Employee Self-Service - Direct Deposit

The University of Maine System (UMS) encourages employees to take advantage of a direct deposit of their paycheck into the bank account (s) of their choice. Certain collective bargaining contracts require direct deposit and failure to do so could lead to disciplinary action. It is the employee’s responsibility to maintain current, accurate data. This quick guide covers how to change your Direct Deposit information using Employee Self-Service Direct Deposit.

Accessing the Direct Deposit page:

1) In the Menu, navigate to Employee Self-Service > Payroll and Compensation > Direct Deposit
Employee Self-Service - Direct Deposit

In the **Direct Deposit Detail** section, information displays about which bank account(s) your paycheck is currently deposited.

1. Click on the **Account Type** link to view detailed information about that account.
2. Click the **Edit** button to open the deposit information for that account in editable format. After you edit the account information be certain to **Save** your changes.
3. Click **Add Account** to add a Direct Deposit account.

**F Y I**

The banking system requires up to 10 business days to process pre-authorizations to confirm the bank and account information. Therefore, changes/additions to direct deposit accounts may take up to 10 business days to go into effect. Amounts not direct deposited are paid by check.

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**Instructions**

The University encourages employees to take advantage of a direct deposit of their paycheck into the bank accounts of their choice. Certain collective bargaining contracts require direct deposit and failure to do so could lead to disciplinary action.

It is the employees responsibility to maintain current accurate data.

You may change your Direct Deposit information here, or contact your Human Resources Department.

Be sure to "SAVE" your changes.

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**Direct Deposit Detail**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amt/Pct</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXX</td>
<td>Percent</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Pay Statement Print Option**

**Return to Payroll and Compensation**
From the **Account Type** drop-down menu on the **Add Direct Deposit** page, select the type of account you are adding.

From the **Deposit Type** drop-down menu select either Amount, Percent or Balance:
- If choosing **Amount**, enter the dollar amount in the Amount/Percent field.
- If choosing **Percent**, enter the percent to be deposited to this account in the Amount/Percent field.
- If choosing **Balance**, leave the Amount/Percent field blank.

Enter the account **Routing Number** in the Routing Number field (see Check Example).

Enter your **Account Number** in the Account Number field (see Check Example).

If you are depositing money in multiple accounts you must rank order the accounts. Each Direct Deposit account must have a unique priority (1, 2, 3, ...). Funds are distributed to accounts based on the Deposit Order starting with the lowest number. If **Balance** is used, the Deposit Order should be set as 999.

Make certain to save your changes!
You can set whether or not you receive a printed pay statement when payroll funds are direct deposited into your account/s. Be aware that you can always view your pay statements online even if you do not receive printed copies (see below).

1. To set your *Pay Statement Print Option*, on the **Direct Deposit** page select the **Pay Statement Print Option** link.

2. Click in the radio button next to the appropriate option.

3. Make certain to **Save** your changes!

Follow these steps to view your paychecks (pay statements) online:

- From the HR menu select **Payroll and Compensation > View Paycheck**
- Your most recent paycheck will appear
- To view a paycheck from a prior pay period select the **View a Different Paycheck** link