

Please note that the Direct Deposit update window will be unavailable during the payroll processing period, which is Monday and Tuesday (the Week of the payroll check date). For example, If the pay date is March 31st, 2023; the update window will be closed from Monday, March 27, 2023, to Tuesday, March 28, 2023.

Please review the direct deposit blackout dates (Direct Deposit update closure period) below:

Pay Date	Direct Deposit Blackout dates
10/13/2023	Monday, October 9 at 8 a.m.- Tuesday, October 10 at 5 p.m.
10/27/2023	Monday, October 23 at 8 a.m.- Tuesday, October 24 at 5 p.m.
11/10/2023	Monday, November 6 at 8 a.m.- Tuesday, November 7 at 5 p.m.
11/24/2023	Friday, November 17 at 8 a.m.- Monday, November 20 at 5 p.m.
12/8/2023	Monday, December 4 at 8 a.m.- Tuesday, December 5 at 5 p.m.
12/22/2023	Friday, December 15 at 8 a.m.- Tuesday, December 18 at 5 p.m. Please review the information below:

Important: Due to the Christmas holidays, the estimated blackout dates for the December 22nd pay date are subject to change based on the payroll processing schedule. We will update this information as needed.

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 Create/Update Direct Deposit

Adding a New Account:

Add Payroll Allocation ✕

Choose an option:

Create from existing account information

Create new

CANCEL
SAVE NEW DEPOSIT

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".

Add Payroll Allocation ✕

Bank Routing Number ⓘ **Account Number** ⓘ **Account Type**

021200339 BANK OF AMERIC... 123456789 Checking ▾

Amount **Priority**

Use Remaining Amount Use Specific Amount Use Percentage

1 ▾

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

CANCEL | SAVE NEW DEPOSIT

c) When you add a new account, it will default to Prenote Status. Prenote means it has to go through the automated clearing house network to ensure that the account number is correct. The Payroll Office will contact you regarding any necessary updates. It normally takes one pay cycle for a new account to become active.

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%.**

Bank 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.**

Proposed Pay Distribution					
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
<input type="checkbox"/> BANK OF AMERICA N.A.	xxxxx0339	xxxxx6123	Savings ▼	\$500.00 ▼	1 ▼
<input type="checkbox"/> BANK OF AMERICA N.A.	xxxxx0339	xxxxx6789	Checking ▼	50% ▼	2 ▼

Check
 Remaining

[i](#) The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts 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 one account 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.

Add Accounts Payable Deposit ✕

Choose an option:

Create from existing account information

Create new

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