

Direct Deposit & Accounts Payable Instructions

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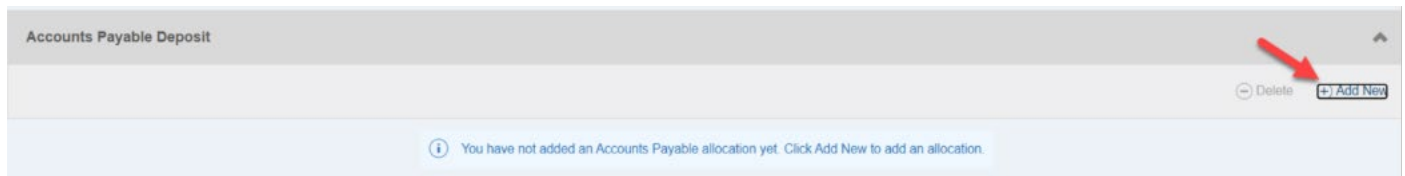
Logging in

To setup or update your direct deposit or accounts payable information, first navigate to the 'Direct Deposit Setup/Update' page in Banner using these steps:

1. Go to myapps.up.edu
2. Select 'SelfServe Banner'
3. Select 'Direct Deposit Setup/Update' under the 'Personal Information' tab

Adding/Deleting Accounts Payable Deposit Accounts

1. In the 'Accounts Payable Deposit' section select 'Add New'



2. If you do not already have an account added, you will be asked to enter the following information:
 - a. Bank Routing Number (9-digit number found on the bottom of check)
 - b. Account Number (Found on bottom of check, is **not** the 16-digit number from your debit card)
 - c. Account Type (Checking or Savings)
 - d. Priority (The first account will default to '1')
 - e. Amount

Add Accounts Payable Deposit



Bank Routing Number ⓘ

Account Number ⓘ

Bank Name

Account Type

Select a Type ▼

3. If you already have an account added, you must select either '**Create New**' or '**Create from existing account information**'
 - a. If you select '**Create New**', then you input the information from step 2.
 - b. If you select '**Create from existing account information**', then select an account from the dropdown

4. Review the disclaimer, check the checkbox, then select 'SAVE NEW DEPOSIT.' Your account should now appear under 'Accounts Payable Deposit.'
 - a. You can only have one Accounts Payable Deposit Account at a time. To change the account, first delete the existing account, then repeat steps 1-4.
5. To delete an account, select the account then 'Delete', then 'Delete' again in the pop up in the top right.

Accounts Payable Deposit

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> JPMORGAN CHASE BANK	xxxxx0760	xxxxxx	Checking	Active

6. After adding or deleting an account, you will receive an email notification from directdeposit@up.edu that your account information has been updated.

Adding/Deleting Direct Deposit Distribution Accounts

1. In the 'Future Payroll Direct Deposit Distribution' section select 'Add New'

Future Payroll Direct Deposit Distribution

You have not added any payroll allocations yet. Click Add New to add an allocation.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
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2. If you do not already have an account added, you will be asked to enter the following information:
 - a. Bank Routing Number (9-digit number found on the bottom of check)
 - b. Account Number (Found on bottom of check, is **not** the 16-digit number from your debit card)
 - c. Account Type (Checking or Savings)
 - d. Priority (The first account will default to '1')
 - e. Amount
3. If you already have an account added, you must select either '**Create New**' or '**Create from existing account information**'
 - a. If you select '**Create New**', then you input the information from step 2.
 - b. If you select '**Create from existing account information**'
 - i. If you have more than one existing account, then select an account from the dropdown
 - ii. Select 'Amount' and 'Priority'
4. Review the disclaimer, check the checkbox, then select 'SAVE NEW DEPOSIT.' Your account should now appear under 'Future Payroll Direct Deposit Distribution.'
5. You may have up to 4 accounts. To add additional accounts, repeat steps 1-4.
6. To delete an account, select the account then 'Delete', then 'Delete' again in the pop up in the top right.

Future Payroll Direct Deposit Distribution

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> JPMORGAN CHASE BANK	xxxxx0760	xxxxxx	Checking	Remaining	1	100.00%	Active

Total Net Pay: 100.00%

7. You will receive an email notification from directdeposit@up.edu that your direct deposit information has been updated

Editing Accounts Payable or Direct Deposit Distribution Accounts

1. To edit the 'Account Type', the 'Amount', or 'Priority', select from the appropriate dropdown
 - a. If the account has 'Remaining' selected as the 'Amount', then it must have 'last priority'

Future Payroll Direct Deposit Distribution

[Delete](#) [Add New](#)

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> JPMORGAN CHASE BANK	xxxxx0760	xxxxxx	Savings	20%	1	100.00	Active
<input type="checkbox"/> JPMORGAN CHASE BANK	xxxxx0760	xxxxxx	Checking	20%	2	100.00	Active
<input type="checkbox"/> JPMORGAN CHASE BANK	xxxxx0760	xxxxxx	Checking	Remaining	3	100.00	Active

Total Net Pay 300.00

1 The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

2 Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

[Delete](#) [Add New](#)

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> JPMORGAN CHASE BANK	xxxxx0760	xxxxxx	Checking	Active

2. To save your edits, select the checkbox at the bottom left, then 'Save Changes'

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

[Cancel Changes](#) [Save Changes](#)

3. You will receive an email notification from directdeposit@up.edu that your direct deposit information has been updated