



Direct Deposit Authorization



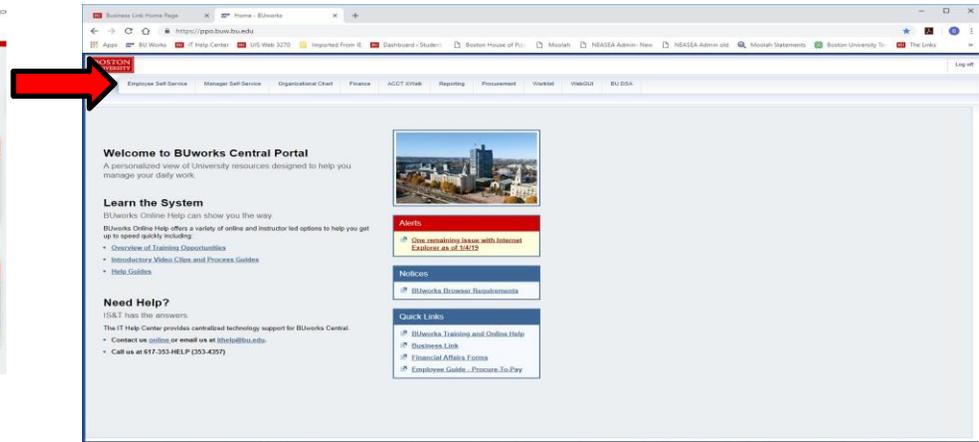
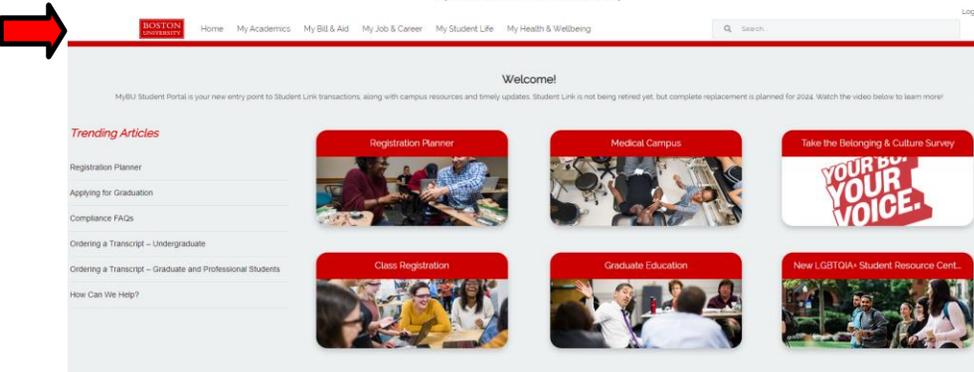
Make sure to disable your pop-up blockers.

Step 1: Go to MyBU Student Portal

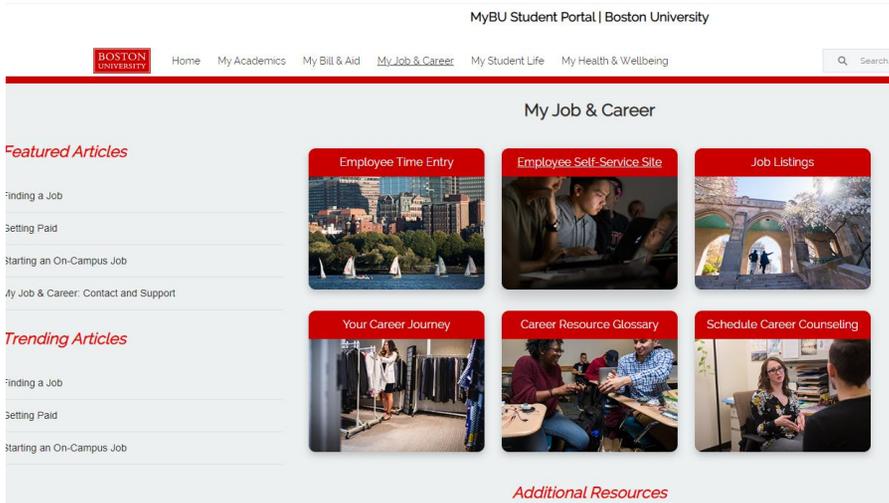
Step 2: Log in with your BU Login and Kerberos password.

Step 3: Click on My Job & Career

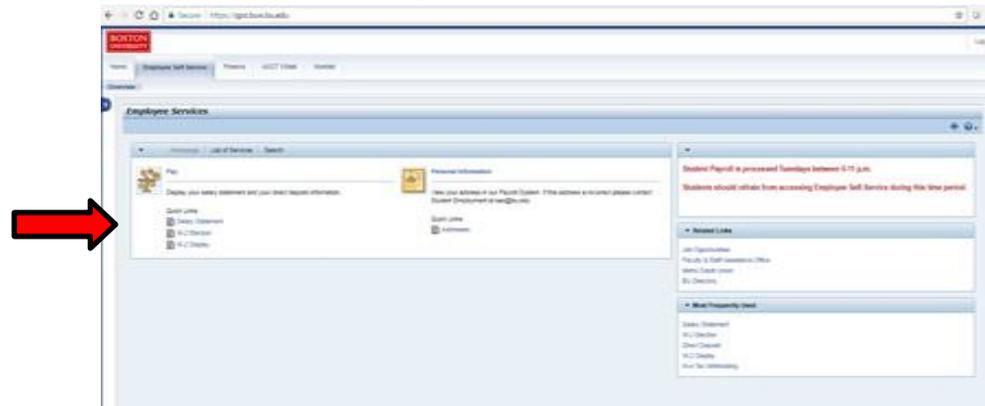
Step 5: Click on the "Employee Self-Service" tab



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



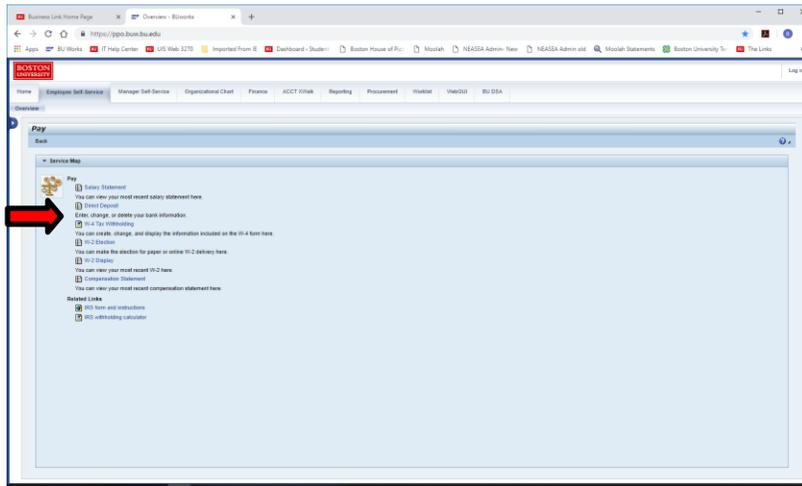
Step 6: Click on "Pay"



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:

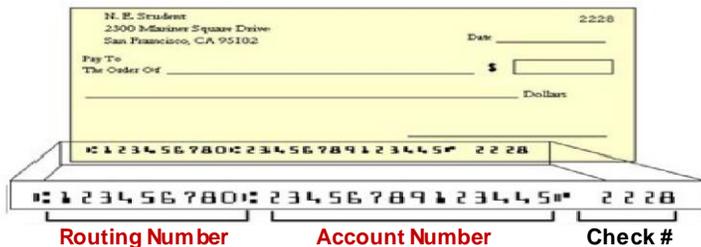
Stated on your **personal check (not a BU paycheck)** –

See Below

Online Banking (if your bank supports this function)

Contacting your **Bank**

Bank Statement



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"

Edit Main bank

Save and Back Save Cancel

IMPORTANT: For any bank account changes, please enter your current main bank account in the Main Bank Data Validation section in order to proceed. New employees with no existing bank account may skip this field.

Main Bank Data Validation

Current Main Bank Account Number:

Bank Data

Payee:

Routing Number:

Account Number:

Account Type:

Note to Payee:

Payment method:

Validity

Valid as of Today

Valid From

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.

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 after they are hired into their first job at Boston University..