

## 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 **Add Account** button.

Review, add or update your direct deposit information.

Direct Deposit Details				
Account Type	Routing Number	Account Number	Deposit Type	Amount Per
Checking			Percent	100.0

**Add Account**

<sup>[4]</sup>

*Click to enlarge.*

- 2.

**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)

Save

[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 **Balance of Net Pay** for Deposit Type

**Direct Deposit Details**

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Balance of Net Pay		999		

Add Account

[6]

Click to enlarge.

6. Leave **Amount/Percent** blank if you want your entire check in one account.
7. Enter the number **1** for Deposit Order. The deposit order will default to 999 after saving the information.
8. Click **Save**. For changes to apply to your next paycheck, they must be saved the day before payroll is processed. See the [payroll calendar](#) [7] 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.

Review, add or update your direct deposit information.

Direct Deposit Details				
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent
Checking			Percent	100.0

Add Account

*Click to enlarge.*

### Your Bank Information

2.

Routing Number

to change.

[View Check Example](#)

### Distribution Instructions

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

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

Save

[8]

*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 **Trashcan**

icon next to the account you would like to remove.

Review, add or update your direct deposit information.

Direct Deposit Details				
Account Type	Routing Number	Account Number	Deposit Type	Amount Per
Checking			Percent	100.0

Add Account

[9]

Click to enlarge.

## 2. Delete Confirmation



Are you sure you want to delete this Deposit Account:

Yes - Delete

No - Do Not Delete

[10]

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 *Balance of Net Pay*. If there is not an account coded *Balance of Net*, 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.

Review, add or update your direct deposit information.

Direct Deposit Details				
Account Type	Routing Number	Account Number	Deposit Type	Amount Per
Checking			Percent	100.0

Add Account

[11]

*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 **Balance of Net Pay**.



\*Deposit Type

Amount or Percent

[12]

*Click to enlarge.*

3. Repeat this step for additional accounts to total 100 percent or the remaining balance.

#### **Groups audience:**

Employee Services

#### **Right Sidebar:**

ES: Payroll Contact

ES: Payroll Disable Pop-Up Blocker

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**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/sites/default/files/Add%20Account\\_0.jpg](https://www.cu.edu/sites/default/files/Add%20Account_0.jpg)

[5] <https://www.cu.edu/sites/default/files/Add%20Bank%20Information.png>

[6] <https://www.cu.edu/sites/default/files/Balance%20of%20Net%20Pay.png> [7] <https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

[8] <https://www.cu.edu/sites/default/files/Edit%20Bank%20Information.png>

[9] <https://www.cu.edu/sites/default/files/Remove%20an%20Account.jpg>

[10] [https://www.cu.edu/sites/default/files/Delete%20Account\\_1.jpg](https://www.cu.edu/sites/default/files/Delete%20Account_1.jpg)

[11] <https://www.cu.edu/sites/default/files/Split%20Direct%20Deposit%20Percentage.jpg>

[12] <https://www.cu.edu/sites/default/files/Deposit%20Type.jpg>