Direct Deposit Authorization
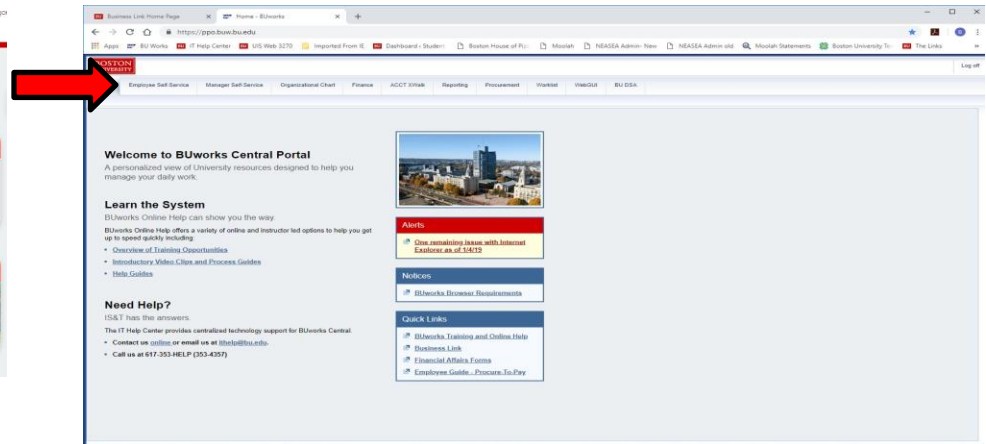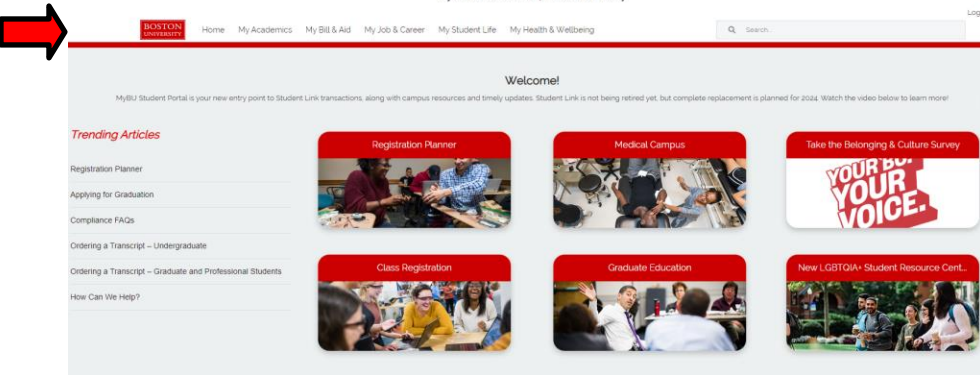
Please Use **Chrome** or **Firefo**x. Do **Not** Use Safari.   And make sure to disable your pop-up blockers.

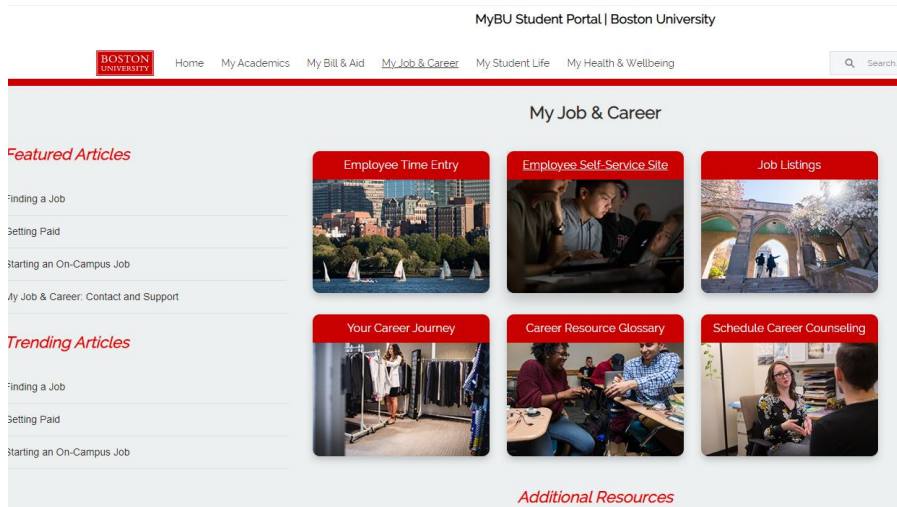Step 1: Go to [www.bu.edu/studentlink.](www.bu.edu/studentlink)

Step 2: Log in with your BU Login and Kerberos password.
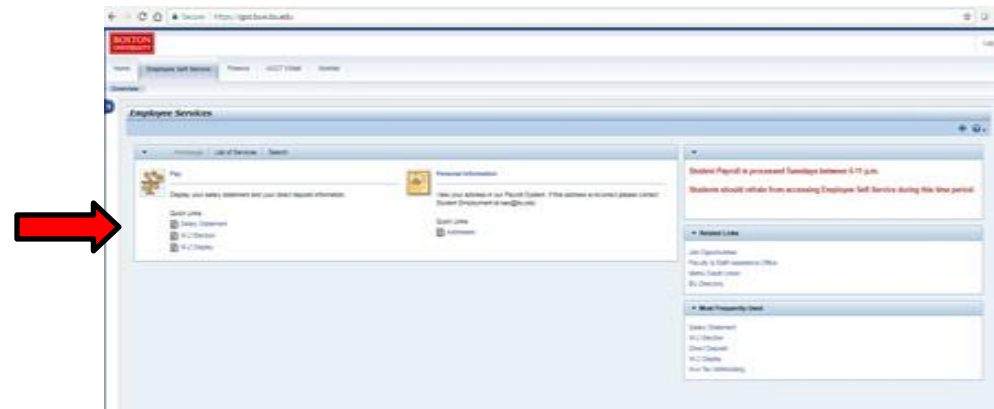
Step 3: Click on My job & Career

Step 5: Click on the "**Employee Self-Service**" tab
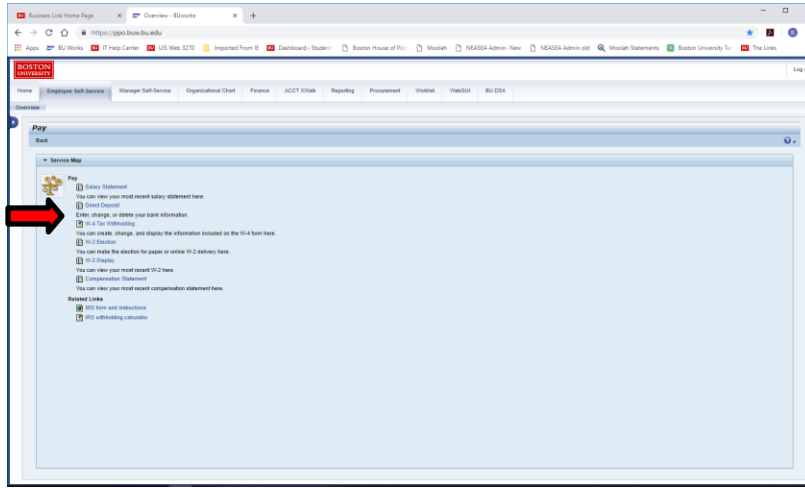

Step 4: Click on "**Employee Self-Service Site**"
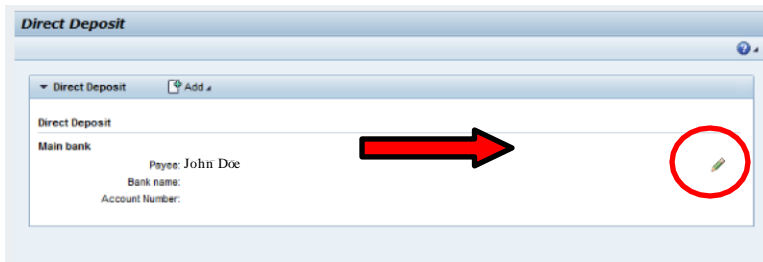

Step 6: Click on "**Pay**"

OVER

Step 7: Click on "**Direct Deposit**"

Step 8: Click on the **Pencil** (on the right side of the screen). *Do NOT press "Add"*

Step 9: Locate your **Bank Account** and **Routing** information.
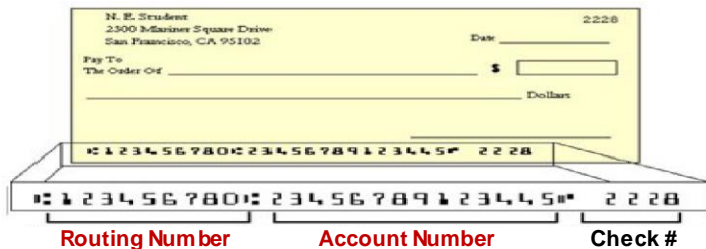
This can be done in 4 ways:

   Stated on your **personal check** *(not a BU paycheck)* – See Below
   Online Banking (if your bank supports this function)
   Contacting your **Bank**
   Bank Statement

Routing Number   Account Number   Check #

Step 10:

   Input your **Name**, **Routing Number**, **Account Number**
   Select the **Account Type** (Checking or Saving)
   You can leave "Note to Payee" blank
   Change Payment Method to **Bank Transfer (ACH PPD)**
NOTE: Your debit/ATM card number is *NOT* your bank account number.

Step 11: Click on "**Save**"

Congratulations!
You have set up direct deposit!

Notes:

   Students who have been paid and are having trouble accessing ESS (Employee Self Service) should contact ithelp@bu.edu or 617-353-HELP (4357)

   A student employee will have access to ESS once the student's record has been established in SAP. This will typically be on the Thursday after the student has been hired into the Student Payroll system.