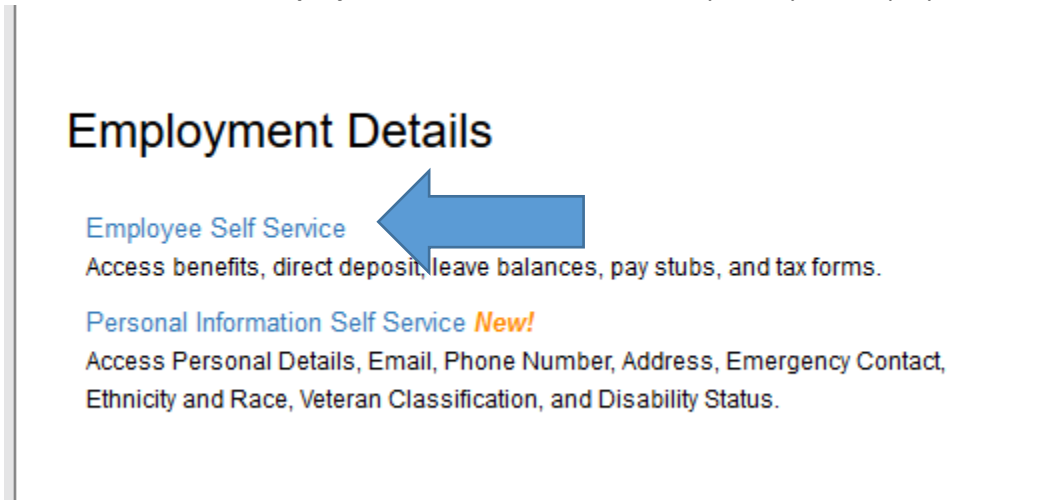
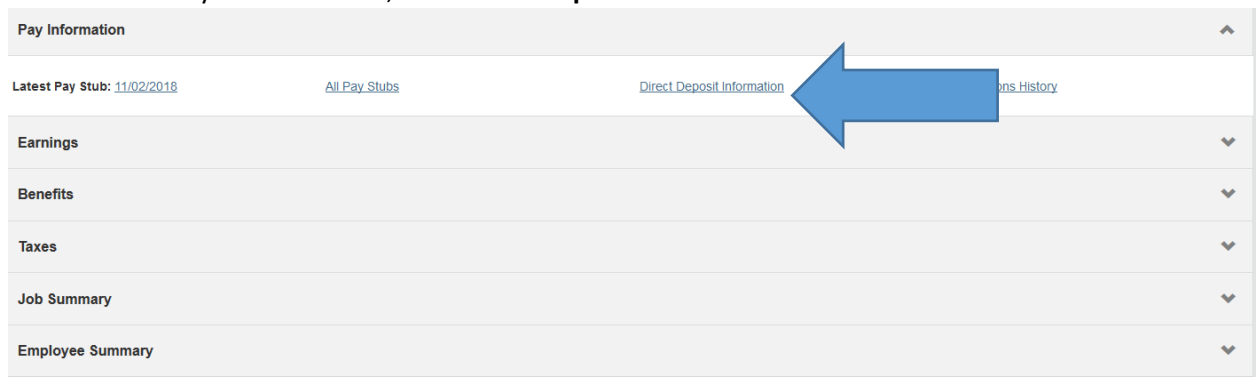


Creating a new direct deposit account in payroll

1. Access Bengal Web
2. Enter your user name and password
3. Click **Sign In**
4. Click on **Employees**, then **Action & Information** on the left side of the Bengal Web landing page.
5. In the center of the of the Action & Information page you will find a channel called “Employment Detail”, here click on **Employee Self Service**. This will take you to your Employee Dashboard.



6. In the center of your dashboard, click **Direct Deposit Information**.



7. You should be presented with three sections on this page
 - a. The first section, Pay Distribution as of MM/DD/YYYY, contains information regarding the last pay distribution date, bank name, routing number, account number, account type, net pay distribution and total net pay amounts. If this is the first time you are signing up for direct deposit these will be blank
 - b. The second section, Proposed Pay Distribution, is where you will enter your information for your payroll direct deposit.
 - c. The third section, Accounts Payable Deposit, is where you will enter your information for Accounts Payable direct deposit.
8. To add direct deposit for Payroll, click on the **Add New**, along the right hand side of the proposed pay distribution section. A popup window will display, where you will choose **create new**.
9. You will now be directed to enter your bank routing, account number and account type. When you enter your bank routing number the system will verify that the bank exists in the banner

system. If you get the message, invalid routing number was entered, please verify with your bank. If the routing number entered is correct, please contact the payroll office at 282-3010 to have the routing number entered into the system. If the bank routing number exists in the system, once you enter it a portion of the banks name will appear next to the routing number. If you already have a direct deposit setup for AP and you want to use the same bank information, click, create from existing account information.

- 10.** Next you can enter the amount you want deposited into that account. This can be done by amount or percentage. You will want to make sure if you have multiple accounts your amounts equal the total of your pay, or the percentages equal 100%. If this does not happen a check will be cut for the balance. If you enter multiple accounts the first ones should be an amount or percentage, the last account you enter should be "use remaining amount".
- 11.** Make sure you check the box "I authorize the institution to initiate direct credits or debits on my behalf", if this box is not checked you will not be allowed to save the information. Click Save New Deposit.
- 12.** If you only have one payroll direct deposit account, you are finished. You should receive an email verifying this setup. If you do not please contact the payroll office. If you need to enter another account you can click on Add New, again. Here you can add the next account, remember to make sure that you have allocated your whole pay distribution or a check will be cut for the difference. The number of bank accounts that can be entered is limited to 5.