Home > Direct Deposit

### Direct Deposit [1]

With Direct Deposit, your pay is electronically deposited into your bank account, giving you quick access to your money.

#### Active employees: Access Direct Deposit in the portal

- 1. Log into the employee portal [2].
- 2. Select the CU Resources tab. (CU System employees will skip this step.)
- 3. Open the top left CU Resources Home dropdown menu, then select My Info and Pay.
- 4. On the new screen, select the **Direct Deposit** tile and verify your identity through two-factor authentication [3].

#### Set up an account

1. If you want to add an account, select the **Plus** symbol.

Payroll							
Raychecks	Accounts						
() W-4 Tax Information	+ 🗵						
W-21W-2c Forms	Order N	lickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
E Direct Derech	1 7	est	Direct Deposit	102080876	300045596	Savings	100.00%
Correct Deposit							
[4]							
Cancel			Add Account		Save		
					* Indicates required field		
	Nickname						
*Pay	ment Method	Direct D	leposit	~			
Bank							
Rou	iting Number			0			
	Name						
Acc	ount Number						
Retype Acc	ount Number						
Pay Distribution							
-/	ccount Type			~			
-	Deposit Type			~			
Amou	nt or Percent						

<sup>[5]</sup> Click to enlarge.

- 3. Enter a routing and account number. We recommend verifying these numbers with your bank, as routing numbers on bank statements and deposit slips are often invalid for direct deposit. If this information is incorrect, your paycheck may be delayed.
- 4. Identify the account type by choosing **Checking** or **Savings**.
- 5. Select **Remaining Balance** for Deposit Type. If you only have one active account or you have mutilple accounts, you must select Remaining Balance on one account.
- 6. Leave Amount/Percent blank if you want your entire check in one account.
- 7. Click **Save**. For changes to apply to your next paycheck, they must be saved the day before payroll is processed. See the <u>payroll calendar</u> [6] for processing dates. **Note:** You will only be able to save your changes once a day. If you need to save again, you must do so after midnight.

# Want to split your direct deposit into multiple accounts? Scroll down to view instructions below.

#### Edit an account

1. To edit current account information, select the **Pencil** icon next to the account you would like to edit.

+ 🔻						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking3	Direct Deposit	102000021	1223	Checking	Remaining Balance
[7]						

Click to enlarge.

2. The following page will populate. Edit the information you want to change.

incel	Edit Account		Ser
			* Indicates required field
Nickname	Test		
"Payment Method	Direct Deposit	~	
Bank			
Routing Number	102000076	0	
Name	Wells Fargo Bank West		
Account Number	XXXXX5596	1	
Retype Account Number			
Pay Distribution			
"Account Type	Savings	~	
"Deposit Type	Percent	~	
Percent	100.00		
	Remove		

Click to enlarge.

3. Click **Save**. **Note:** You will only be able to save your changes once a day. If you need to save again, you must do so after midnight.

#### Remove an account

1. If you have closed an account and do not want to set up another one, select the **Account you wish to remove** and then select the **Remove button** at the bottom of the page.

Cancel	Edit Account	Save
		* Indicates required field
Nickname	test1	
"Payment Method	Direct Deposit 🗸	
Bank		
Routing Number	0076	0
Name	Wells Fargo Bank West	
Account Number	XXXXX6789	*
Retype Account Number		
Pay Distribution		
"Account Type	Checking ~	
"Deposit Type	Amount 🗸	
Amount	150.00	
	Remove	

Click to enlarge.

## <sup>2.</sup> Delete Confirmation



[8]

Click to enlarge.

#### Split your direct deposit into multiple accounts

When setting up direct deposit, you can set up more than one account to receive a specified amount of your paycheck.

**Please note:** Procurement disperses travel reimbursements to the deposit type marked *Remaining Balance*. If there is not an account coded *Remaining Balance*, it will disperse to the account set to the highest percentage.

1. To change the amount per account, click **Edit** for the account you would like to change.

+ 🔻						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking3	Direct Deposit	102000021	1223	Checking	Remaining Balance
[7]						

[9]

Click to enlarge.

2. Select **Percent** and enter the percent you want deposited. Select **Amount** if you would like a flat amount deposited to a particular account. The deposit type for the last account should be **Remaining Balance**.

*Deposit Type	Amount	v
Amount or Percent	300	
Amount or Percent	300	

Click to enlarge.

3. Repeat this step for additional accounts with one account set to **Remaining Balance**.

#### Keep your information safe

Many online scams attempt to access a user's direct deposit information. Use caution when you receive emails asking you to update your direct deposit. Always access the employee portal through your browser rather than an email link. CU provides additional security measures when a direct deposit account is viewed or updated.

- 1. All but the final four digits of account numbers are masked. For example, the account number 12345678 will be displayed as XXXX5678.
- 2. When a direct deposit account is added, users will recieve an alert within the employee portal in addition to a confirmation email.
- 3. If a user designates a bank not in CU's list, they will receive an alert message to contact Employee Services.

Groups audience: Employee Services Right Sidebar: ES: Payroll Contact ES: Payroll Disable Pop-Up Blocker

Source URL: https://www.cu.edu/employee-services/payroll/pay/direct-deposit

Links

[1] https://www.cu.edu/employee-services/payroll/pay/direct-deposit [2] https://my.cu.edu/

[3] https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool

[4] https://www.cu.edu/img/add-accountpng [5] https://www.cu.edu/img/save-new-acocuntpng

[6] https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars

[7] https://www.cu.edu/img/edit-current-accountpng

[8] https://www.cu.edu/sites/default/files/Delete%20Account\_1.jpg

[9] https://www.cu.edu/sites/default/files/Deposit%20Type.jpg