

Rensselaer Self-Service Information System

Direct Deposit Instructions

Log into the Rensselaer Self-Service Information System.

If you are Faculty, Staff or a Student Worker, you can access the Direct Deposit option as follows (if you are not an employee, please continue to the next step below to access the Direct Deposit option):

- Click on the **HR/Payroll Menu tab**
- Click on **Pay Information**
- Click on **Direct Deposit**

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Pay Information

Notice for Direct Depositors

There have been changes to the payment system rules for direct deposit of payroll. If you receive your payroll via direct deposit at a U.S. financial institution and then have the entire the payroll department 276-6926. There are formatting requirements for these transactions that the company needs to follow. It will not impact your payroll.

- [Pay Stub](#)
View your pay stub detail including direct deposit information.
- [Earnings History](#)
View your earnings history by type and date range.
- [Deductions History](#)
View your deductions history by type and date range.
- [Administrative Pay Stub Summary](#)
- [Direct Deposit](#) 
- [Earnings by Position](#)

If you are a student, you can access the Direct Deposit option as follows:

- Click on the **Student Account Detail tab**
- Click on **Direct Deposit**

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Student Account Detail

- [Account Summary by Semester](#)
- [Direct Deposit](#) 

Enter a New Direct Deposit

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View Direct Deposit Information

Info The following accounts are listed in the order in which your pay will be distributed.

✓ There are no payroll records with direct deposit information.

[Add New Direct Deposit](#)

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Click on **Add New Direct Deposit**

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Update Direct Deposit Allocation

To add an account: Enter the bank routing number and account information to add a direct deposit, then check "Save".

To make a change: Select a bank name to change an existing record or select different priorities and the reorder button to change the order of existing records.

Note when listing two or more accounts:

Use "remaining balance" to have the remaining balance sent to the last account. If you use a percentage, instead of remaining balance, you will receive a portion of the amount to be paid in a physical paper check:

Example using percentages for a check for \$100:

Key Bank 50% \$50

Fleet Bank 50% \$25

Paper check to be issued \$25

Example using "Remaining Balance" for a check for \$100:

Key Bank 50% \$50

Fleet Bank Remaining Balance \$50

Any change you make to your direct deposit elections may take up to two pay periods to process and you will receive a paper check until those changes are finalized.

Need help finding your Account Number and Routing Number? Access numbers at the bottom left-hand side of your next available check:

Check Routing Number **Account Number**
123456789 000123456789

Payroll Allocation:

Bank Name Routing Number Account Number Account Type Priority Amount or Percent Status

* - indicates a required field.

Add Allocation:

Bank Routing Number: * 222370440 Key Bank

Account Number: *

Account Type: *

Must select one option per account

Amount or Percent: 100

Must check at least one option

Payroll Deposit:


Accounts Payable Deposit:

[Direct Deposit Allocation](#)

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- Enter Bank Routing Number
- Enter Account Number
- Select Account Type
- Enter Amount, Percentage or Remaining Amount
 - o This should be 100%, unless you will be using more than one account, or wish to have a portion of your pay direct deposited and the rest processed in a paper check
- Select Payroll, Accounts Payable or Both
 - o Selecting "Payroll" will direct deposit only payroll checks to the bank account listed
 - o Selecting "Accounts Payable" will direct deposit any other payments that are not payroll-related (Travel reimbursements, awards, etc.) to the bank account listed
 - Please note that you are only allowed to have one bank account utilized for direct deposit for payments from Accounts Payable (non-payroll payments)
 - o Checking both boxes will remit all payments to the bank account listed
- Click **Save**

You will see the following confirmation screen.

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Update Direct Deposit Allocation

The new allocation has been saved successfully.

To add an account: Enter the bank routing number and account information to add a direct deposit, then check "Save".

To make a change: Select a bank name to change an existing record or select different priorities and the reorder button to change the order of existing records.

Note when listing two or more accounts:
Use "remaining balance" to have the remaining balance sent to the last account. If you use a percentage, instead of remaining balance, you will receive a portion of the amount to be paid in a physical paper check:

Example using percentages for a check for \$100:

Key Bank	50%	\$50
Fleet Bank	50%	\$25
Paper check to be issued		\$25

Example using "Remaining Balance" for a check for \$100:

Key Bank	50%	\$50
Fleet Bank Remaining Balance		\$50

Any change you make to your direct deposit elections may take up to two pay periods to process and you will receive a paper check until those changes are finalized.

Need help finding your Account Number and Routing Number? Access numbers at the bottom left-hand side of your next available check:

Check Routing Number **Account Number**
123456789 000123456789

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Key Bank	222370440	██████████6**	Checking	1	100.00%	Prenote

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address	Type	Sequence	Note
Key Bank	222370440	██████████6	Checking	Prenote				** Account also used in Payroll Allocation.

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type: *

Must select one option per account

Remaining Amount:

Amount or Percent:

Must check at least one option

Payroll Deposit:

Accounts Payable Deposit:

[Direct Deposit Allocation](#)

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Your Direct Deposit request may take up to 2 payments to go into effect. Until the direct deposit goes into effect, physical checks will be printed and mailed to your address on file.

Add Additional Direct Deposits (FACULTY AND STAFF ONLY)

NOTE: Faculty and Staff can select have more than one Direct Deposit for Payroll. Students can only have one Direct Deposit for Payroll.

To add another Direct Deposit account, click on **Update Direct Deposit Allocation**

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View Direct Deposit Information

Info The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Aug 15, 2019

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Key Bank	222370440	██████████	Checking	1,311.25
Total Net Pay				1,311.25

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
Key Bank	222370440	██████████	Checking	1	25.00%	327.81	Yes	No
Key Bank	222370440	██████████	Savings	2	50.00%	491.72	Yes	No
State Employees Federal Credit Union	221373383	██████████	Checking	3	25.00%	122.93	Yes	No
State Employees Federal Credit Union	221373383	██████████	Savings	4	Remaining	368.79	Yes	Yes
Total Net Pay						1,311.25		

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Update Direct Deposit Allocation

To add an account: Enter the bank routing number and account information to add a direct deposit, then check "Save".

To make a change: Select a bank name to change an existing record or select different priorities and the reorder button to change the order of existing records.

Note when listing two or more accounts:

Use "remaining balance" to have the remaining balance sent to the last account. If you use a percentage, instead of remaining balance, you will receive a portion of the amount to be paid in a physical paper check:

Example using percentages for a check for \$100:

Key Bank 50% \$50
Fleet Bank 50% \$25
Paper check to be issued \$25

Example using "Remaining Balance" for a check for \$100:

Key Bank 50% \$50
Fleet Bank Remaining Balance \$50

Any change you make to your direct deposit elections may take up to two pay periods to process and you will receive a paper check until those changes are finalized.

Need help finding your Account Number and Routing Number? Access numbers at the bottom left-hand side of your next available check:

Check Routing Number **Account Number**
123456789 000123456789

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Key Bank	222370440	██████████	Checking	1 ▼	10.00%	Active
State Employees Federal Credit Union	221373383	██████████	Checking	2 ▼	25.00%	Prenote
Capital Communic FCU	221373273	██████████	Savings	3 ▼	50.00%	Prenote
Key Bank	222370440	██████████	Checking	4 ▼	10.00%	Prenote
State Employees Federal Credit Union	221373383	██████████**	Savings	5 ▼		Remaining Active

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address	Type	Address Sequence	Note
State Employees Federal Credit Union	221373383	██████████	Savings	Active				** Account also used in Payroll Allocation.

* - indicates a required field.

Add Allocation:

Bank Routing Number: * Capital Communic FCU

Account Number: *

Account Type: *

Must select one option per account

Remaining Amount:

Amount or Percent:

Must check at least one option

Payroll Deposit:

Accounts Payable Deposit:

[Direct Deposit Allocation](#)

- Enter Bank Routing Number
- Enter Account Number
- Select Account Type
- Enter Amount, Percentage or Remaining Amount
 - o **NOTE: Using percentages will apply the input percentage to the remaining funds to be deposited:**

Example using percentages for a check for \$100:

Key Bank	50%	\$50
Fleet Bank	50%	\$25
Paper check will be issued		\$25

Example using remaining balance for a check for \$100:

Key Bank	50%	\$50
Fleet Bank	Remaining Balance	\$50

- Select Payroll, Accounts Payable or Both
 - o Selecting "Payroll" will direct deposit only payroll checks to the bank account listed
 - o Selecting "Accounts Payable" will direct deposit any other payments that are not payroll-related (Travel reimbursements, awards, etc.) to the bank account listed
 - Please note that you are only allowed to have one bank account utilized for direct deposit for payments from Accounts Payable (non-payroll payments)

Click **Save**

You will see the following confirmation screen.

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Update Direct Deposit Allocation

The new allocation has been saved successfully.

To add an account: Enter the bank routing number and account information to add a direct deposit, then check "Save".

To make a change: Select a bank name to change an existing record or select different priorities and the reorder button to change the order of existing records.

Note when listing two or more accounts:
Use "remaining balance" to have the remaining balance sent to the last account. If you use a percentage, instead of remaining balance, you will receive a portion of the amount to be paid in a physical paper check:

Example using percentages for a check for \$100:
Key Bank 50% \$50
Fleet Bank 50% \$25
Paper check to be issued \$25

Example using "Remaining Balance" for a check for \$100:
Key Bank 50% \$50
Fleet Bank Remaining Balance \$50

Any change you make to your direct deposit elections may take up to two pay periods to process and you will receive a paper check until those changes are finalized.

Need help finding your Account Number and Routing Number? Access numbers at the bottom left-hand side of your next available check:

Check Routing Number **Account Number**
123456789 000123456789

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Key Bank	222370440	██████████	Checking	1	10.00%	Active
State Employees Federal Credit Union	221373383	██████████	Checking	2	25.00%	Prenote
Capital Communic FCU	221373273	██████████	Savings	3	50.00%	Prenote
Key Bank	222370440	██████████	Checking	4	10.00%	Prenote
Capital Communic FCU	221373273	██████████	Checking	5	2.00%	Prenote
State Employees Federal Credit Union	221373383	██████████	Savings	6		Remaining Active

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address Type	Address	Sequence	Note
State Employees Federal Credit Union	221373383	██████████0	Savings	Active				** Account also used in Payroll Allocation.

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type: *

Must select one option per account

Remaining Amount:

Amount or Percent:

Must check at least one option

Payroll Deposit:

Accounts Payable Deposit:

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Your Direct Deposit request may take up to 2 payments to go into effect. Until the direct deposit goes into effect, physical checks will be printed and mailed to your address on file.

Make a change to a current Direct Deposit Bank

Click on **Update Direct Deposit Allocation** option at the bottom of the page

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Info The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Aug 15, 2019

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Key Bank	222370440	██████████	Checking	1,311.25
Total Net Pay				1,311.25

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
Key Bank	222370440	██████████	Checking	1	25.00%	327.81	Yes	No
Key Bank	222370440	██████████	Savings	2	50.00%	491.72	Yes	No
State Employees Federal Credit Union	221373383	██████████	Checking	3	25.00%	122.93	Yes	No
State Employees Federal Credit Union	221373383	██████████	Savings	4	Remaining	368.79	Yes	Yes
Total Net Pay						1,311.25		

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Click on the **Bank Name** that you would like to change

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Update Direct Deposit Allocation

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To make a change: Select a bank name to change an existing record or select different priorities and the reorder button to change the order of existing records.

Notes when listing two or more accounts:

Use "remaining balance" to have the remaining balance sent to the last account. If you use a percentage, instead of remaining balance, you will receive a portion of the amount to be paid in a physical paper check:

Example using percentages for a check for \$100:

Key Bank	50%	\$50
Fleet Bank	30%	\$25
Paper check to be issued		\$25

Example using "Remaining Balance" for a check for \$100:

Key Bank	50%	\$50
Fleet Bank Remaining Balance		\$50

Any change you make to your direct deposit elections may take up to two pay periods to process and you will receive a paper check until those changes are finalized.

Need help finding your Account Number and Routing Number? Access numbers at the bottom left-hand side of your next available check:

Check Routing Number: 123456789
Account Number: 000123456789

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Key Bank	222370440	██████████	Checking	1 ▼	10.00%	Active
State Employees Federal Credit Union	221373383	██████████	Checking	2 ▼	25.00%	Prenote
Capital Communcic FCU	221373273	██████████	Savings	3 ▼	50.00%	Prenote
Key Bank	222370440	██████████	Checking	4 ▼	10.00%	Prenote
Capital Communcic FCU	221373273	██████████	Checking	5 ▼	2.00%	Prenote
State Employees Federal Credit Union	221373383	██████████	Savings	6 ▼	Remaining	Active

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address	Type	Address Sequence	Note
State Employees Federal Credit Union	221373383	██████████	Savings	Active				** Account also used in Payroll Allocation.

* - indicates a required field.

Add Allocation:

Bank Routing Number: *
Account Number: *
Account Type: *

Must select one option per account

Remaining Amount:
Amount or Percent: Percent ▼

Must check at least one option

Payroll Deposit:
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- You can delete by checking the Inactivate box

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Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

Bank Name: Key Bank
Bank Routing Number: 222370440
Account Number:
Inactivate:
Account Type:

Must select one option per account
Remaining Amount:
Amount or Percent:

Must check at least one option
Payroll Deposit:
Accounts Payable Deposit:

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- You can change the amount or percent

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Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

Bank Name: Key Bank
Bank Routing Number: 222370440
Account Number:
Inactivate:
Account Type:

Must select one option per account
Remaining Amount:
Amount or Percent:

Must check at least one option
Payroll Deposit:
Accounts Payable Deposit:

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- You can add Accounts Payable to the deposit if you don't already have an Accounts Payable account selected

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Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

Bank Name: Key Bank
Bank Routing Number: 222370440
Account Number:
Inactivate:
Account Type:

Must select one option per account
Remaining Amount:
Amount or Percent:

Must check at least one option
Payroll Deposit:
Accounts Payable Deposit:

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Click **Save**

Your Direct Deposit request may take up to 2 payments to go into effect. Until the direct deposit goes into effect, physical checks will be printed and mailed to your address on file.

If you Inactivated a direct deposit and are now re-entering it and have received an error message, please open a zendesk ticket for Payroll at <http://finance.rpi.edu/support> with your error message, name and RIN. We will assist you through the process.