



# Direct Deposit in Self-Service

## Part 1: Log in to your employee self-service account

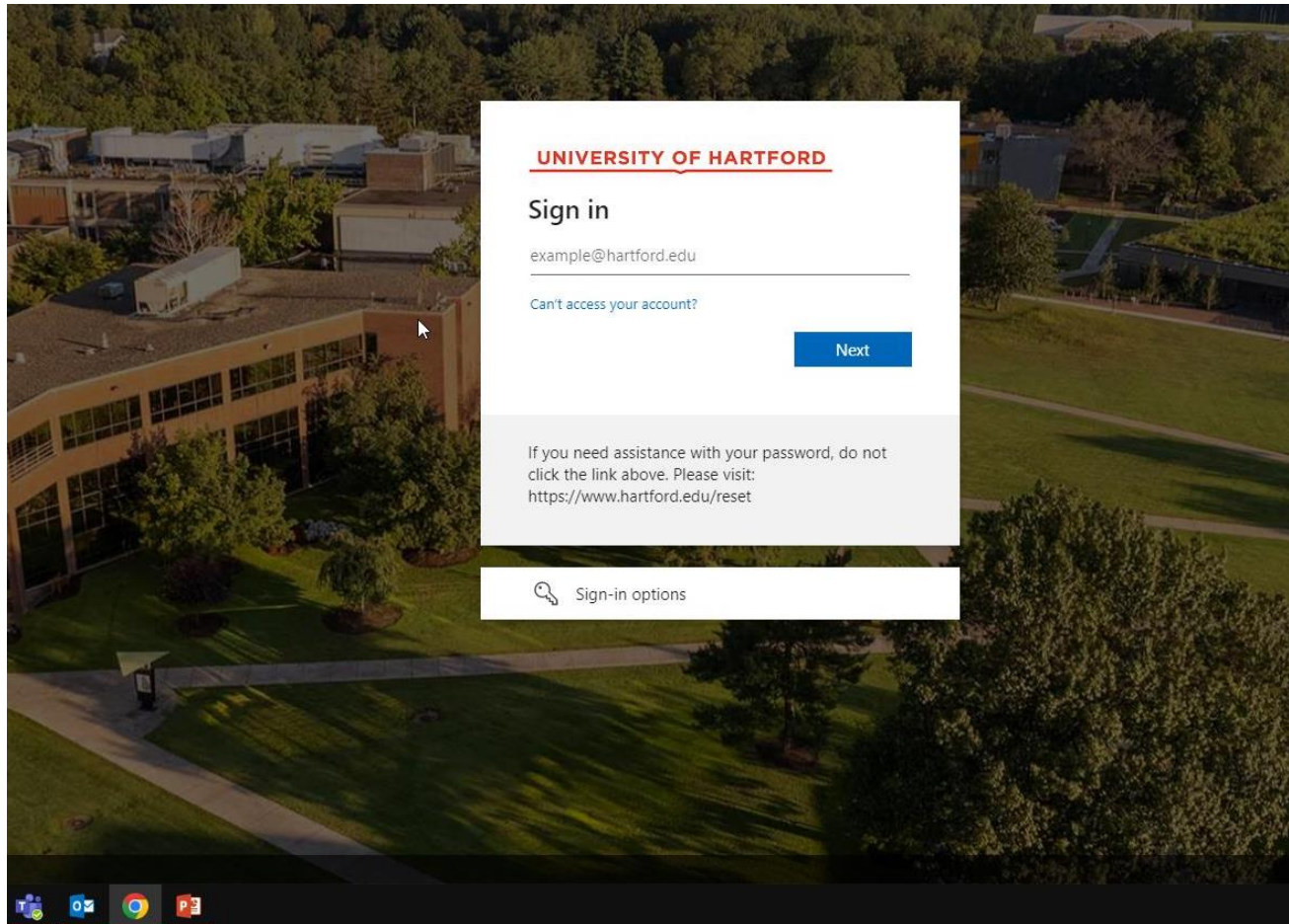
Please note:

The username will be your UHART email address.

The password will be your UHART email password.

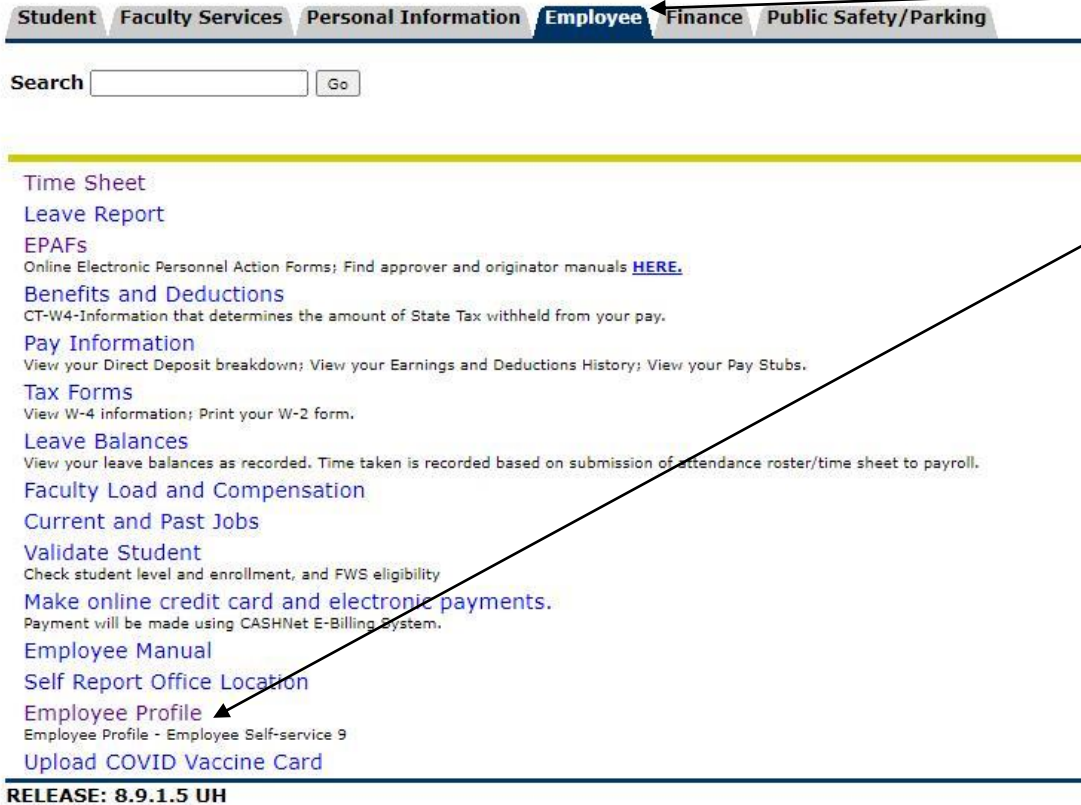
Complete the two factor authentication

For help logging into your self-service center, please contact the ITS Help Desk at 860-768-4357.



## Part 2: Log into the self-service center

**UNIVERSITY OF HARTFORD**



Step 1: Click on the tab labeled “Employee.”

Step 2: Once on the employee tab, click on the link labeled “Employee Profile.”

## Part 3: Access Your Direct Deposit

The screenshot shows a web browser window with the URL `https://uhart-dxesa-003.hartford.edu:8102/EmployeeSelfService/ssb/hrDashboard#/hrDashboard`. The page header is red with the "UH-PTEST" logo. Below the header, the "Employee Dashboard" title is displayed. The main content area includes a "My Profile" button, a "Leave Balances as of 10/25/2022" section with fields for "Vacation in hours" and "Personal Leave in hours", and a "Pay Information" section. The "Pay Information" section has a yellow highlight and contains links for "Latest Pay Stub", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". An arrow points to the "Direct Deposit Information" link. To the right, the "My Activities" section includes a blue "Enter Time" button and links for "Approve Time", "Approve Leave Report", "Electronic Personnel Action Forms (EPAF)", and "Employee Menu".

Step 3: Click on the link that says  
“Direct Deposit Information.”

## Part 4a: Set up A New Direct Deposit Account for “Proposed Pay Distribution”

Please NOTE: **For New Accounts This Screen Will Have No Account Information**

Direct Deposit Allocation

Pay Distribution as of 09/30/2022

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
T.D BANKNORTH	XXXX [REDACTED]	XXXXXX [REDACTED]	Checking	[REDACTED]
				Total Net Pay [REDACTED]

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> T.D BANKNORTH	XXXX [REDACTED]	XXXXXX [REDACTED]	Checking	Remaining	1	[REDACTED]	Active
						Total Net Pay [REDACTED]	

[- Delete](#) [+ Add New](#)

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

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

[Cancel Changes](#) [Save Changes](#)

Step 4: To set up a direct deposit for payroll:

➤ Look for the line that says “Proposed Pay Distribution” and on the right hand side of the screen click on the link that says “Add New.”

## Part 4b: Set up A New Direct Deposit Account

The screenshot shows a web browser window with the URL <https://uhart-dxesa-003.hartford.edu:8101/BannerGeneralSsb/ssb/directDeposit#/directDepositListing>. The page title is "UH-PTEST" and the user is logged in as "Michael Joseph Panicelli". The main heading is "Direct Deposit Allocation" with a sub-heading "Pay Distribution as of 09/30/2022". A modal window titled "Add Payroll Allocation" is open, showing two options: "Create from existing account information" and "Create new". The "Create new" option is selected. Below the modal, there is a table with columns: Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. The table contains one entry for "T.D BANKNORTH" with a "Checking" account type and a "Remaining" amount. The "Net Pay Distribution" column shows a value of "1" and the "Status" is "Active". At the bottom of the page, there is a checkbox for "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf" and buttons for "Cancel Changes" and "Save Changes".

Direct Deposit Allocation

Pay Distribution as of 09/30/2022

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
T.D BANKNORTH	xxxxx	xxxxx	Checking	Remaining	1	1	Active

Proposed Pay Distribution

Bank Name Routing Number Account Number Account Type Amount Priority Net Pay Distribution Status

T.D BANKNORTH xxxxx xxxxx Checking Remaining 1 1 Active

Total Net Pay

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

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

Cancel Changes Save Changes

Step 5: Make your Selection

For changing an account currently set up for direct deposit click "Create from exiting account information."

**DIRECTIONS ON THIS ARE IN PART 5**

For Brand New Accounts Click "Create New."



# Part 4c: Set up A New Direct Deposit Account

## Add Payroll Allocation

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number

Bank Routing Number

Account Number

Account Number

Bank Name

Account Type

Select a Type

Priority

2

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

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

CANCEL

SAVE NEW DEPOSIT



Step 6: Add your Direct Deposit Information

Type your FULL **routing number** for your savings or checking account.

Type your FULL **account number** for your savings or checking account.

Type the name of your bank.

Select the **account type** from the drop down menu, either savings or checking account.

## Part 4d: Set up A New Direct Deposit Account

### Add Payroll Allocation



### Step 7: Select Priority and Amount

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number



Account Number



Bank Routing Number

Account Number

Bank Name

Account Type

Priority

Select a Type

2

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

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

**Priority** - if you have ***more than one*** account, this will determine the order in which the funds deposit into each account.

**Amount** - If you have only ***one account*** for your direct deposit select “Use Remaining Amount.”

- If you have ***multiple accounts*** for your direct deposit, select either “Use Specific Amount” or “Use Percentage.”

- When you are done adding your additional accounts, for the NET amount of your check select “Use Remaining Amount.”

CANCEL

SAVE NEW DEPOSIT



## Part 4e: Set up A New Direct Deposit Account

### Add Payroll Allocation

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number



Account Number



Bank Routing Number

Account Number

Bank Name

Account Type

Priority

Select a Type

2

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

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

CANCEL

SAVE NEW DEPOSIT



Step 8: Save your Direct Deposit Information

Check the authorization box

Click "SAVE NEW DEPOSIT" to save your direct deposit information.

**\*\*Follow the steps in parts 4a, 4b, 4c, 4d and 4e for each direct deposit account you want to set up\*\***

## Part 5: Deleting or Editing an Accounts

The screenshot shows the 'Direct Deposit Allocation' page in the UH-PTEST system. The page has a red header with the UH-PTEST logo and a user profile for Michael Joseph Panicello. Below the header, there's a section for 'Pay Distribution as of 09/30/2022' with a table of existing accounts. A 'Proposed Pay Distribution' section below it allows for editing or deleting accounts. The table has columns for Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. Two accounts are listed: 'BANK OF AMERICA' (unchecked, Prenote) and 'T.D. BANKNORTH' (checked, Active). Arrows point from the 'Delete' button, the 'Prenote' status, and the 'Account Type' dropdown to the explanatory text on the right. At the bottom, there's an 'Accounts Payable Deposit' section with a checkbox for authorization and 'Cancel Changes' and 'Save Changes' buttons.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> BANK OF AMERICA	xxxxxx	xxxxxx	Checking	\$50.00	1		Prenote
<input checked="" type="checkbox"/> T.D. BANKNORTH	xxxxxx	xxxxxx	Checking	Remaining	2		Active

### Step 9: Delete or Edit an Account

#### To Delete:

Check the box for the account you want to delete.

Click the delete button

#### To Edit:

Check the box for the account you want to edit.

Use the drop down menus to change the deposit amount or account type.

## Part 6: Save And Authorize the Direct Deposit

Direct Deposit

Bank of America Routing Numl: X

UH-PTEST

My Profile • Direct Deposit Allocation

Pay Distribution as of 09/30/2022

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
T.D. BANKNORTH	xxxxxx	xxxxxx	Checking	
				Total Net Pay

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> BANK OF AMERICA	xxxxxx	xxxxxx	Checking	\$50.00	1		Prenote
<input checked="" type="checkbox"/> T.D. BANKNORTH	xxxxxx	xxxxxx	Checking	Remaining	2		Active
						Total Net Pay	

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

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

Cancel Changes Save Changes

Step 10: Give your permission

Check the box titled “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf.”

Click “Save Changes.”

## Part 7: Errors and Messages

- **If the routing number is not accepted by the system:**
  1. Email HRD a screenshot of the full routing number from your bank.
  2. Wait for HRD to verify your routing number. (*Once HRD has verified the routing number, we will email you back that your routing number is ready to be entered into the system*).
  3. After receiving the confirmation email from HRD, proceed with entering your direct deposit information into the system.
- **Where can I find my routing and account numbers:**
  - If you are using a checking account, please refer to the sample check below.
  - If you are using a savings account, please contact your bank directly for this information.

