and click <u>Submit</u>

Direct Deposit

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The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.

OK

A submit confirmation will appear, select <u>OK</u>

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Checking	111000025	XXXXX8986	Amount	\$100.00	2	0	î
Checking	111000025	XXXX5689	Balance of Net Pay		999	0	

Add Account



Delete Confirmation ? Are you sure you want to delete this Deposit Account: 241578986?

No - Do Not Delete

Direct Deposit

Click <u>Yes</u> to confirm deletion of account

合 New Window | Help | Personalize Page |

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Direct Deposit

Submit Confirmation

The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.





A submit confirmation will appear, select <u>OK</u>



Brandon Flowers

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Direct Depo	ect Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	111000025	XXXX5689	Balance of Net Pay		999	0	Î

Add Account

The account has been removed

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Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	111000025	XXXX5689	Balance of Net Pay		999	Ø	Î
Add Account							
Add Account							





Congratulations! You have successfully completed this topic. End of Procedure.