Setting Up Direct Deposit

Initial Setup

1. Go to banweb.pdx.edu and enter your login information.

2. Select either the Employee Services Tab or the link that says “Employee Services.”
Setting Up Direct Deposit

3. Select Pay Information.

Employee

- Time Sheet
- Request Time Off
- Benefits and Deductions
- Retirement, health, beneficiary, and Rec Center membership.
- Pay Information
  - Direct deposit allocation, earnings statement, and deductions history.
- Payroll Tax Forms
- W4 information and W2 form.
- Jobs Summary
- Leave Balances
- EPAF: Electronic Personnel Action Form
- Notice of Appointment
- Administrative (View Other) Pages

RELEASE: 0.5.1.PA

4. Select Direct Deposit Allocation.

Pay Information

- Direct Deposit Allocation
  - Earnings History
  - Pay Stub
  - Deductions History

RELEASE: 0.5.1.PA

5. This page shows you the bank account currently associated with your direct deposit. It should initially list no accounts. Select Add New Direct Deposit.

Direct Deposit Allocation

- There are no payroll records with direct deposit information.

Add New Direct Deposit
6. Depending on whether you are or are not transferring all of your direct deposit payment to a financial institution outside of the U.S., complete the following statement with “Is” or “Is Not”.

“Is” means you will transfer your full PSU paycheck outside of the U.S., and “Is Not” means you will not transfer your full paycheck outside the U.S.

*** REQUIRED INFORMATION ***

The entire amount of my payment via direct deposit to a U.S. financial institution

- [ ] Is
- [ ] Is Not

being transferred/forwarded to a financial institution outside the U.S.

View Direct Deposit Allocation

If you are transferring your paycheck outside of the US, you will need to meet with a representative of Payroll to provide additional information and complete the appropriate forms.

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You must come to HR to establish your direct deposit due to international banking restrictions
Setting Up Direct Deposit

You will be asked to accept the Direct Deposit Employee Agreement:

Update Direct Deposit Allocation

Online Direct Deposit Setup

Employee Agreement: Your enrollment in PSU's Direct Deposit program via the PSU Information System authorizes the University (Payor) to deposit your (Recipient) payroll, travel advances and/or reimbursements, and payments into the bank account identified, to provide you with paperless pay stubs through the PSU Information System and deposit transaction confirmations by email. This authorization will remain in effect until you choose to end it via the PSU Information System by inactivating all direct deposit accounts.

Note: After enrolling for Direct Deposit all funds specified will be deposited directly to your bank account unless this agreement is terminated or amended via the PSU Information System. It is the Recipient's responsibility to notify Human Resources via PSU Information System of any changes to your bank account. If a change to your bank account occurs without the Payor receiving updated information via the PSU Information System, a delay in the payment of your funds will occur (up to 10 business days).

If funds are direct deposited to your account in error, the Payor may initiate a debit transaction against the account to remove/recover the funds. It is the Recipient's responsibility to ensure that funds are in the bank prior to any withdrawal.

CHANGE TO CURRENT BANK REQUIREMENT:

Changes to account information submitted prior to payroll closing of the current month's payroll will be effective this month and on all future payments.

By clicking "Continue" below you are agreeing to the Terms and Conditions outlined above.

If you do not agree to the Terms and Conditions click on "Return to Menu"

7. Enter your bank routing number and account number. The gray area next to the routing number will notify you if the number you entered is valid. Click “Submit.”

8. Enter your password to confirm your allocation and finish.

New Direct Deposit Request:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>000123456789</td>
<td>9876543210</td>
<td>Checking</td>
</tr>
</tbody>
</table>

Password:

Submit
Setting Up Direct Deposit

Changing your allocations

Changing allocations involves the same steps as adding an allocation, but when you choose Update Direct Deposit Allocation, your previous account information will be set to inactive. For security purposes, you will be required to enter in your current direct deposit account number (as it was entered when you set up the account for direct deposit at PSU) before you are able to update your direct deposit allocation.

<table>
<thead>
<tr>
<th>Number</th>
<th>Account Type</th>
<th>Priority</th>
<th>Amount or Percent</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Checking</td>
<td>1</td>
<td>100.00%</td>
<td>2,462.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,462.58</td>
</tr>
</tbody>
</table>

[ Earnings History | Pay Stub | Deductions History ]

Verify your bank account number:

[OK] [Cancel]

Account Type | Priority | Amount or Percent | Status
--- | --- | --- | ---
Checking     |          | 100.00%           | Inactive

This message will appear if you have no active accounts:

**You have inactivated your bank account information.**

If you did not mean to do this you may re-activate an inactive account, or add a new bank account.

If you did mean to inactivate all your bank information, you will now receive paper checks for both Payroll checks and Accounts Payable checks (i.e. Travel Reimbursements)
Setting Up Direct Deposit

Troubleshooting

⚠️ Payroll has already started processing your monthly paycheck.
You will not be able to change your direct deposit records until after payroll processing has completed.
Please contact Human Resources at askhrc@pdx.edu or call (503) 725-4926 if you have any questions.

If you see this message, you will need to either wait until monthly paychecks are disbursed before you can change your account information, or contact HR directly.

Occasionally, Banweb will not have a particular bank routing number stored in its system. If you receive the error above when correctly inputting your routing number, you can contact HR at extension 54926 or askhr@pdx.edu to have the number added to Banweb's database. An HR representative will notify you when you can enter your allocation successfully.

The information you provided could not be verified.

If you have questions, please contact HR at (503)725-4926 or askhr@pdx.edu.

This error will appear if you incorrectly enter your current direct deposit account number when updating your direct deposit allocation. The account number you should enter at the prompt is the account listed on the direct deposit page ("ending in xxxx"). The account number needs to be entered as it was when the account was initially set up (including any leading zeroes). If you have questions, please contact HR at extension 54926 or askhr@pdx.edu.