Direct Deposit Instructions

Log into the Rensselaer Self-Service Information System.

If you are Faculty, Staff or a Student Worker, you can access the Direct Deposit option as follows (if you are not an employee, please continue to the next step below to access the Direct Deposit option):

- Click on the HR/Payroll Menu tab
- Click on Pay Information
- Click on Direct Deposit

If you are a student, you can access the Direct Deposit option as follows:

- Click on the Student Account Detail tab
- Click on Direct Deposit
Enter a New Direct Deposit

Click on **Add New Direct Deposit**

- Enter Bank Routing Number
- Enter Account Number
- Select Account Type
- Enter Amount, Percentage or Remaining Amount
  - This should be 100%, unless you will be using more than one account, or wish to have a portion of your pay direct deposited and the rest processed in a paper check
- Select Payroll, Accounts Payable or Both
  - Selecting “Payroll” will direct deposit only payroll checks to the bank account listed
  - Selecting “Accounts Payable” will direct deposit any other payments that are not payroll-related (Travel reimbursements, awards, etc.) to the bank account listed
    - Please note that you are only allowed to have one bank account utilized for direct deposit for payments from Accounts Payable (non-payroll payments)
  - Checking both boxes will remit all payments to the bank account listed
- Click **Save**
You will see the following confirmation screen.

Your Direct Deposit request may take up to 2 payments to go into effect. If your payments are paychecks, you may have a paper check to pick up for those periods. If your checks are Accounts Payable payments, your check will be mailed.
Add Additional Direct Deposits (FACULTY AND STAFF ONLY)

NOTE: Faculty and Staff can select have more than one Direct Deposit for Payroll. Students can only have one Direct Deposit for Payroll.

To add another Direct Deposit account, click on Update Direct Deposit Allocation
- Enter Bank Routing Number
- Enter Account Number
- Select Account Type
- Enter Amount, Percentage or Remaining Amount
  - NOTE: Using percentages will apply the input percentage to the remaining funds to be deposited:

**Example using percentages for a check for $100:**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Bank</td>
<td>$50</td>
<td>50%</td>
</tr>
<tr>
<td>Fleet Bank</td>
<td>$25</td>
<td>50%</td>
</tr>
<tr>
<td>Paper check</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

**Example using remaining balance for a check for $100:**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Bank</td>
<td>$50</td>
</tr>
<tr>
<td>Fleet Bank</td>
<td>Remaining Balance $50</td>
</tr>
</tbody>
</table>

- Select Payroll, Accounts Payable or Both
  - Selecting “Payroll” will direct deposit only payroll checks to the bank account listed
  - Selecting “Accounts Payable” will direct deposit any other payments that are not payroll-related (Travel reimbursements, awards, etc.) to the bank account listed
  - Please note that you are only allowed to have one bank account utilized for direct deposit for payments from Accounts Payable (non-payroll payments)
Click **Save**

You will see the following confirmation screen.

Your Direct Deposit request may take up to 2 payments to go into effect. If your payments are paychecks, you may have a paper check to pick up for those periods. If your checks are Accounts Payable payments, your check will be mailed.
Make a change to a current Direct Deposit Bank

Click on **Update Direct Deposit Allocation** option at the bottom of the page

Click on the **Bank Name** that you would like to change
- You can delete by checking the Inactivate box

- You can change the amount or percent
- You can add Accounts Payable to the deposit if you don’t already have an Accounts Payable account selected

Click **Save**

Your Direct Deposit request may take up to 2 payments to go into effect. If your payments are paychecks, you may have a paper check to pick up for those periods. If your checks are Accounts Payable payments, your check will be mailed.

If you Inactivated a direct deposit and are now re-entering it and have received an error message, please email Payroll@rpi.edu with your error message, name and RIN. We will assist you through the process.