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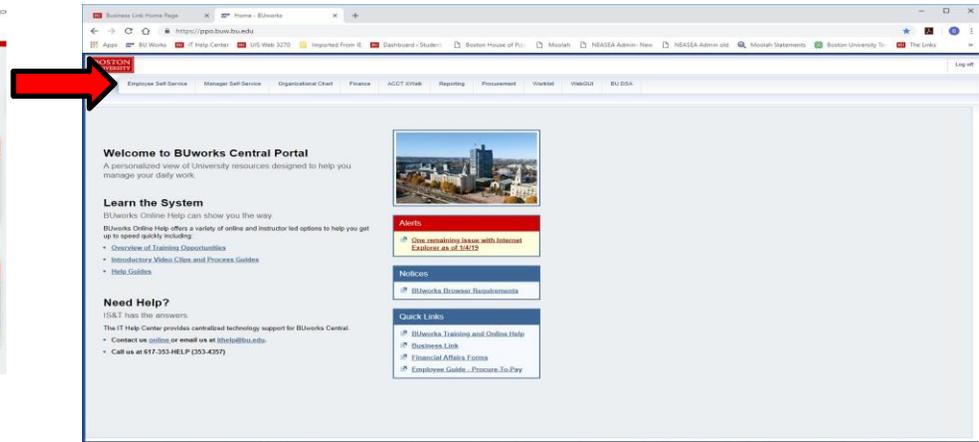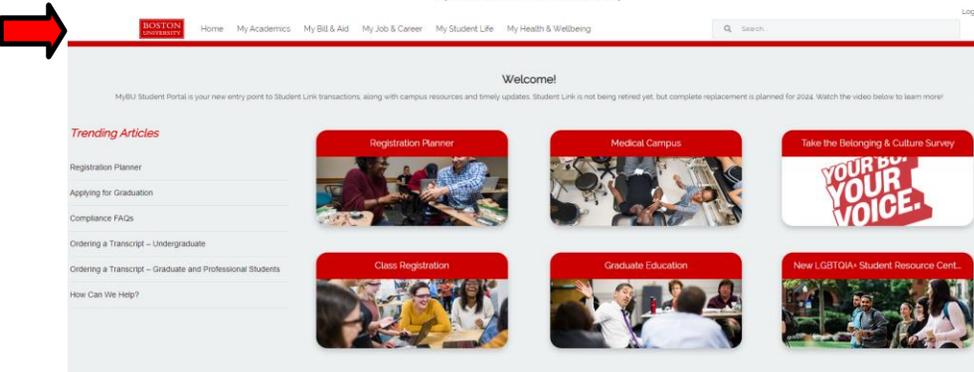
Step 4: Click on "**Employee Self-Service Site**"

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

Additional Resources
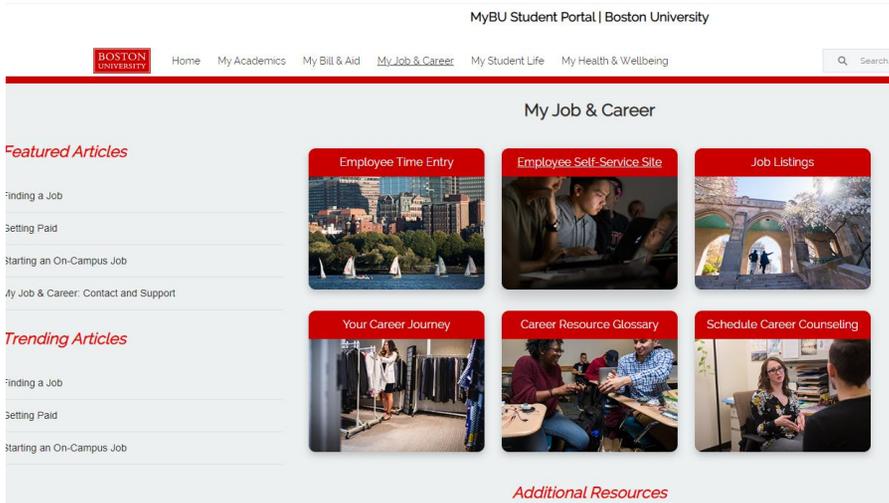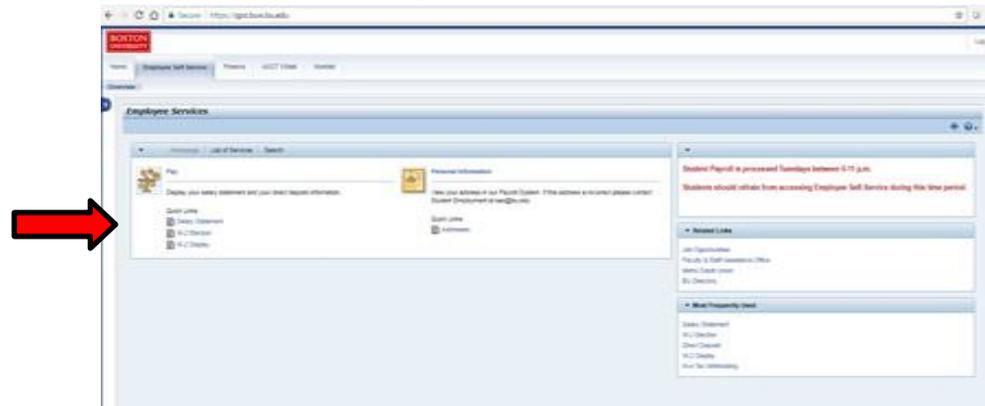
OVER

Step 7: Click on "**Direct Deposit**"
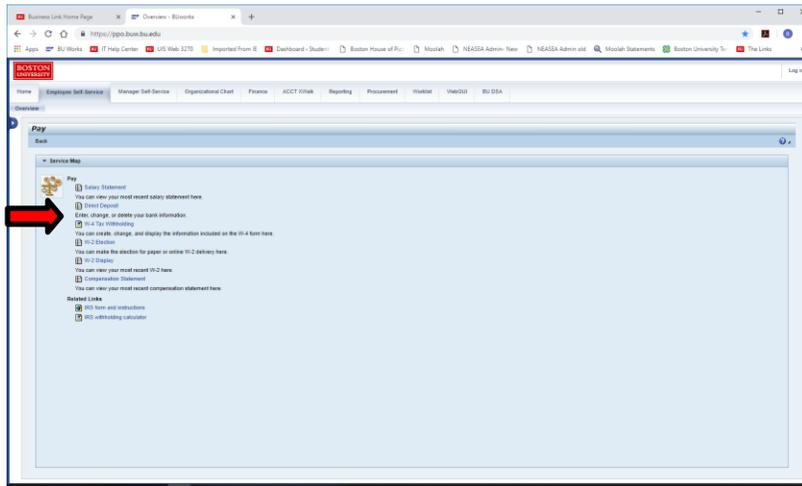
Step 8: Click on the **Pencil** (on the right side of the screen). *Do NOT press "Add"*

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 #**
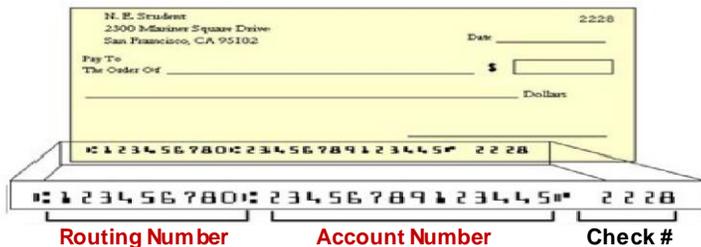
Step 10:

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)**
N O T E: 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 after they are hired into their first job at Boston University..