

Enterprise Systems Documentation

Subject: Entering Banking Information for Direct Deposit

Colleague Self-Service

2.26

Self-Service

04/03/2020 - wrichards

04/24/2020 - wrichards

About

One of Self-Service's (Liberty link's) features is the ability for a user (employee or student) to enter banking information in order to receive direct deposit for payroll, or refund/reimbursement, distributions (r 2)4246)ETQACess is tase inq12 stu5 (ET thak) (are0000092 0 612 72 reWB/F1 12 Tf1 0 0 1 36

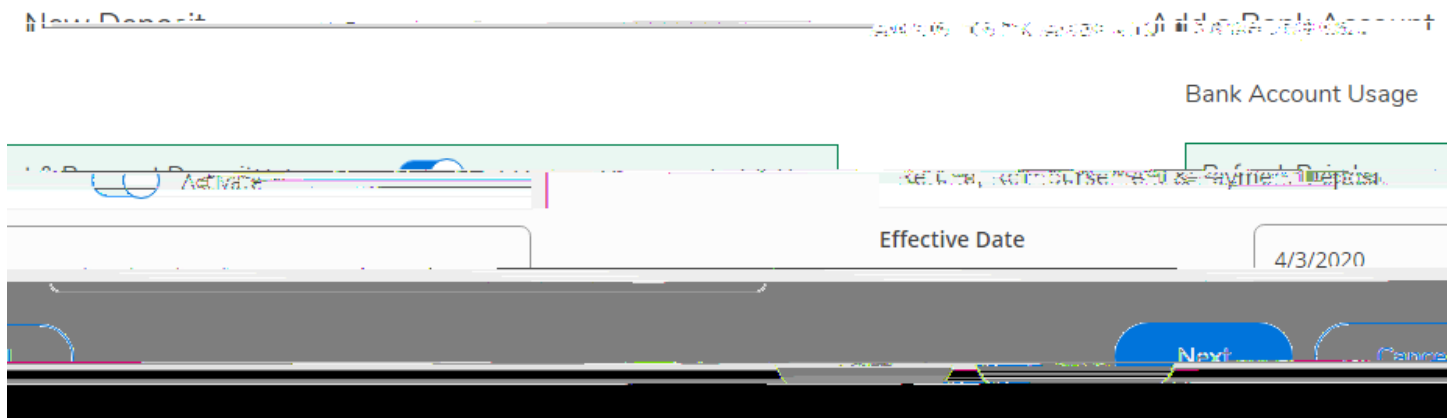
2- Once logged in, click on the Banking Information tab. The location of the tab may vary.

3-

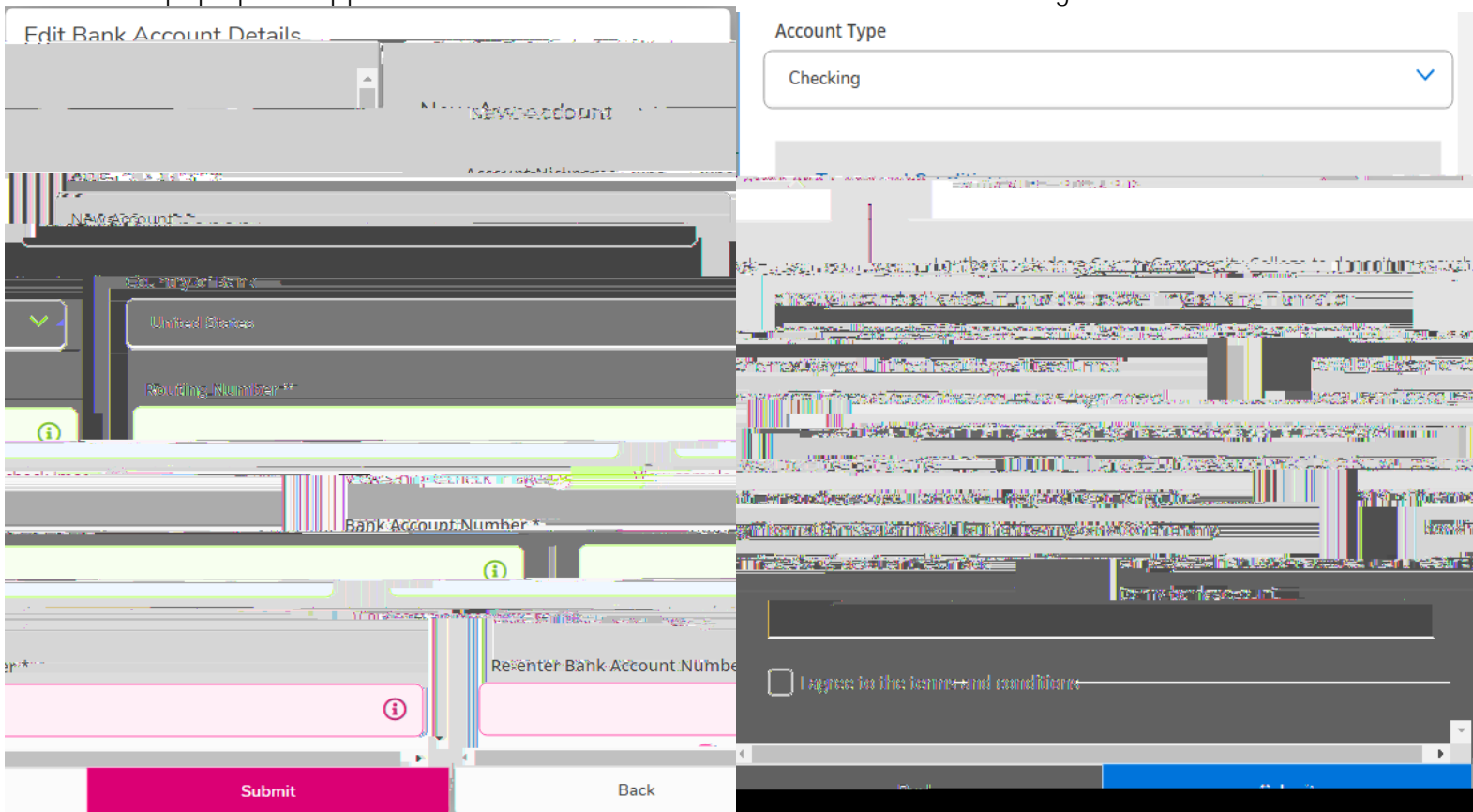
5- Slide the toggle button to "Activate".



After the toggle is set to "Activate", click Next.



6- A pop up will appear to enter the account information. Enter the banking information in the fields.



The routing number will be verified by the Federal Reserve Banks' E-Payments Routing Directory. The Bank Account Number cannot be verified, except by the user. Be sure to confirm the account number is correct.

For security purposes the Bank Account Number will not be visible when entered.

- 7- After entering the required information, there are terms and conditions which the user must agree to. After clicking "I agree..." dh dh

If a student is also an employee and has previously entered banking information, here is one error that has been encountered when entering banking information for Refund/Reimbursement –

The Payroll Account needs to be turned OFF when adding the same bank account number