Direct Deposit - Paycheck

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 topic covers how to change your Direct Deposit information using Employee Self-Service Direct Deposit.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the MaineStreet Portal menu, click the <strong>Employee Self-Service</strong> link.</td>
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<td>2.</td>
<td>Click the <strong>Payroll and Compensation</strong> link.</td>
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<tr>
<td>3.</td>
<td>Click the <strong>Direct Deposit</strong> link.</td>
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</tbody>
</table>
### Direct Deposit

Robert Employee

Review, add or update your direct deposit information.

<table>
<thead>
<tr>
<th>Direct Deposit Detail</th>
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<tbody>
<tr>
<td><strong>Account Type</strong></td>
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</table>

To add an account, click the **Add Account** button.

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| 4.   | In the **Direct Deposit Detail** section, if you previously entered an account for direct deposit, information displays about which bank account/s your paycheck is currently deposited.  

To add an account, click the **Add Account** button. |
5. In the **Your Bank Information** section, enter the account Routing Number in the **Routing Number** field. You can click the View check example link to view see which number on a check is the routing number.
Step | Action
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6. | In the **Distribution Instructions** section, Enter your **Account Number** in the **Account Number** field
7. From the **Account Type** drop-down menu, select the type of account you are adding.
Process Document
Direct Deposit - Paycheck

Step 8. 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.
### Direct Deposit

#### Add Direct Deposit

**Robert Employee**

**Instructions**

Any changes to your Direct Deposit records will result in a prenote process to verify information with your bank. This will cause a payroll check to be issued for at least one pay cycle.

If you have any questions, please contact your Human Resources Department.

**Your Bank Information**

- **Routing Number:** 211288161

**Distribution Instructions**

- **Account Number:** [Field]
- **Account Type:** [Field]
- **Deposit Type:** [Field]
- **Amount or Percent:** [Field]
- **Deposit Order:** 999 (Example: 1 = First Account Processed)

*Submit*

*Required Field*

**Return to Direct Deposit**

**Detail Instructions**

Deposit Type is Amount, Balance, or Percent. If choosing Amount, enter the DOLLAR amount in the ‘Amount in Dollars’ field. If choosing Balance, enter the PERCENT in the ‘Amount in Dollars’ field. If choosing Balance, leave the ‘Amount in Dollars’ field BLANK.

Each direct deposit account must have a unique priority. Funds are distributed to the accounts based on their priority, starting with the lowest number. If Balance is used, it should always be Priority 999.

Example: employee receives pay in the amount of $120.00.

Checking Account 1...$100...Priority 1...Deposit amount of $100
Savings Account...$50...Priority 2...Deposit amount of $50
Checking Account 2...Balance...Priority 999...Deposit amount of $0

Be sure to enter information accurately.

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<td>9.</td>
<td>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 <strong>Deposit Order</strong> starting with the lowest number. If <strong>Balance</strong> is used, the Deposit Order should be set as 999. When you are finished entering information about this direct deposit, click the <strong>Submit</strong> button.</td>
</tr>
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</table>
Step | Action
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10. | Click the [Return to Direct Deposit](#) link to return to the Direct Deposit page.
If you ever need to edit banking information for a direct deposit, click the **Edit** button.
Step 12. Edit the bank information where necessary and then click the Submit button.

Click the Return to Direct Deposit link to return to the Direct Deposit page.
Step | Action
---|---
13. Click the **Pay Statement Print** link to suppress your printed pay statement.
**Direct Deposit**

**Pay Statement Print Option**

Robert Employee

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement:

- Do send paper copy of Direct Deposit pay statement.
- Don't send paper copy

14. Click in the radio button next to the appropriate option and click the Submit button.

Click the Return to Direct Deposit link to return to the direct deposit page.

**Note:** Be aware that you can always view your pay statements online even if you do not receive printed copies. Follow these steps to view your paychecks (pay statements) online:

- From the MaineStreet portal menu, select *Employee Self-Service > Payroll and Compensation* > *View Paycheck*. Your most recent paycheck will display.
- To view a paycheck from a prior pay period, select the View a Different Paycheck link.

15. **End of Procedure.**