Direct Deposit in Self-Service

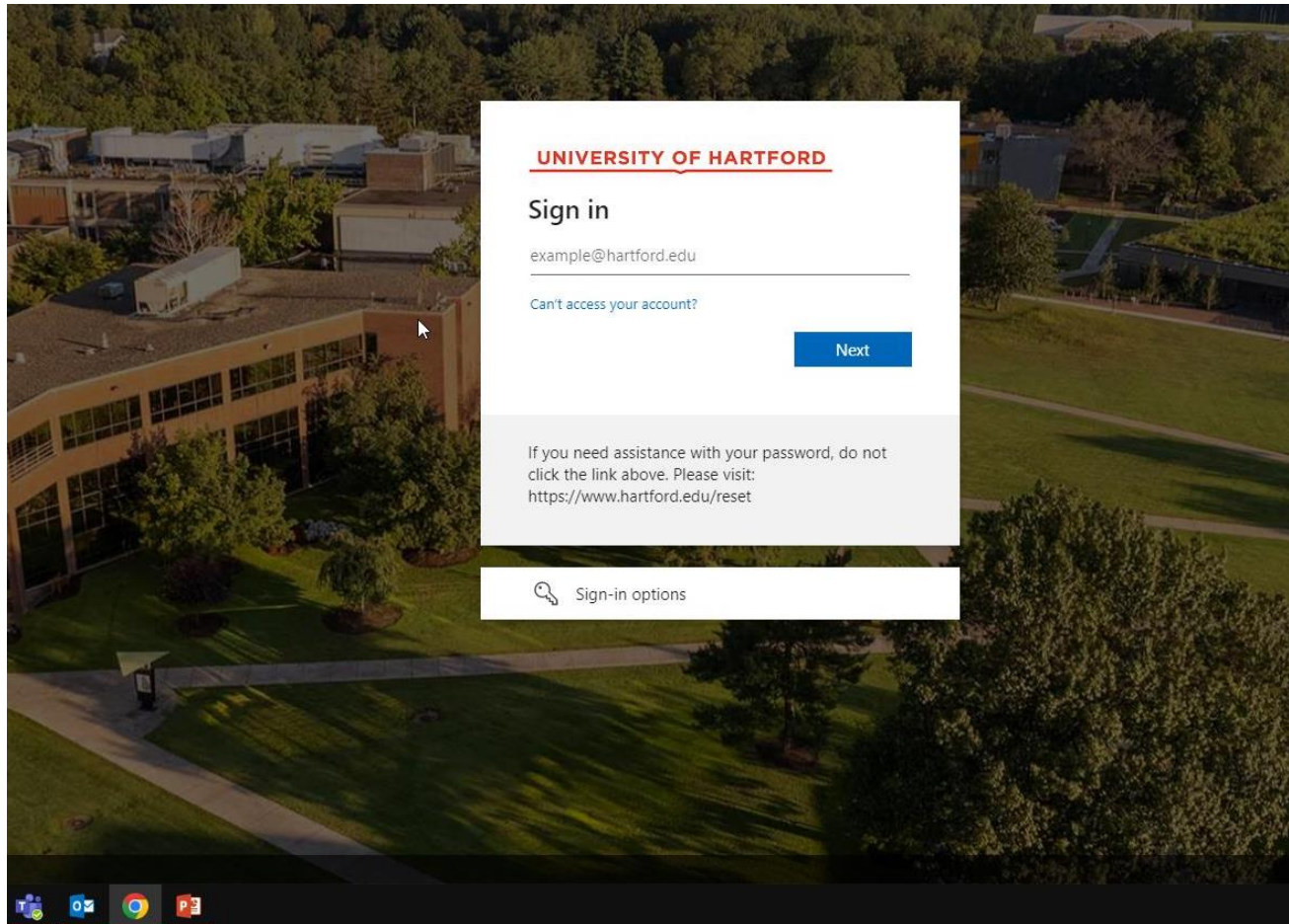# Part 1: Log in to your employee self-service account

Please note:

The username will be your UHART email address.
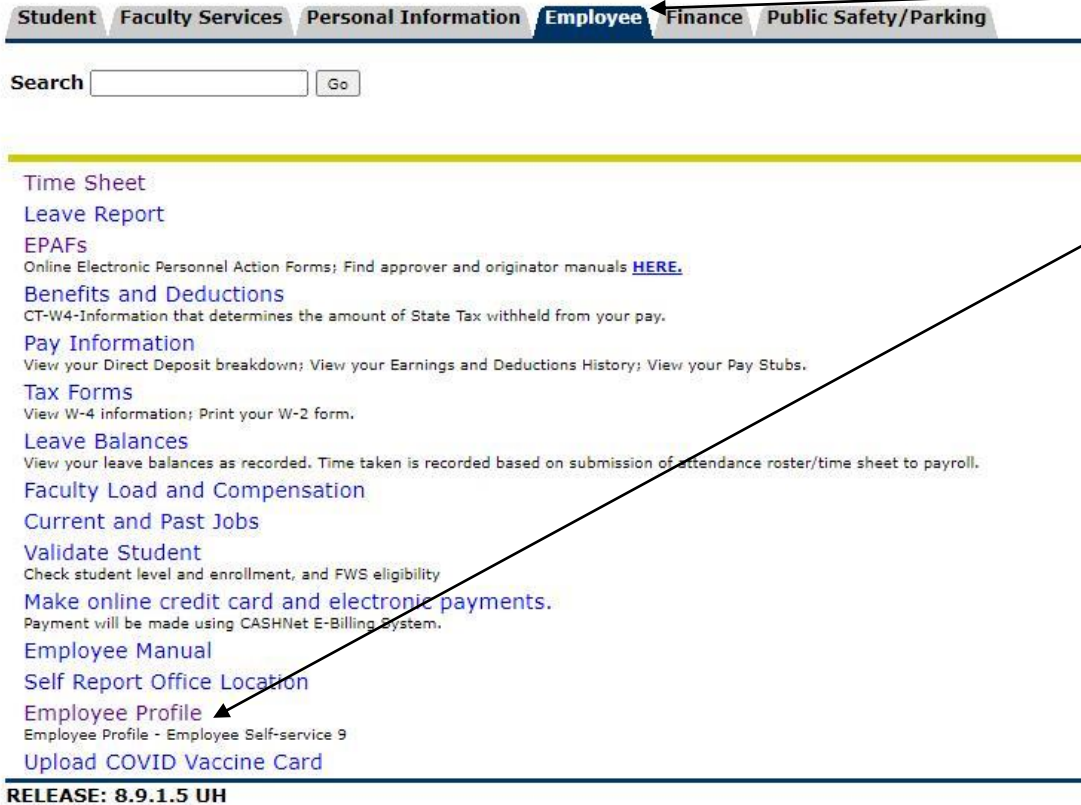
The password will be your UHART email password.

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

Student | Faculty Services | Personal Information | **Employee** | Finance | Public Safety/Parking

Search [   ] [Go]

Time Sheet
Leave Report
EPAFs
Online Electronic Personnel Action Forms; Find approver and originator manuals **HERE.**
Benefits and Deductions
CT-W4-Information that determines the amount of State Tax withheld from your pay.
Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
Tax Forms
View W-4 information; Print your W-2 form.
Leave Balances
View your leave balances as recorded. Time taken is recorded based on submission of attendance roster/time sheet to payroll.
Faculty Load and Compensation
Current and Past Jobs
Validate Student
Check student level and enrollment, and FWS eligibility
Make online credit card and electronic payments.
Payment will be made using CASHNet E-Billing System.
Employee Manual
Self Report Office Location
Employee Profile
Employee Profile - Employee Self-service 9
Upload COVID Vaccine Card

RELEASE: 8.9.1.5 UH

© 2022 Ellucian Company L.P. and its affiliates.

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

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

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

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   ✕

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   8

Step 7: Select Priority and Amount

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."

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   9

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

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

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.

Joe Smith
1234 Anystreet Court
Anycity, AA 12345

1234

Pay to the order of _____

SAMPLE

_____ Dollars

Bank Anywhere

123456789   123456789123 1234

Routing Number   Account Number   Check Number