Please note that the Direct Deposit update window will be unavailable during the payroll processing.

Please review this link for **Direct Deposit blackout dates (Direct Deposit update closure period)**

How to set up a direct deposit?

1. Log in to www.njit.edu using your NJIT UCID and password
2. Under Payroll Services card, select **Update/Change Payroll Direct Deposit**

Adding a New Account:

a) Click on "Add New"

b) Click "Create new", enter Bank Routing Number (click "i"), Account Number (click "i") and Select Account Type. Under Amount option, select either "Use Remaining amount or select "Use Percentage" and enter 100%. Check the authorization box and Click "**Save New Deposit".**

When you add a new account, it will default to Prenote Status. *Prenote: Your bank will verify the information, once the verification process is complete your bank will authorize the direct deposit into the designated bank account. This is a standard procedure in the banking system, it may take up to two pay cycles for your bank to complete the verification process. You will receive a paper check during the prenote verification process.*

3. To set up additional accounts, repeat 1a thru Account type. Under Amount option choose either "Use Specific Amount" or "Use Percentage". **It is imperative that at least one account be set to Remaining amount or 100%.**

ank Name	Routing Number	Account Number	Account Type	Amount	Priority
) BANK OF AMERICA N.A.	xxxxx0339	xxxxx6123	Savings ▼	$500.00 ▼	1 ▼
) BANK OF AMERICA N.A.	xxxxx0339	xxxxx6789	Checking ▼	Remaining ▼	2 ▼

4. If one of the accounts is not set to remaining or 100%, **system will generate a paper check for the remaining account**. Payroll will override the system to prevent a paper check. **Please see below screen shot.**

roposed Pay Distribution

ank Name	Routing Number	Account Number	Account Type	Amount	Priority
BANK OF AMERICA N.A.	xxxxx0339	xxxxx6123	Savings ▼	$500.00 ▼	1 ▼
BANK OF AMERICA N.A.	xxxxx0339	xxxxx6789	Checking ▼	50% ▼	2 ▼
Check				Remaining	

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

ccounts Payable Deposit

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

Updating Current Allocations:

5. Click on the down arrow in the Amount of the Bank Account you wish to update choose the appropriate option. Check the disclaimer box "I authorize the institution to initiate direct deposit or debits on my behalf." and click "Save Changes". **Remaining Amount or 100% allocation must be in the last Priority Account.**

Deleting Accounts: On the account line you wish to delete, check the box and click Delete; a box will appear asking, "Are you sure you want to delete the selected Payroll Deposits?" Click "Delete".

6. You will receive an email stating that changes have been made to your Payroll direct deposit information.
7. Your changes will become effective with the next available payroll.

Accounts Payable Allocation (Non-Payroll Allocation)

This allocation is for non-payroll-related payments, such as tuition remission, travel or expense reimbursements, and student refunds. Only <u>one account</u> can be used for this type of allocation. You can easily choose an existing account from Payroll Direct Deposit Allocation or add a different bank account.

1. Click on "Add New" and choose the option.