



## Direct Deposit Instructions

\* “Skylight Bank” indicates a paycard account.

1. Log in to the [CU employee portal](#).
2. Go to: CU Resources tab > My Info and Pay > Direct Deposit.  
If you are an active employee but do not have the CU Resources tab, please call your campus IT Help Desk.
3. A [Two-Factor Authentication](#) screen will pop up for security purposes. If you receive an error message, contact your department to add a cell, campus or home phone number.
4. Select **ADD** if you wish to add an account.
5. Select **EDIT** if you wish to enter new account information.
6. \*\*Select **DELETE** if you’ve closed that account and you do not wish to set up another account at this time.

### Note to former employees

If more than 120 days have passed since your last day of CU employment, your direct deposit authorization will be inactivated.

\*\*If there is not an active direct deposit account entered when payroll is processed, [you will be issued a paycard](#).

### Routing and account numbers

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

### Three factors that will delay your pay

1. using an old check with an invalid account number
2. entering the wrong account type (checking or savings)
3. using a bank statement or deposit slip for the routing number without verifying with your bank

### Keys to setting up one account

- Routing and account numbers: \*\*See above.
- Account type: **Checking**
- Deposit type: **PERCENT**
- Amount/Percent: **100**
- Deposit order: **1**

### Note

If you enter “Balance” as the account type, do not enter a number in *Amount/Percent*. The deposit order will default to 999, but this will not affect your pay.

Do not select the account type AMOUNT unless you are setting up more than one account.



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### Keys to 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**.

*For example:*

Routing and account numbers: \*\*See above.

Account type: **Savings**

Deposit type: **AMOUNT**

Amount/Percent: **300**

Deposit order: **1**

Routing and account numbers

Account type: **Checking**

Deposit type: **BALANCE**

Amount/Percent: (leave blank)

Deposit order: **2**

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The employee portal only allows one change per day. Please verify your account information before you save, and be aware that if the 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: CU Resources Tab > My Info and Pay > Employee Profile. The U.S. Postal Service will not forward checks or W-2 forms.

If you have questions, please call Employee Services payroll counselors at 303-860-4200, option 2.