

Signing Up for Direct Deposit (Payroll)

In MyUNiverse

GETTING DIRECT DEPOSIT (Payroll)

Direct Deposit Your UNI Payroll Checks

This free service automatically deposits payroll checks from UNI into any checking or savings account(s) you choose.

How you benefit

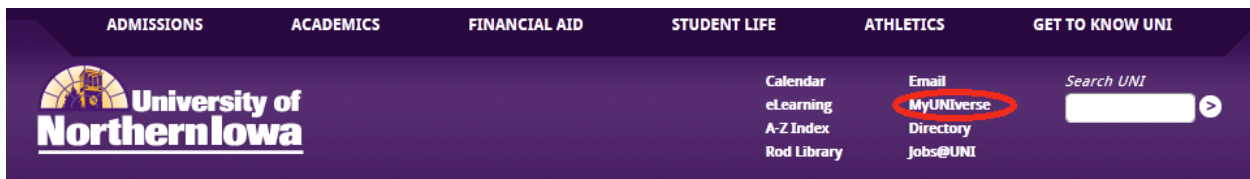
- It's convenient. Your money is deposited automatically into your checking or savings account, even when you are too busy to get to the bank or a snowstorm delays mail!
- It's fast. You have same day access to your money on the day of deposit to your bank.
- It's safe. Never worry about checks getting lost, delayed, or stolen.

Generally, changes made 5 business days for faculty/staff and 3 business days for students PRIOR to pay date will be effective for that pay date.

Changes made AFTER the upcoming payroll has already been processed in E-Business and before pay date will result in the following error message: "You cannot update the personal payment method, since future payment processes exist for this payment method". You will need to wait until after pay date to update your direct deposit information.

How to Set Up Direct Deposit:

- 1) Open a browser and go to the UNI home page: www.uni.edu.
- 2) Select My UNiverse on the UNI home page.

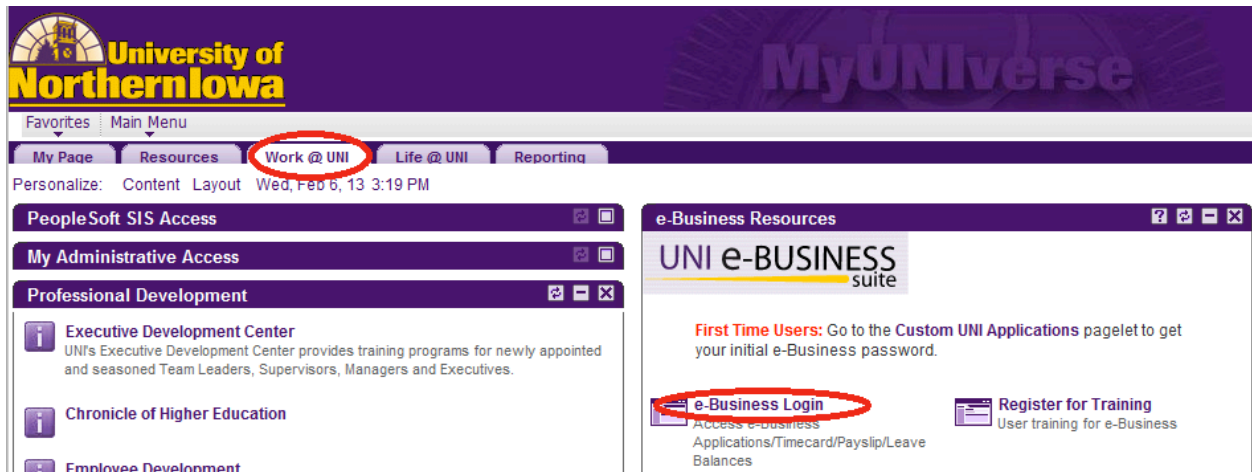


- 3) Login to My UNiverse.

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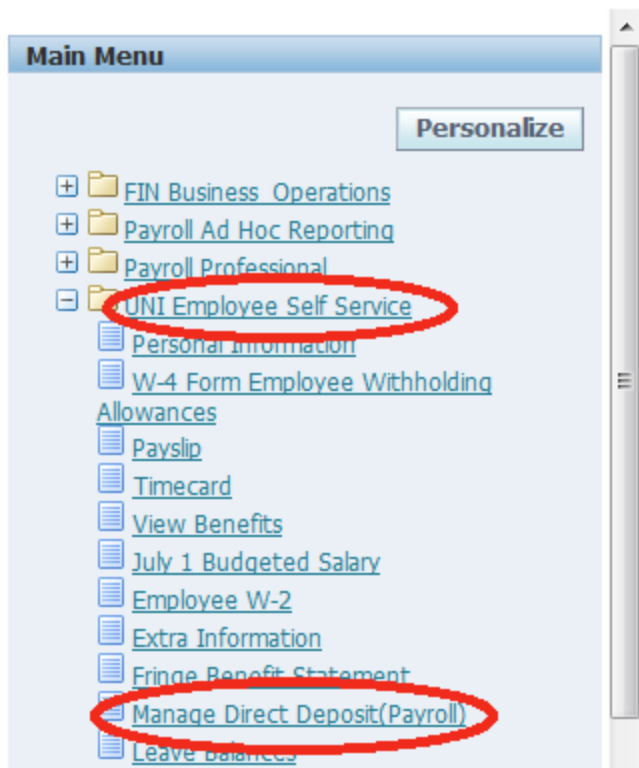
In MyUNiverse

- 4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.



- 5) Enter your e-Business username and password.
- 6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).
- 7) Click on Manage Direct Deposit(Payroll) to view.

Oracle Applications Home Page



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- 8) Click on Add Deposit Payment. **PLEASE NOTE: If you have more than one assignment your next screen will be Select An Assignment. If you get this screen, click Next.**

Manage Payroll Payments: Define Payments

Employee Name **Employee, Employee**
 University ID **000000**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
 * Indicates required field

| Employee Payments | | |
|--|--------------|--------------|
| Priority | Payment Type | Account Type |
| You will be paid by check until you specify how you wish to be paid. | | |

- 9) Enter all required fields (indicated by a *).

- Account Name = NA (not used by UNI)
- Account Type = Checkings or Savings
- Bank Account Number = from your deposit slip or check (see example)
- International ACH Transaction (IAT) = should NEVER be checked
- Routing Number = from your check or information provided by your financial institution – must be 9 digits (see example)
- Bank Name = name of your bank
- Bank Branch = City, State where your branch is located

Add Deposit Payment

Cancel Add Another Apply

Employee Name **Employee, Employee**
 University ID **000000**

* Indicates required field
 TIP This payment will be used to pay any pay remaining after all other payments have been made.

Payment Method **Payroll Direct Deposit**

* Account Name

* Account Type

* Bank Account Number

International ACH Transaction (IAT)

* Routing Number

* Bank Name

* Bank Branch

This is a check number and is NOT part of your account number.

Memo

| | | |
|----------------------|---------------------|------|
| 00009876543210 | 0014409876543210 | 1436 |
| Routing Number (ABA) | Bank Account Number | |

Cancel Add Another Apply

- 9) Click Apply
- 10) Click Continue

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11) Review the changes that were made

Manage Direct Deposit(Payroll): Review

Cancel Back Submit

Employee Name Employee, Employee
University ID 000000

Review your changes below.
ⓘ Indicates Changed Items.

| | Current | Proposed |
|---------------------|---------|--------------------|
| Priority | | 1 ⓘ |
| Payment Type | | Deposit ⓘ |
| Currency | | US Dollar ⓘ |
| Amount | | Remaining Pay ⓘ |
| Account Name | | NA ⓘ |
| Account Type | | Checking Account ⓘ |
| Bank Account Number | | 12345 ⓘ |
| Routing Number | | 273976369 ⓘ |
| Bank Name | | Anywhere Bank ⓘ |
| Bank Branch | | Any City, State ⓘ |

Cancel Back Submit

12) Click Submit if information on the screen is correct. If not click Back and make any necessary changes. Once changes have been made, click Submit.

13) Click Home

Confirmation

✔ TIP Your changes have been applied.

Home

UPDATE DIRECT DEPOSIT (Payroll)

1) Follow steps 1-7 under How to Set Up Direct Deposit above.

8) Click on Update (the pencil).

Manage Payroll Payments: Define Payments

Cancel Continue

Employee Name Employee, Employee
University ID 000000

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
* Indicates required field

Employee Payments

Add Deposit Payment

| Priority | Payment Type | Account Type | Bank Account Number | Amount Type | Amount | Currency | Update | Delete |
|----------|--------------|------------------|---------------------|-------------|---------------|-----------|--------|--------|
| 1 | Deposit | Checking Account | 12345 | | Remaining Pay | US Dollar | | |

Cancel Continue

9) Make any necessary changes and click Apply.

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- 10) Click Continue.
- 11) Review changes and Click Submit.
- 12) Click Home.

DELETE DIRECT DEPOSIT (Payroll)

- 1) Follow steps 1-7 under How to Set Up Direct Deposit above.
- 8) Click on Delete (the trash can).

Manage Payroll Payments: Define Payments Cancel Continue

Employee Name **Employee, Employee**
 University ID **000000**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
 * Indicates required field

| Employee Payments | | | | | | | | |
|---------------------|--------------|------------------|---------------------|-------------|---------------|-----------|--------|--------|
| Add Deposit Payment | | | | | | | | |
| Priority | Payment Type | Account Type | Bank Account Number | Amount Type | Amount | Currency | Update | Delete |
| 1 | Deposit | Checking Account | 12345 | | Remaining Pay | US Dollar | | |

Cancel Continue

- 9) Click Continue.
- 10) Review changes and Click Submit.
- 11) Click Home.

ADD ANOTHER DIRECT DEPOSIT ACCOUNT (Payroll)

- 1) Follow steps 1-7 under How to Set Up Direct Deposit above.
- 8) Click on Add Deposit Payment.

Manage Payroll Payments: Define Payments Cancel Continue

Employee Name **Employee, Employee**
 University ID **000000**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
 * Indicates required field

| Employee Payments | | | | | | | | |
|---------------------|--------------|------------------|---------------------|-------------|---------------|-----------|--------|--------|
| Add Deposit Payment | | | | | | | | |
| Priority | Payment Type | Account Type | Bank Account Number | Amount Type | Amount | Currency | Update | Delete |
| 1 | Deposit | Checking Account | 12345 | | Remaining Pay | US Dollar | | |

Cancel Continue

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9) Enter all required fields (indicated by a *).

- Account Name = NA (not used by UNI)
- Account Type = Checkings or Savings
- Bank Account Number = from your deposit slip or check (see example)
- International ACH Transaction (IAT) = should NEVER be checked
- Routing Number = from your check or information provided by your financial institution – must be 9 digits (see example)
- Bank Name = name of your bank
- Bank Branch = City, State where your branch is located

Add Deposit Payment

Employee Name **Employee, Employee**
 University ID **000000**

* Indicates required field

Payment Method **Payroll Direct Deposit**

Currency **US Dollar**
 Amount Type **Monetary**
 * Amount **100.00**

* Account Name **NA**
 * Account Type **Savings Account**

International ACH Transaction (IAT) ⓘ

* Bank Account Number **4569**
 * Routing Number **273972842**
 * Bank Name **Any Back USA**
 * Bank Branch **City, State**

This is a check number and is NOT part of your account number.

Memo: ⑆000000000000⑆ 00144098430⑆ 1436

Routing Number (ABA)
Bank Account Number

10) Click Apply.

11) Click Continue. **PLEASE NOTE: Do not change *Priority number on the screen!**

Manage Payroll Payments: Define Payments

Employee Name **Employee, Employee**
 University ID **000000**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
 * Indicates required field

| Employee Payments | | | | | | | | | |
|-------------------|--------------|---------------------|---------------------|-------------|---------------|-----------|--------|--------|--|
| Sort By Priority | | Add Deposit Payment | | | | | | | |
| *Priority | Payment Type | Account Type | Bank Account Number | Amount Type | Amount | Currency | Update | Delete | |
| 1 | Deposit | Savings Account | 4569 | Monetary | 100.00 | US Dollar | | | |
| 2 | Deposit | Checking Account | 678912 | | Remaining Pay | US Dollar | | | |

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12) Review the changes that were made.

Manage Direct Deposit(Payroll): Review Cancel Back Submit

Employee Name **Employee, Employee**
 University ID **000000**

Review your changes below.
 ● Indicates Changed Items.

| Current | Proposed |
|---------------------|-------------------|
| Priority | 1 ● |
| Payment Type | Deposit ● |
| Currency | US Dollar ● |
| Amount Type | Monetary ● |
| Amount | 100 ● |
| Account Name | NA ● |
| Account Type | Savings Account ● |
| Bank Account Number | 4569 ● |
| Routing Number | 273972842 ● |
| Bank Name | Any Back USA ● |
| Bank Branch | City, State ● |

| Current | Proposed |
|-------------------------------|------------------|
| Priority 1 | 2 ● |
| Payment Type Deposit | Deposit |
| Currency US Dollar | US Dollar |
| Amount Remaining Pay | Remaining Pay |
| Account Name NA | NA |
| Account Type Checking Account | Checking Account |
| Bank Account Number 678912 | 678912 |
| Routing Number 273976369 | 273976369 |
| Bank Name Anywhere Bank | Anywhere Bank |
| Bank Branch Any City, State | Any City, State |

13) Click Submit if information on the screen is correct. If not click Back and make any necessary changes. Once changes have been made, click Submit.

14) Click Home.