

New Jersey Institute of Technology

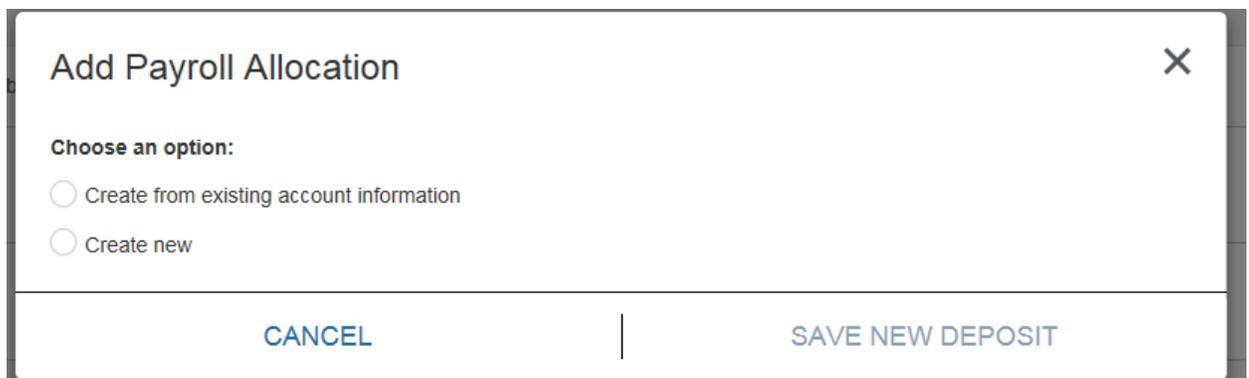
Direct Deposit Allocation Instructions

How to set up direct deposit?

1. Log in to portal.njit.edu/ using your NJIT UCID and password
2. Click on the Faculty/Staff Services or Student Services
3. Go To Human Resources Services or Online Services
4. Click on Create/Update Direct Deposit Allocation

Adding a New Account:

1. Click on “Add New”



Add Payroll Allocation ✕

Choose an option:

Create from existing account information

Create new

CANCEL

SAVE NEW DEPOSIT

- a) 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

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

Priority

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

CANCEL
SAVE NEW DEPOSIT

b) 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.

- 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 ▼

6. 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 ▼
				<input checked="" type="checkbox"/> Check	<input type="checkbox"/> Remaining
<small>i The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.</small>					
Accounts Payable Deposit					
<input checked="" type="checkbox"/> By checking this box, I authorize the institution to initiate direct credits or debits on my behalf					

Updating Current Allocations:

7. 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:

- a) 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”.

8. You will receive an email stating that changes have been made to your Payroll direct deposit information.
9. 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 Financial Aid disbursements. 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 option.

Add Accounts Payable Deposit ✕

Choose an option:

Create from existing account information

Create new

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2. After choosing an option, check the authorization box and click SAVE NEW DEPOSIT

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

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