

RU ACCESS Direct Deposit

Enrolling, Changing, and Deleting Direct Depositing Information

Changes to direct deposit information will need to occur at least 3 days prior to a scheduled payday for the changes to take effect.

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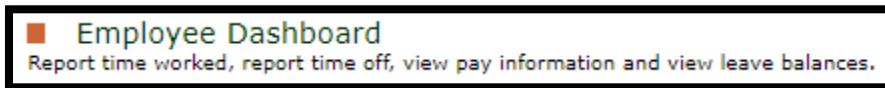
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How to access and view your current direct deposit information:

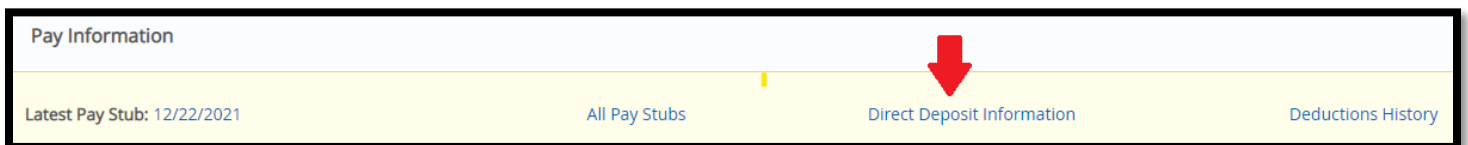
1. From any computer, log into RU ACCESS (ruaccess.roosevelt.edu) using your NETID (everything before the “@” symbol in your email address) and password.
2. Select the “Employee Services” tab from the top menu options.



3. Select “Employee Dashboard” from the menu list.



4. Under Pay Information, click on “Direct Deposit Information”. You may need to click on the Pay Information tab to have this link appear.



5. If no banking information appears, you are currently NOT enrolled in direct deposit. If you are not enrolled your paychecks must either be picked up in person on payday or they are mailed to your current mailing address.
If banking information does appear, you are currently enrolled in direct deposit and your paychecks are currently being deposited to the listed bank account(s).

How to add a bank account and enroll in direct deposit for the first time:

1. To add a bank account and enroll in direct deposit for the first time, click on “Add New” under the Proposed Pay Distribution tab.



2. A pop up window will appear titled “Add Payroll Allocation”, which will allow you to enter in your banking information for direct depositing.
 - a. Enter in your bank’s routing number. Once you enter in a correct 9 digit number, your bank’s name should appear in the box below.
 - b. Enter in your bank account number.
 - c. Enter in your bank account number again to verify that you are providing the correct number. This number must match in both boxes to ensure you are providing the correct bank account number to have your checks directly deposited to.
 - i. This system does not check with your bank that the right bank account number is being provided. The system only ensures that you are providing the correct set of numbers that you intend to provide. If you are unsure of what your bank account number is, please check with your bank before proceeding forward to avoid any paychecks being deposited to the wrong bank account.
 - d. Select whether the bank account is a savings or checking account.
 - e. If this is your first time signing up for direct deposit, the Priority box will remain at 1 to indicate that this account should take the highest priority to have paychecks deposited to it.
 - f. Under the “Amount” section, you will have to select “Use Remaining Amount” because this is the only account on file that paychecks can currently be deposited to. If you would like to have your paychecks split and deposited to multiple accounts, you will need to account your additional accounts first and come back to make these changes.
 - g. Check off the authorization box to authorize Roosevelt University to deposit credits and debits on your behalf.
 - h. Click on “Save New Deposit” to save your information and submit it.

Add Payroll Allocation ✕

Choose an option:

Create from existing account information

Create new

Bank Routing Number ⓘ

A

Account Number ⓘ

B

Verify Account Number

C

Bank Name

A

Account Type

D ▼

Priority

E ▼

Amount

F Use Remaining Amount

Use Specific Amount

Use Percentage

G By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL
H SAVE NEW DEPOSIT

3. The Proposed Pay Distribution tab will now present your new account information with a status of "Active".
4. After making any changes to your direct depositing information, you will always receive a confirmation email of these changes. If you receive this email, but did not make any changes, please contact Payroll@roosevelt.edu. There are times where Payroll or HR will make changes based on information received by your bank, in these instances, Payroll will email you ASAP to let you know.

Hello [REDACTED]

Recent Changes have been made to your direct deposit information at Roosevelt University. The change was made at 22-NOV-21 15:41:40. If you did not initiate the change, please contact Payroll as soon as possible at the number below.

How to add additional bank accounts for direct depositing (splitting your paychecks):

5. Add your additional bank account by clicking on “Add New” under the Proposed Pay Distribution tab.



6. A pop up window will appear titled “Add Payroll Allocation”, which will allow you to enter in your banking information for direct depositing.
 - a. Enter in your bank’s routing number. Once you enter in a correct 9 digit number, your bank’s name should appear in the box below.
 - b. Enter in your bank account number.
 - c. Enter in your bank account number again to verify that you are providing the correct number. This number must match in both boxes to ensure you are providing the correct bank account number to have your checks directly deposited to.
 - i. This system does not check with your bank that the right bank account number is being provided. The system only ensures that you are providing the correct set of numbers that you intend to provide. If you are unsure of what your bank account number is, please check with your bank before proceeding forward to avoid any paychecks being deposited to the wrong bank account.
 - d. Select whether the bank account is a savings or checking account.
 - e. Depending on the number of active bank accounts you have on file, the Priority box will reflect the number of accounts you have to indicate that this account should take the X’t h priority to have paychecks deposited to it.
 - f. Under the “Amount” section, you will have to select either “Use Specific Amount” or “Use Percentage” depending on how much of your paycheck you would like to have deposited to this account.
 - i. “Use Specific Amount” is for times where you want an exact dollar amount to be deposited to this account for each paycheck you receive (E.g. \$20.00 per paycheck)
 - ii. “Use Percentage” is for times where you want a certain percentage of each paycheck you receive to be deposited to this account (E.g. 20% of your paycheck)
 - g. Check off the authorization box to authorize Roosevelt University to deposit credits and debits on your behalf.
 - h. Click on “Save New Deposit” to save your information and submit it.

Add Payroll Allocation ✕

Choose an option:

Create from existing account information

Create new

Bank Routing Number ⓘ

A

Account Number ⓘ

B

Verify Account Number

C

Bank Name

A

Account Type

D

Priority

E

Amount

F Use Remaining Amount

Use Specific Amount

Use Percentage

G By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL
H SAVE NEW DEPOSIT

7. The Proposed Pay Distribution tab will now present your new account information with a status of “Active”.
 - a. To add additional accounts, follow these directions again.
 - b. If you have 2 active accounts, one account should list either a specific amount or a percentage of your paycheck to be deposited to it, while your remaining account should list the remaining amount of your paycheck to be deposited to it.
 - c. If you have more than 2 active accounts, the same should be listed for all active accounts mentioned in 3b. One of the remaining accounts should like the remaining amount of your paycheck to be deposited to it while all other accounts list either a specific amount or a percentage of your paycheck to be deposited to them.

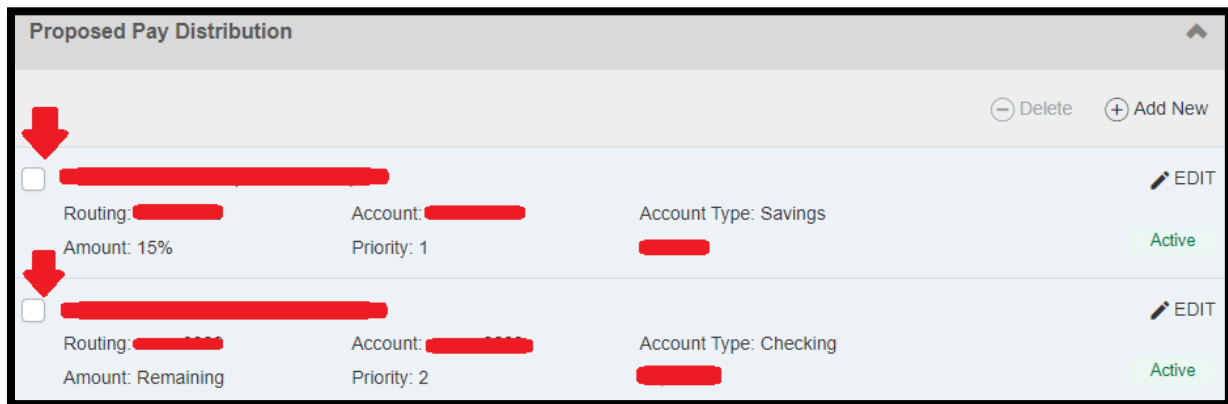
8. After making any changes to your direct depositing information, you will always receive a confirmation email of these changes. If you receive this email, but did not make any changes, please contact Payroll@roosevelt.edu. There are times where Payroll or HR will make changes based on information received by your bank, in these instances, Payroll will email you ASAP to let you know.

Hello [REDACTED]

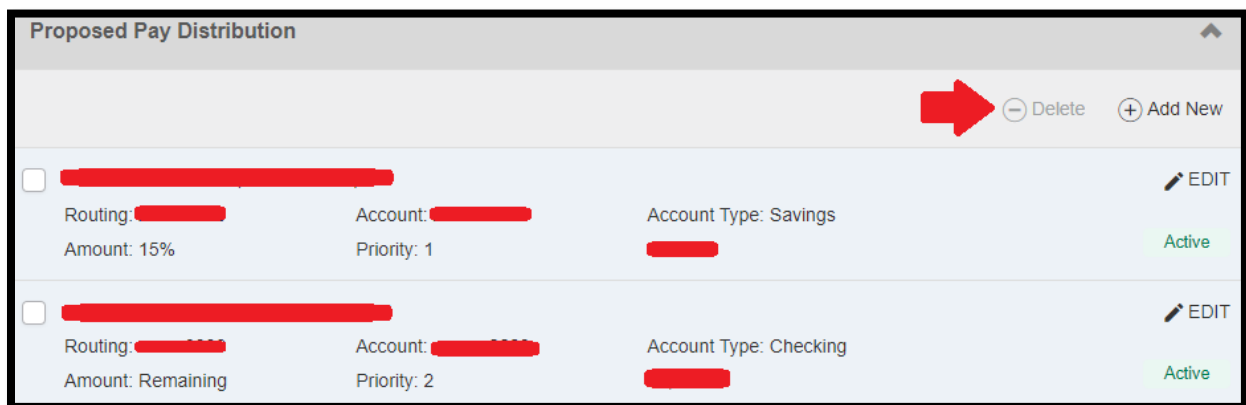
Recent Changes have been made to your direct deposit information at Roosevelt University. The change was made at 22-NOV-21 15:41:40. If you did not initiate the change, please contact Payroll as soon as possible at the number below.

How to delete an account or unenroll from direct deposit:

1. Under the Proposed Pay Distribution Tab, check off the account(s) that you want to delete so that paychecks are no longer direct deposited to them.



2. Once the account(s) that you want to delete have been selected, click on "Delete".
 - a. You will receive a warning box to ensure you want to delete the accounts. If so, click on "Delete".



3. Remember, if you delete all bank accounts but expect to still receive paychecks from the university then future paychecks will need to either be picked up in person on payday or will be mailed to your current mailing address.
4. After making any changes to your direct depositing information, you will always receive a confirmation email of these changes. If you receive this email, but did not make any changes, please contact Payroll@roosevelt.edu. There are times where Payroll or HR will make changes based on information received by your bank, in these instances, Payroll will email you ASAP to let you know.

