



## Direct Deposit Instructions for Banner Online Self Service

### Sample Check:

YOUR NAME 123  
1234 Main Street  
Anywhere, OH 00000 DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

044072324 000123456789 123  
ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

### First Time Enrollment for Direct Deposit

Due to a prenotification process, it may take up to two payrolls before the new direct deposit goes into effect. You can monitor the status of your bank account on Banner Online. Once your bank account transitions from a prenote status to an active status, your next payment will be direct deposited.

Please note the importance of providing accurate bank information to avoid payment delays.

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Under Pay Information, Choose Direct Deposit Allocation
4. Click Add New Direct Deposit
5. Enter the appropriate information as follows:

For Payroll Direct Deposit (Maximum Number of Bank Accounts: 3 for employees and 1 for students):

- Bank Routing Number (9 digits)
- Account Number
- Account Type (Checking or Savings)
- Indicate the Amount or Percent to be deposited
- Click Payroll Deposit box (and Accounts Payable Deposit box, if applicable)

- Save

For Accounts Payable Deposit (Maximum of 1 Bank Account):

- Bank Routing Number (9 digits)
- Account Number
- Account Type (Checking or Savings)
- Percent will always default to 100%
- Click Accounts Payable Deposit
- Save

NOTE: If your bank name is not displayed after entering the Bank Routing Number or you receive an error message, please email payroll@vassar.edu for assistance.

## **Changing an Amount on an Existing Account**

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Under Pay Information, Choose Direct Deposit Allocation
4. Click Update Direct Deposit Allocation
5. Beneath Bank Name, click on the hyperlinked bank to be changed.
6. Enter new amounts
7. Save

## **Adding an Additional Bank Account**

Due to a prenotification process, it may take up to two payrolls before the new direct deposit goes into effect. You can monitor the status of your bank account on Banner Online. Once your bank account transitions from a prenote status to an active status, your next payment will be direct deposited.

Please note the importance of providing accurate bank information to avoid payment delays.

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Under Pay Information, Choose Direct Deposit Allocation
4. Click Update Direct Deposit Allocation
6. Enter the appropriate information as follows:

For Payroll Direct Deposit (Maximum Number of Bank Accounts: 3 for employees and 1 for students):

- Bank Routing Number (9 digits)
- Account Number
- Account Type (Checking or Savings)
- Indicate the Amount, Percent, or Remaining Amount to be deposited
- Click Payroll Deposit box
- Save

For Accounts Payable Deposit (Maximum of 1 Bank Account):

- Bank Routing Number (9 digits)
- Account Number
- Account Type (Checking or Savings)
- Percent will always default to 100%
- Click Accounts Payable Deposit
- Save

NOTE: If your bank name is not displayed after entering the Bank Routing Number or you receive an error message, please email payroll@vassar.edu for assistance.

## **Stopping a Direct Deposit Allocation**

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Under Pay Information, Choose Direct Deposit Allocation
4. Click Update Direct Deposit Allocation
5. Beneath Bank Name, click on the hyperlinked bank to be changed
6. Click the “Inactivate” check box
7. Save

NOTE: To reactivate a bank allocation once it has been inactivated, please email payroll@vassar.edu for assistance.