

Self Service: Direct Deposit

Self Service > Payroll and Compensation > Direct Deposit

Topics Covered:

- [View Direct Deposit](#) (pg. 1)
- [Edit Direct Deposit](#) (pg. 2)
- [Add Direct Deposit](#) (pg. 4)

View Direct Deposit

Direct Deposit
John Harvard

Review, add or update your direct deposit information.

(B)

Account Type	Transit Number/Bank ID	Account Number	Deposit Type	Amount or Percent	Deposit Order
Checking	211370545	30607392	Balance		999

(A) **(C)** **(D)**

Pay Advice Print Option

Check this box to suppress the printing of your pay advice and use Employee Self Service to review your pay advice online. Uncheck this box to receive a paper pay advice.

For more detailed instructions on how to update your information, please visit <http://source.harvard.edu/EurekaJobAids.cfm?categoryID=119=0>

⚠ Note: You cannot withdraw from direct deposit through Self Service. Contact University Financial Services for assistance at (617) 495-8500, option 4.

⚠ Note: You can voluntarily elect to no longer receive a paper copy of your pay advice. This will save the University money on paper, printing, and delivery costs. Harvard policy does not allow both a pay advice and a physical check.

Section	Field	Description/Additional Information
A	Direct Deposit Detail	Displays basic information/links about your direct deposit: <ul style="list-style-type: none"> • Account Type – Click the link for more detailed information about your account. • Transit Number/Bank ID - Also referred to as a “routing number” or “ABA” number. This number indicates the identity of the bank or financial institution. • Account Number • Deposit Type (Amount, Percentage, or Balance). • Amount or Percent – Displays either an amount, percentage, or is blank if the deposit type = “Balance.” • Priority – The order in which deposits will be made. • Edit – Click to edit an existing direct deposit account. • Delete – Click to delete a direct deposit account, if you have more than one.
B	Edit Account	Click <input type="button" value="Edit"/> . ⚠ Note: If you only have one direct deposit account and want to change it to another account, click Edit. Do not add a new account.
C	Add Account	Click <input type="button" value="Add Account"/> . You can have up to 9 accounts. ⚠ Note: You must have one balance account. This is the account where you want the balance of your pay to be deposited, after any other deposits you elect.
D	Advice Print Option	Click the box, and then click Save to start or stop the printing of your pay statements.

Edit Direct Deposit

Direct Deposit
Change Direct Deposit

John Harvard

(A) **Your Bank Information**

[View check example](#)

*Transit Number/Bank ID: BANKNORTH

(B) **Distribution Instructions**

Account Number:

*Account Type:

*Deposit Type:

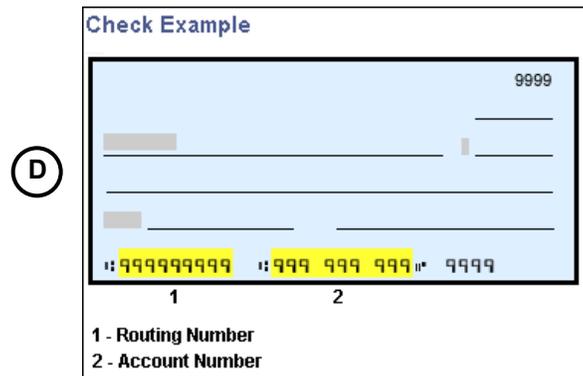
Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

(C)

* Required Field

[Return to Direct Deposit](#)



Section	Field/Table	Data Requirement	Description/Additional Information
A	Your Bank Information	Yes	<ul style="list-style-type: none"> Transit Number/Bank ID – Enter the 9-digit transit number for your bank or click the search icon to select. The transit number is located on the bottom portion of your personal checks (see above). <p>⚠ Note: If you are unable to locate your transit number, contact your financial institution to verify its transit number (“routing” or “ABA” number).</p>

Section	Field/Table	Data Requirement	Description/Additional Information
B	Distribution Instructions	Yes, all fields	<ul style="list-style-type: none"> • Account Number – enter your account number (see above). Note: If the account number printed on your check contains non-numerical characters such as hyphens or periods, <u>do not</u> include these characters when entering your account number. For example, if the printed account number reads 123-45-6789, simply enter 123456789. Otherwise, the bank will reject your account number. • Account Type – select either Checking or Savings • Deposit Type – select either “Amount,” “Balance,” or “Percent.” <ul style="list-style-type: none"> ○ If this is your first time adding a direct deposit account, the Deposit Type must be set to “Balance.” ○ If you are adding an additional account, select either “Amount” or “Percent” type. • Amount/Percent – enter either the percentage amount or amount that you want to be deposited into your account. <ul style="list-style-type: none"> ○ If you only have one account (your “Balance” account), <u>leave this field blank</u>. ○ If this is an additional account, enter the percent amount (if you selected a deposit type of “Percentage”) or a dollar amount (if you selected a deposit type of “Amount”). • Deposit order – enter a number to correspond with the order in which the account will be deposited. The lower the number, the higher the priority.
C	Submit	n/a	Click Submit and then “OK” to save.
D	Sample Check Image	n/a	See the image on the preceding page to view a sample of where a transit number and account number appear on a personal check.

 **Note:** When you add or change direct deposit account, a “test transfer,” or pre-note, will be made to the financial institution to ensure that all direct deposit information is correct. Pre-notes may cause a delay in your direct deposit by one or two pay periods. During this time, you will receive a physical check.

Add Direct Deposit

Direct Deposit
Add Direct Deposit
 John Harvard

[View check example](#)

*Transit Number/Bank ID:

Account Number:

*Account Type:

Deposit Type:

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

Section	Field/Table	Data Requirement	Description/Additional Information
A	Your Bank Information	Yes	<ul style="list-style-type: none"> Transit Number/Bank ID – enter the 9-digit transit number for your bank or click the search icon to select. The transit number is located on the bottom portion of your personal checks (see above). Note: If you are unable to locate your transit number, contact your financial institution to verify their transit number, otherwise known as a “routing” or “ABA” number.
B	Distribution Instructions	No Yes Yes Yes, if an additional account Yes	<ul style="list-style-type: none"> Account Number – enter your account number (see above). Note: If the account number printed on your check contains non-numerical characters such as hyphens or periods, <u>do not</u> include these characters when entering your account number. For example, if the printed account number reads 123-45-6789, simply enter 123456789. Otherwise, the bank will reject your account number. Account Type – select either Checking or Savings Deposit Type – select either “Amount,” “Balance,” or “Percent.” <ul style="list-style-type: none"> If this is your first time adding a direct deposit account, the Deposit Type must be set to “Balance.” If you are adding an additional account, select either “Amount” or “Percent” type. Amount/Percent – enter either the percentage amount or amount that you want to be deposited into your account. <ul style="list-style-type: none"> If you only have one account (your “Balance” account), <u>leave this field blank.</u> If this is an additional account, enter the percent amount (if you selected a deposit type of “Percentage”) or a dollar amount (if you selected a deposit type of “Amount”). Deposit order – enter a number to correspond with the order in which the account will be deposited. The lower the number, the higher the priority.
C	Submit	n/a	Click Submit and then “OK” to save.

Note: When you add or change direct deposit account, a “test transfer,” or pre-note, will be made to the financial institution to ensure that all direct deposit information is correct. Pre-notes may cause a delay in your direct deposit by one or two pay periods. During this time, you will receive a physical check.