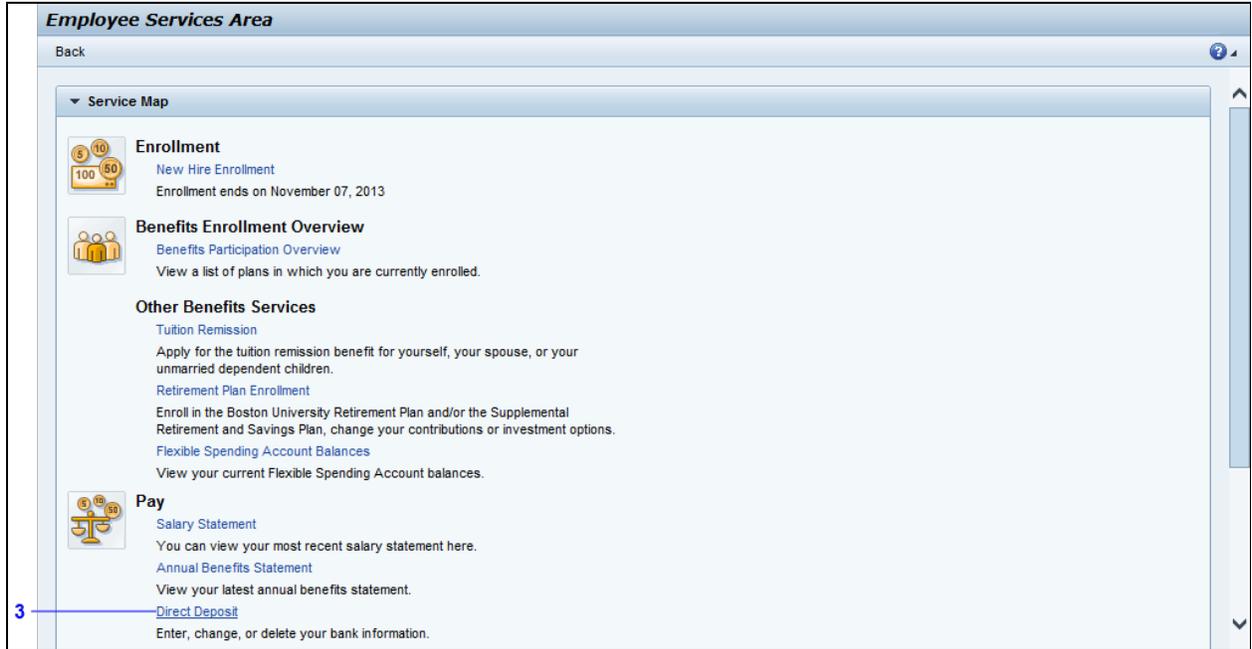


Procedure

1. Start the transaction using the above menu path, portal path or transaction code.
2. Perform one of the following:

If	Then
You are entering a bank for the first time	Go to step 3.
You are adding an additional bank	Go to step 14

Enrollment



3. Click the **Direct Deposit** link. Please note that to ADD a main bank for the first time you have to click on pencil.

Main bank

Direct Deposit

▼ Direct Deposit Add

Direct Deposit

Main bank

Payee: Noemi Bassett

Bank name:

Account Number:

Valid From: 10/01/2013

4

4. Click the **Edit** button to add a bank.

Edit Main bank

Edit Main bank

12 Save Save Cancel

I hereby authorize my employer, Boston University to deposit funds into the account below. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

6 Payee:

5 Routing Number:

Account Number:

7 Account Type:

8 Note to Payee:

9 Payment method *

10

11 **Validity**

Valid as of Today

Valid From

5. As required, complete/review the following fields:

Field	R/O/C	Description
Routing Number:	Required	A nine digit number used to to identify a bank or financial institution. Example: 011000028



Using a check from the account is the easiest way to find the routing number and the account number. The routing number is the first nine numbers between the ":" symbols.



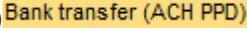
The account number is the second series of numbers between the ":" symbols located at the bottom of the check.

6. As required, complete/review the following fields:

Field	R/O/C	Description
Account Number	Required	The general ledger account number. Example: 23456789

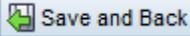
7. Click the **Drop-down** button  in the **Account Type:** field. A pop-up menu displays.
8. Select the appropriate account type from the list. In this example, **Checking**  was selected.
9. As required, complete/review the following fields:

Field	R/O/C	Description
Note to Payee	Optional	A note entered by the employee to identify the bank. Example: Primary Bank

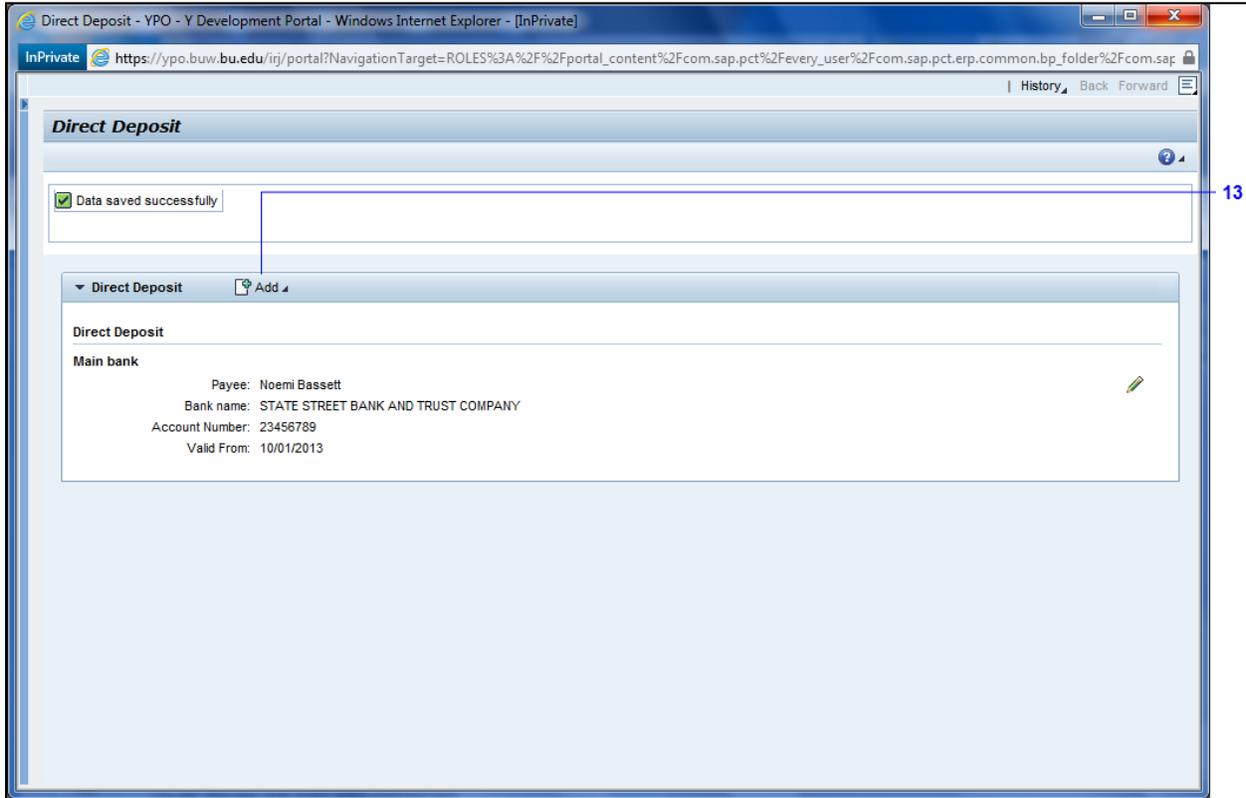
10. Click the **Drop-down** button in the **Payment method:** * field. A pop-up menu displays.
11. Select the appropriate Payment Method from the list. In this example, **Bank transfer (ACH PPD)**  was selected.



It is critical that you change the payment method to **Bank transfer (ACH PPD)**.

12. Click the **Save and Back** button  to save your bank and return to the *Direct Deposit* screen.

Main bank



13. Click the **Add** button  to add a second bank.
-  The system displays the message, "Data saved successfully".
 -  Clicking on the **Edit**  button allows you to change the details of an existing bank.

Main bank

Direct Deposit

▼ Direct Deposit Add

14 Other bank
Expense Reimbursement bank

Main bank

Payee: Noemi Bassett
Bank name: STATE STREET BANK AND TRUST COMPANY
Account Number: 23456789
Valid From: 10/01/2013

14. Select the appropriate bank type from the list. In this example, **Other bank** was selected.

Add Other bank

Add Other bank

Save and Back Save Cancel

I hereby authorize my employer, Boston University to deposit funds into the account below. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

16 Payee: Noemi Bassett

15 Routing Number: []

Account Number: []

Account Type: [v]

Note to Payee: []

Payment method: * Payroll Check [v]

Percentage of Net: 0.00

Flat Amount: 0.00

Validity

Valid as of Today

Valid From 10/01/2013

Valid From/To [] []

15. As required, complete/review the following fields:

Field	R/O/C	Description
Routing Number:	Required	A nine digit number used to to identify a bank or financial institution. Example: 011000028



Click the drop-down to search and display a list of valid bank routing numbers.



Using a check from the account is the best way to find the routing number and the account number. The routing number is the first nine numbers between the ":" symbols



To find the account number for a savings account, contact your bank or find the number on your account statement.

16. As required, complete/review the following fields:

Field	R/O/C	Description
Account Number	Required	The general ledger account number. Example: 123456789

Add Other bank

Add Other bank

Save and Back Save Cancel

I hereby authorize my employer, Boston University to deposit funds into the account below. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

Payee:

Routing Number:

Account Number:

17 Account Type:

Note to Payee:

Payment method: *

Percentage of Net:

Flat Amount:

Validity

Valid as of Today

Valid From

Valid From/To

17. Click the **Drop-down** button in the **Account Type:** field.

Add Other bank

Add Other bank

Save and Back Save Cancel

I hereby authorize my employer, Boston University to deposit funds into the account below. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

Payee:

Routing Number:

Account Number:

Account Type:

Note to Payee:

Payment method: *

Percentage of Net:

Flat Amount:

Validity

Valid as of Today

Valid From

Valid From/To

18. Select the appropriate account type from the list. In this example, **Savings** Savings account type was selected.



This field is optional, but allows you to distinguish between different accounts

Add Other bank

Add Other bank

Save and Back Save Cancel

I hereby authorize my employer, Boston University to deposit funds into the account below. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

Payee: Noemi Bassett

Routing Number: 011000028

Account Number: 123456789

Account Type: Savings

Note to Payee: Savings Account

19 Payment method: * Payroll Check

Percentage of Net: 0.00

Flat Amount: 0.00

Validity

Valid as of Today

Valid From 10/01/2013

Valid From/To

19. Click the **Drop-down** button  in the **Payment method: *** field. A pop-up menu displays.

Add Other bank

Add Other bank

22 Save and Back Save Cancel

I hereby authorize my employer, Boston University to deposit funds into the account below. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

Payee: Noemi Bassett

Routing Number: 011000028

Account Number: 123456789

Account Type: Savings

Note to Payee: Savings Account

20 Payment method: * Bank transfer (ACH PPD)

21 Percentage of Net: 0.00

Flat Amount: 0.00

Validity

Valid as of Today

Valid From 10/01/2013

Valid From/To

20. Select **Bank Transfer (ACH PPD)** .



It is critical that you change the payment method to **Bank transfer (ACH PPD)**.



You have the option of entering a percentage or a flat amount. For this example, a flat amount was entered.

21. As required, complete/review the following fields:

Field	R/O/C	Description
Flat Amount	Required	The amount being sent to the account as dictated by the employee. Example: 90.00

22. Click the **Save** button .

Direct Deposit

23. Click the **Close** button to return to the *Benefits and Pay* screen. You have successfully added a bank.



The system displays the message, "Data saved successfully".

Benefits and Pay

The screenshot displays the 'Employee Services Area' interface. At the top, there is a 'Back' button and a help icon. Below this is a 'Service Map' section with a dropdown arrow. The main content area is divided into four sections:

- Enrollment**: Includes a 'New Hire Enrollment' link and a note that enrollment ends on November 07, 2013.
- Benefits Enrollment Overview**: Includes a 'Benefits Participation Overview' link and a note to view a list of plans in which the user is currently enrolled.
- Other Benefits Services**: Includes links for 'Tuition Remission' (with instructions to apply for tuition remission), 'Retirement Plan Enrollment' (with instructions to enroll in the Boston University Retirement Plan and/or the Supplemental Retirement and Savings Plan), and 'Flexible Spending Account Balances' (with instructions to view current balances).
- Pay**: Includes links for 'Salary Statement' (with instructions to view the most recent salary statement), 'Annual Benefits Statement' (with instructions to view the latest annual benefits statement), and 'Direct Deposit' (with instructions to enter, change, or delete bank information).

24. You have completed the transaction.

Results and Next Steps

You have used ESS to add a bank account for payroll direct deposit.