

## Direct Deposit <sup>[1]</sup>

With Direct Deposit, your pay is electronically deposited into your bank account, giving you quick access to your money.

### Active employees: Access Direct Deposit in the portal

1. Log into the [employee portal](#) <sup>[2]</sup>.
2. Select the **CU Resources** tab. (CU System employees will skip this step.)
3. Open the top left **CU Resources Home** dropdown menu, then select **My Info and Pay**.
4. On the new screen, select the **Direct Deposit** tile and verify your identity through [two-factor authentication](#) <sup>[3]</sup>.

### Set up an account

1. If you want to add an account, select the **Plus** symbol.

The screenshot shows the 'Payroll' section of a portal. On the left is a sidebar with links: Paychecks, W-4 Tax Information, W-2/W-2c Forms, and Direct Deposit (highlighted). The main area is titled 'Accounts' and contains a table with the following data:

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Percent
1	Test	Direct Deposit	102000070	XXXX6596	Savings	100.00%

<sup>[4]</sup>

- 2.

The 'Add Account' form is shown with the following fields and sections:

- Buttons:** Cancel, Add Account, Save
- Legend:** \* Indicates required field
- Nickname:** Text input field.
- \*Payment Method:** Dropdown menu with 'Direct Deposit' selected.
- Bank Section:**
  - Routing Number:** Text input field with an information icon.
  - Name:** Text input field.
  - Account Number:** Text input field.
  - Retype Account Number:** Text input field.
- Pay Distribution Section:**
  - \*Account Type:** Dropdown menu.
  - \*Deposit Type:** Dropdown menu.
  - Amount or Percent:** Text input field.

[5]

*Click to enlarge.*

3. **Enter a routing and account number.** We recommend verifying these numbers with your bank, as routing numbers on bank statements and deposit slips are often invalid for direct deposit. If this information is incorrect, your paycheck may be delayed.
4. Identify the account type by choosing **Checking** or **Savings**.
5. Select **Remaining Balance** for Deposit Type. If you only have one active account or you have multiple accounts, you must select Remaining Balance on one account.
6. Leave **Amount/Percent** blank if you want your entire check in one account.
7. Click **Save**. For changes to apply to your next paycheck, they must be saved the day before payroll is processed. See the [payroll calendar](#) [6] for processing dates. **Note:** You will only be able to save your changes once a day. If you need to save again, you must do so after midnight.

**Want to split your direct deposit into multiple accounts? Scroll down to view instructions below.**

## Edit an account

1. To edit current account information, select the **Pencil** icon next to the account you would like to edit.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking3	Direct Deposit	102000021	1223	Checking	Remaining Balance

[7]

*Click to enlarge.*

2. The following page will populate. Edit the information you want to change.

Cancel

Edit Account

Save

\* Indicates required field

Nickname

Test

\*Payment Method

Direct Deposit

Bank

Routing Number

102000076

Wells Fargo Bank West

Account Number

XXXX5595

Retype Account Number

Pay Distribution

\*Account Type

Savings

\*Deposit Type

Percent

Percent

100.00

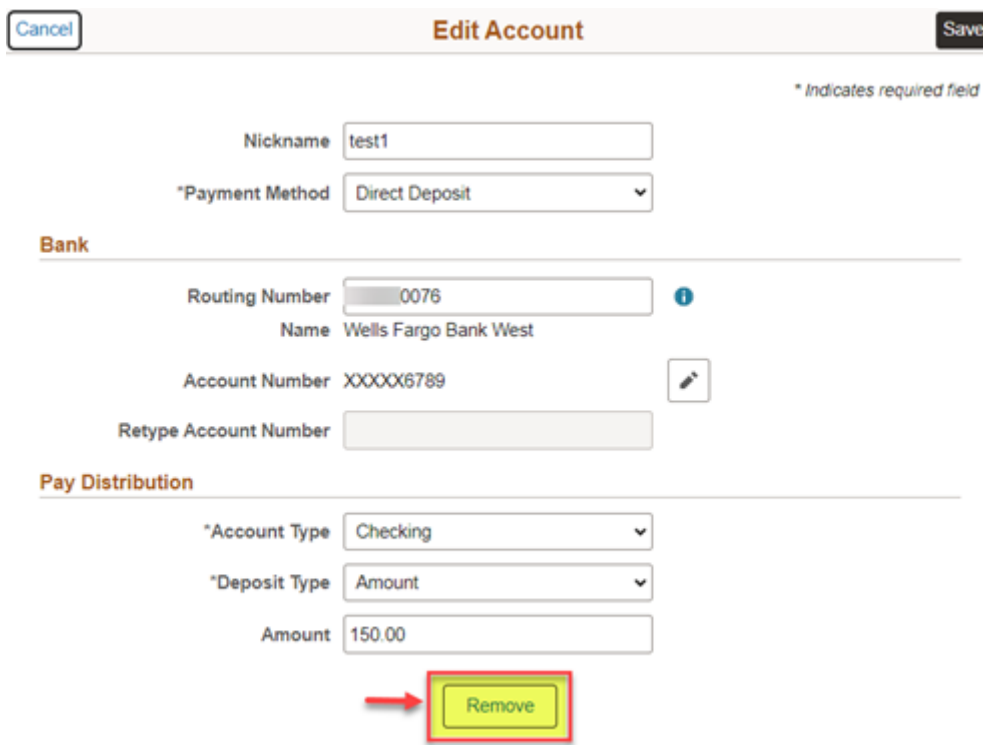
Remove

*Click to enlarge.*

3. Click **Save**. **Note:** You will only be able to save your changes once a day. If you need to save again, you must do so after midnight.

## Remove an account

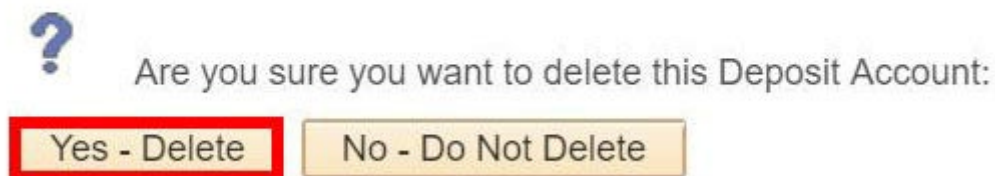
1. If you have closed an account and do not want to set up another one, select the **Account you wish to remove** and then select the **Remove button** at the bottom of the page.



The screenshot shows the 'Edit Account' form. At the top, there are 'Cancel', 'Edit Account', and 'Save' buttons. Below the header, there is a note: '\* Indicates required field'. The form contains several fields: 'Nickname' with the value 'test1', '\*Payment Method' set to 'Direct Deposit', and a section titled 'Bank' containing 'Routing Number' (0076), 'Name' (Wells Fargo Bank West), 'Account Number' (XXXXX6789), and 'Retype Account Number'. Below the 'Bank' section is a 'Pay Distribution' section with '\*Account Type' set to 'Checking', '\*Deposit Type' set to 'Amount', and 'Amount' set to '150.00'. At the bottom of the form, a red arrow points to a yellow 'Remove' button.

*Click to enlarge.*

## 2. Delete Confirmation



The screenshot shows a 'Delete Confirmation' dialog box. It features a large question mark icon and the text 'Are you sure you want to delete this Deposit Account:'. Below the text are two buttons: 'Yes - Delete' (highlighted with a red border) and 'No - Do Not Delete'.

[8]

*Click to enlarge.*



## Split your direct deposit into multiple accounts

When setting up direct deposit, you can set up more than one account to receive a specified amount of your paycheck.

**Please note:** Procurement disperses travel reimbursements to the deposit type marked *Remaining Balance*. If there is not an account coded *Remaining Balance*, it will disperse to the account set to the highest percentage.

1. To change the amount per account, click **Edit** for the account you would like to change.

Accounts

						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking3	Direct Deposit	102000021	1223	Checking	Remaining Balance

[7]

Click to enlarge.

2. Select **Percent** and enter the percent you want deposited. Select **Amount** if you would like a flat amount deposited to a particular account. The deposit type for the last account should be **Remaining Balance**.

\*Deposit Type

Amount or Percent

[9]

Click to enlarge.

3. Repeat this step for additional accounts with one account set to **Remaining Balance**.

## Keep your information safe

Many online scams attempt to access a user's direct deposit information. Use caution when you receive emails asking you to update your direct deposit. Always access the employee portal through your browser rather than an email link. CU provides additional security measures when a direct deposit account is viewed or updated.

1. All but the final four digits of account numbers are masked. For example, the account number 12345678 will be displayed as XXXX5678.
2. When a direct deposit account is added, users will receive an alert within the employee portal in addition to a confirmation email.
3. If a user designates a bank not in CU's list, they will receive an alert message to contact Employee Services.

### Groups audience:

Employee Services

### Right Sidebar:

ES: Payroll Contact

ES: Payroll Disable Pop-Up Blocker

**Source URL:** <https://www.cu.edu/employee-services/payroll/pay/direct-deposit>

### Links

[1] <https://www.cu.edu/employee-services/payroll/pay/direct-deposit> [2] <https://my.cu.edu/>  
[3] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>  
[4] <https://www.cu.edu/img/add-accountpng> [5] <https://www.cu.edu/img/save-new-acocuntpng>  
[6] <https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>  
[7] <https://www.cu.edu/img/edit-current-accountpng>  
[8] [https://www.cu.edu/sites/default/files/Delete%20Account\\_1.jpg](https://www.cu.edu/sites/default/files/Delete%20Account_1.jpg)  
[9] <https://www.cu.edu/sites/default/files/Deposit%20Type.jpg>