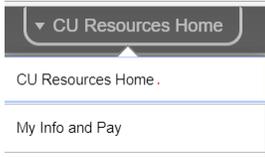




Direct Deposit Instructions

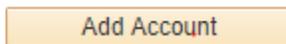
1. Log into the [CU Employee Portal](#).
2. Click on **CU Resources Home** at the top and select **My Info and Pay**.



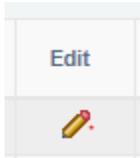
3. Select the **Direct Deposit** tile.



4. A [Two-Factor Authentication](#) screen will pop up to verify your identity. If you receive an error message, contact your department to add or update a cell, campus or home phone number.
5. Select **ADD** if you wish to add an account.



6. Click on the pencil in the **Edit column** if you wish to enter new account information.



7. *Click on the trashcan in the **Remove column** if you've closed that account and you do not wish to set up another account at this time.



* *If there is not an active direct deposit account entered when payroll is processed, [you may be issued a paycard](#). "Skylight Bank" indicates a paycard account.*

NOTE: If you DELETE the direct deposit information you must wait 24 hours before you enter new direct deposit information.

Routing and account numbers

Employee Services strongly recommends verifying these numbers with your bank. Routing numbers on bank statements and deposit slips are often invalid for direct deposit transactions.

Factors that will delay your pay

1. Using an old check with an invalid account number
2. Not verifying your routing number or account number with your bank
3. Entering an account number that includes spaces, letters, or characters

Setting up one account

1. Enter routing and account number.
2. Account type: Select either **Checking** or **Savings**.
3. Deposit Type: **Balance of Net Pay**.
4. Amount/Percent: Leave blank.
5. Deposit Order: 1. The deposit order will default to 999 after saving the information – this is okay.

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Setting up more than one account

- The lowest number of the deposit order will happen first.
- The deposit type for the last account should be **Balance of Net Pay**.

For example:

Click on Add and enter Routing and account number of 1st account

Account type: **Savings**

Deposit type: **Amount**

Amount/Percent: **300** (amount = dollars)

Deposit order: **1**

Click on Add Account and enter Routing and account number of 2nd account

Account type: **Checking**

Deposit type: **Balance**

Amount/Percent: (leave blank)

Deposit order: **2**

The employee portal only allows one direct deposit change per day. Please verify your account information before you save. Please be aware that if the routing and/or account information is incorrect when payroll is processed, your paycheck may be delayed up to 10 business days. Changes must be saved the day before payroll is processed in order to affect your next paycheck.

Please keep your address updated on the employee portal: from the Home screen click on CU Resources Home and select My Info and Pay then from the tile page click on Additional Information and select Addresses.

If you have questions, please call Employee Services Payroll at 303-860-4200, Option 2.