Rensselaer Self-Service Information System Direct Deposit Instructions

Log into the Rensselaer Self-Service Information System.

<u>If you are Faculty, Staff or a Student Worker</u>, 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):

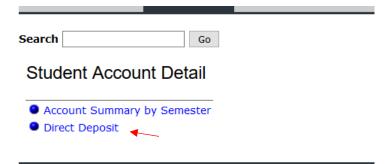
- Click on the HR/Payroll Menu tab
- Click on Pay Information
- Click on Direct Deposit

Personal Information Main Menu HR/Payroll Menu Search Go 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 View your deductions history by type and date range. Administrative Pay Stub Summary Direct Deposit

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**

Earnings by Position

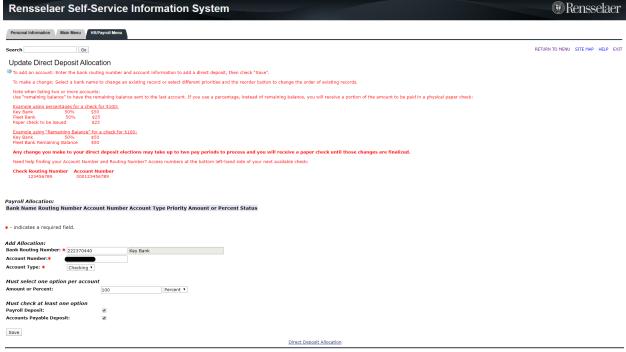


Enter a New Direct Deposit

Rensselaer Self-Service Information System Personal Information Main Menu HR/Payroll Menu Search Go View Direct Deposit Information Info The following accounts are listed in the order in which your pay will be distributed. Info There are no payroll records with direct deposit information. Add New Direct Deposit [Earnings History | Pay Stub | Deductions History]

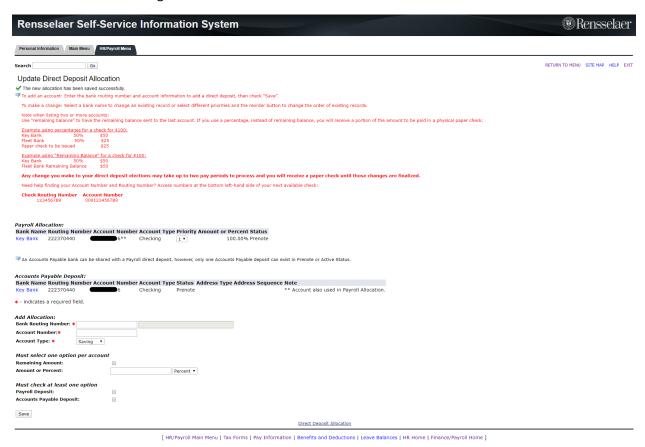
[HR/Payroll Main Menu | Tax Forms | Pay Information | Benefits and Deductions | Leave Balances | HR Home | Finance/Payroll Home |

Click on Add New Direct Deposit



- [HR/Payroll Main Menu | Tax Forms | Pay Information | Benefits and Deductions | Leave Balances | HR Home | Finance/Payroll Home]
- Enter Bank Routing Number
- Enter Account Number
- Select Account Type
- Enter Amount, Percentage or Remaining Amount
 - 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
 - Selecting "Payroll" will direct deposit only payroll checks to the bank account listed
 - Selecting "Accounts Payable" will direct deposit any other payments that are not payrollrelated (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)
 - Checking both boxes will remit all payments to the bank account listed
- Click Save

You will see the following confirmation screen.



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)

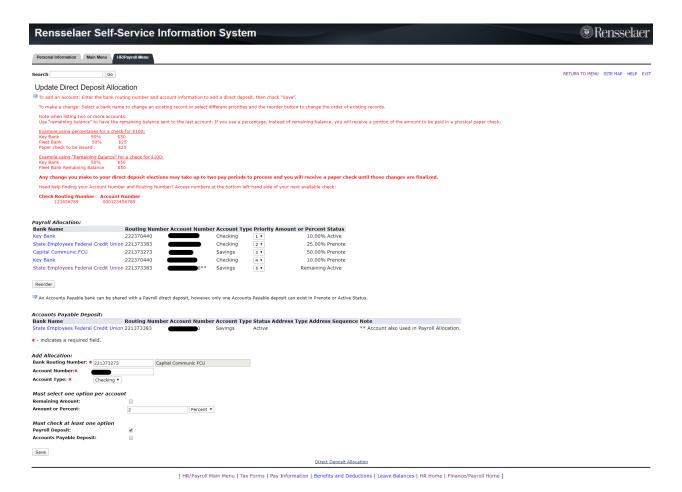
NOTE: Faculty and Staff can select have more than one Direct Deposit for Payroll. Students can only have one Direct Deposit for Payroll.

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



[Earnings History | Pay Stub | Deductions History]

[HR/Payroll Main Menu | Tax Forms | Pay Information | Benefits and Deductions | Leave Balances | HR Home | Finance/Payroll Home]



- Enter Bank Routing Number
- Enter Account Number
- Select Account Type
- Enter Amount, Percentage or Remaining Amount
 - 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

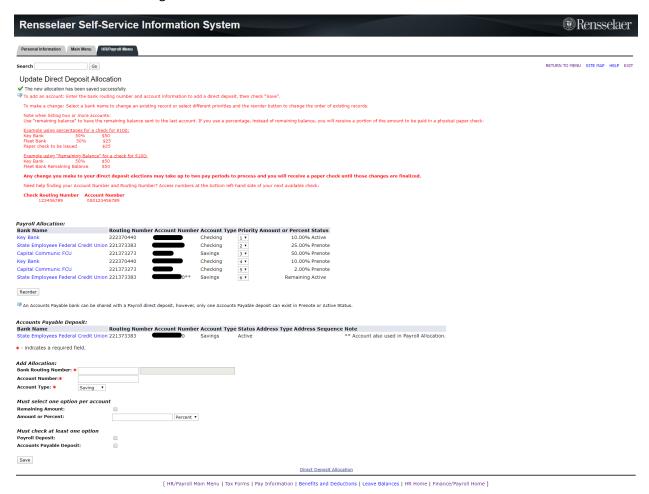
Example using **remaining balance** for a check for \$100:

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

- Select Payroll, Accounts Payable or Both
 - Selecting "Payroll" will direct deposit only payroll checks to the bank account listed
 - 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

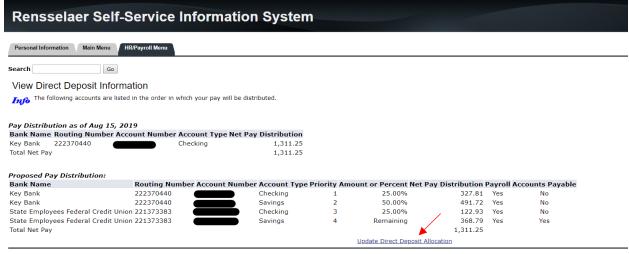
You will see the following confirmation screen.



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

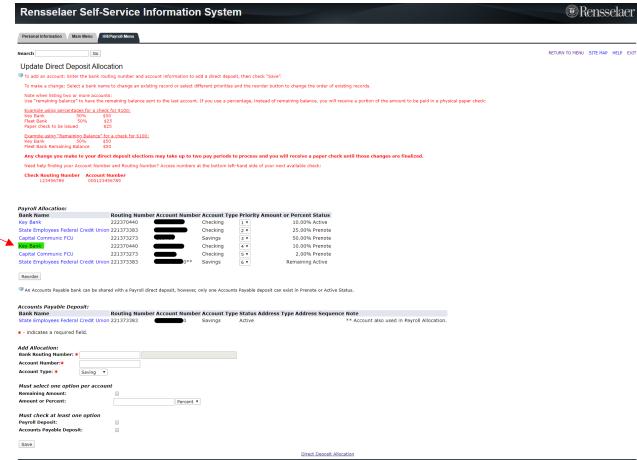
Click on *Update Direct Deposit Allocation* option at the bottom of the page



[Earnings History | Pay Stub | Deductions History]

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Click on the Bank Name that you would like to change



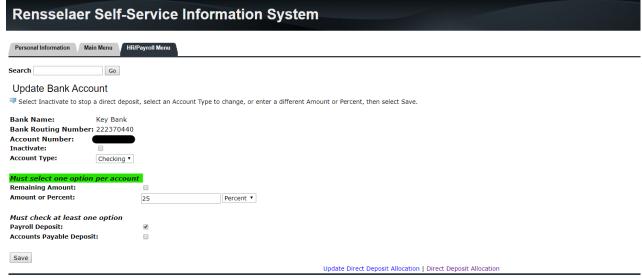
You can delete by checking the Inactivate box

Rensselaer Self-Service Information System



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- You can change the amount or percent



[HR/Payroll Main Menu | Tax Forms | Pay Information | Benefits and Deductions | Leave Balances | HR Home | Finance/Payroll Home]

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

Rensselaer Self-S	Service Information System
Personal Information Main Menu HR	2/Payroll Menu
Search Go	
Update Bank Account	
Select Inactivate to stop a direct depos	sit, 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: Checking v	
Must select one option per accour	
Remaining Amount: Amount or Percent:	25 Percent •
Must check at least one option Payroll Deposit:	⊗
Accounts Payable Deposit:	
Save	Update Direct Deposit Allocation Direct Deposit Allocation
	[HD/Davroll Main Manu Tay Forms Day Information Benefits and Deductions Leave Balances HD Home Finance/Davroll Home

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.