

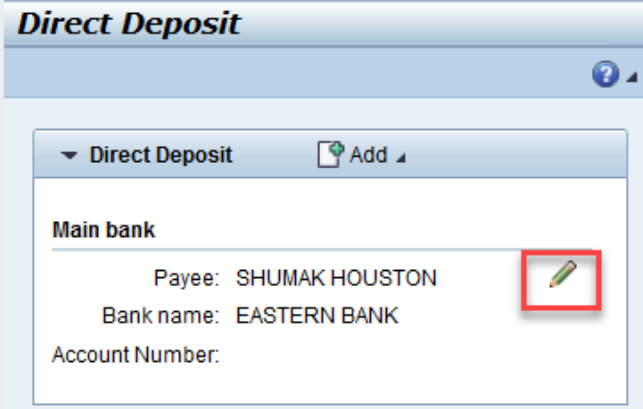
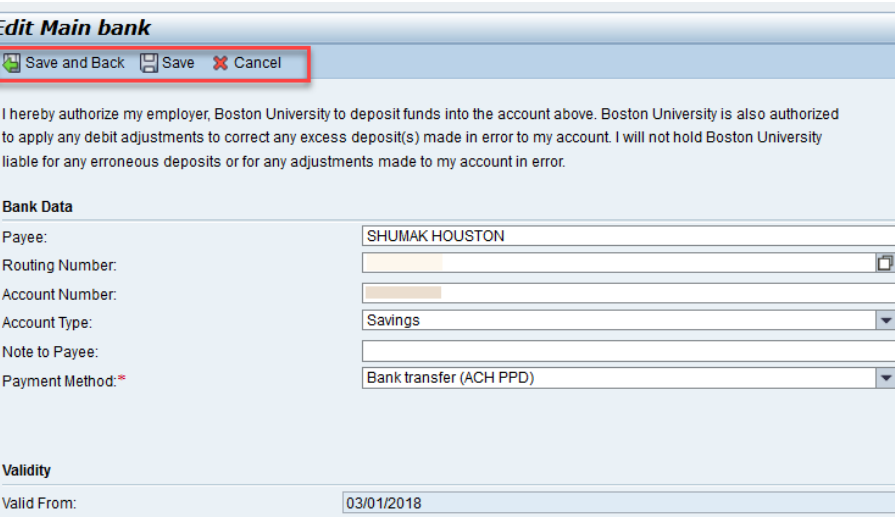


Setting Up Direct Deposit–Quick Reference Guide

Through Employee Self Service in BUworks portal, you can choose to enable the payroll department to directly deposit your paycheck to your bank account. If needed, in addition to the main bank, you can specify up to four additional banks and also an Expense Reimbursement bank for direct deposit (Click [here](#) for instructions).

	<p>Log on to BUworks Central: https://ppo.buw.bu.edu</p> <ol style="list-style-type: none">1. Click on Employee Self Service2. Click on Benefits and Pay
	<ol style="list-style-type: none">3. Click on Direct Deposit in the Pay Section

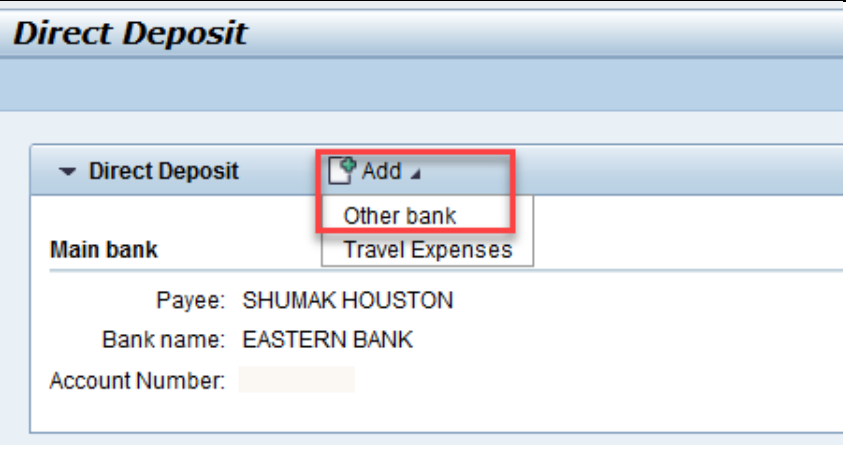
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	<p>4. Click on the Pencil to access the screen where you can enter the information regarding your main bank account</p>
	<p>5. Enter the routing number (9 digit bank identification number, first in the series of numbers at bottom of a check)</p> <p>6. Enter the account number (second series of numbers in a check located after the : symbol following the routing number)</p> <p>7. Enter the appropriate account type (e.g. checking)</p> <p>8. Enter Note to Payee (e.g. Primary Bank)</p> <p>9. Select the payment method as “Bank Transfer ACH PPD”</p> <p>10. Click on “Valid From” and enter the date the direct deposit should start, or, click on the option “Valid as of today”</p>

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	<p>11. Click on Save and Back to return to Employee Self Service or Save if you want to enter additional bank information</p> <p>You have successfully added direct deposit information for your primary bank.</p>
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Instructions for Adding an Additional Bank:

 <p>The screenshot shows the 'Direct Deposit' section of a web application. At the top, there is a blue header with the text 'Direct Deposit'. Below this, there is a navigation bar with a dropdown menu labeled 'Direct Deposit'. The dropdown menu is open, showing three options: 'Add', 'Other bank', and 'Travel Expenses'. The 'Add' option is highlighted with a red box. Below the navigation bar, there is a form with the following fields: 'Main bank', 'Payee: SHUMAK HOUSTON', 'Bank name: EASTERN BANK', and 'Account Number:'. The 'Account Number' field is currently empty.</p>	<ol style="list-style-type: none">1. Click on Add to add information about an additional bank2. Select option “Other bank” from the drop-down <p>NOTE: Select option Expense Reimbursement, for expense reimbursements to go to a different account than main bank</p>
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Add Other bank

I hereby authorize my employer, Boston University to deposit funds into the account above. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

Payee:	<input type="text" value="SHUMAK HOUSTON"/>
Routing Number:	<input type="text"/> <input type="checkbox"/>
Account Number:	<input type="text"/>
Account Type:	<input type="text"/>
Note to Payee:	<input type="text"/>
Payment Method:*	<input type="text" value="Payroll Check"/>
Percentage of Net:	<input type="text" value="0.00"/>
Flat Amount:	<input type="text" value="0.00"/>

Validity

Valid From

Valid From/To

3. Enter Routing number (first nine digits on the bottom of check), Account number (second series of digits between symbols |; and |:), Account type (e.g. Checking or savings), Note to Payee (Additional bank), Payment method as Bank Transfer ACH PPD and either Percentage of net (e.g. 10%) or Flat amount (e.g. \$100)

4. The validity date is defaulted to the first of the current month

5. Click on **Save and Back** to return to Employee Self Service (ESS) menu

You have successfully added direct deposit information for your additional bank.