

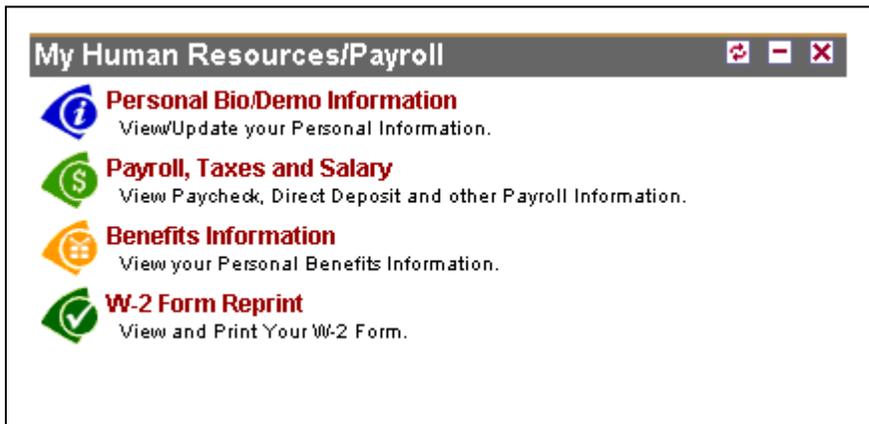
# Direct Deposit ePay System Manual

The employees at the University of Utah are now able to change their own Direct Deposit information through the Campus Information System using the Direct Deposit Self Service. The address to the portal is: <https://gate.acs.utah.edu>

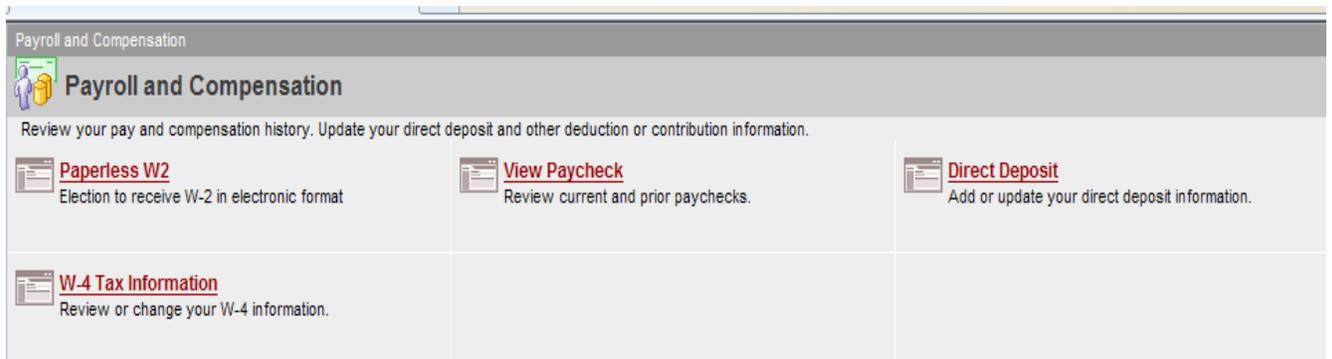
If you have any question on how to log into CIS, please call 801-581-4000

## How to Access Payroll Information

- Log into the Campus Information System
- Click on Payroll, Taxes and Salary



- Select Direct Deposit



This option will let you set up a new account, change your direct deposit information, and delete accounts.

**Note:** You will not be able to completely end Direct Deposit in the self service application you must have a balance row at all times.

## How do I set up only one account?

### Direct Deposit

LYNN,MEGAN

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		

[Add Account](#)

[Return to Payroll and Compensation](#)

If you are a first time user, click the **Add Account** button.

- Select either Checking or Savings account
- In the Deposit Type box, you will need to select **Balance**. (Know that if you try to select anything else it will automatically change to balance).
  - Balance means everything that is left after any other priorities are taken out, so in the case of only one account with no other priorities it would mean the entire net pay.
- You will not need to put anything in the Amount/Percentage box for the balance row.
- Enter the bank transit/routing number. See example below for determining routing and account number.

## Check Example

A check form with a light blue background. At the top right, the number '9999' is printed. Below it, there are two horizontal lines for the payee's name. The first line has a grey rectangular box on the left. Below the second line, there is another horizontal line for the amount. Below that, there is a third horizontal line. At the bottom, there are two MICR lines. The first MICR line is highlighted in yellow and contains the number '9999999999'. Below this line, the number '1' is centered. The second MICR line is also highlighted in yellow and contains the number '999 999 999'. Below this line, the number '2' is centered.

1 - Routing Number

2 - Account Number

- Enter your account number. (DO NOT include dashes, or names. Put in numbers only)
- Your Deposit Order number for your Balance row must be 999.
- Click the Save button. You will get the following confirmation message.

A confirmation message box with a white background and a black border. At the top left, the text 'Direct Deposit' is written in blue. Below it, a horizontal line is drawn. Underneath the line, the text 'Save Confirmation' is written in blue. To the left of the text is a blue checkmark icon. To the right of the checkmark, the text 'The Save was successful.' is written. Below this text, the text 'However, due to timing, your change may not be reflected on the next paycheck.' is written. At the bottom left, there is a yellow button with the text 'OK' in black.

## How do I set up more than one account?

**Direct Deposit**  
LYNN,MEGAN

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		
<a href="#">Savings</a>	124000054	12456	Balance		999	<a href="#">Edit</a>	

[Add Account](#)      [Suppress Advice](#)

[Direct Deposit Help](#)  
[Return to Payroll and Compensation](#)

This page shows the first account that you already set up as a type of **Balance**. You cannot delete this account; you are only able to **Edit** the account.

To add a second account, click on the **Add Account** button

**Direct Deposit**

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**Add Direct Deposit**

LYNN,MEGAN

\*Account Type:

\*Deposit Type:

Amount/Percent:

Routing Number:  [View check example](#)

Account Number:

Deposit Order:  (example: 1 = first account processed)

\* Required Field

[Save](#)

[Return to Direct Deposit](#)  
Pressing 'Return' will not save your changes.

- Select Checking or Savings Account
- Choose a percentage or an amount for each account. If the percentage is less than 100%, the balance of the pay will be put in the account marked **Balance** or if an amount is taken and there are no other priorities anything that is left from your net pay would also go into your Balance account.
- If the percentages equal more than 100%, you will get an error message stating that the distributions total more than 100% and you need to correct the error.
- Percentages are based strictly on your NET amount. If your net total was \$500 and you wanted \$50 going to one account (or priority one) and then the rest of it split as 20% going to your second account (priority two) and the balance to your third account, you need to know that it will deduct the \$50 first, next the system will take what would be a total of 20% of your net pay (\$100 in this case), not 20% of what is left (\$90) and put it in your second priority, and the remainder into the balance.
- When you are done adding or editing account information, please double check the transit number and bank account number/s.
- Enter the bank routing/transit number.
- Enter your account number.
- You will need to select a level of Deposit Order. Deposit Order 1 will be deposited before Deposit Order 3. So if you wanted three accounts set up with \$100 going to Bank One, \$300 going to America First, then the remainder going to the University of Utah Credit Union, you will need to have Bank One be Deposit Order 1, America First to be Deposit Order 2, and University of Utah Credit Union to be Deposit Order 3, or 999. The 999 row is a catch all row, if there is money left over, the money will be put here.
- Click the Save button to save your changes.

## How can I change my direct deposit information?

### Direct Deposit

LYNN,MEGAN

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		
<a href="#">Checking</a>	124002971	78451425	Percent	80%	1	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Savings</a>	124000054	12456	Balance		999	<a href="#">Edit</a>	

[Add Account](#)      [Suppress Advice](#)

[Direct Deposit Help](#)  
[Return to Payroll and Compensation](#)

To change your direct deposit information, click the **Edit** button for the account you want to edit.

- Edit the account type
- Edit the deposit Type
- Edit the Amount/Percent field
- Enter an amount or a percentage in the Amount/Percentage box
- Edit the routing/transit number
- Edit the account number
- Click the Save button to save your changes

## How do I delete an account?

Click on the **Delete** button on the right hand side of the institution information.

Direct Deposit

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**Delete Confirmation**

 Are you sure you want to delete this Deposit Account: 78451425?

**Note:** You will not be able to delete the account marked **Balance**, but you can edit the balance account.

## Can I cancel direct deposit?

**No,** You are **not** allowed to cancel your direct deposit through the self service. Direct Deposit of pay is mandatory.

## Special Check Direct Deposit Option

Employees that have a direct deposit account set up will have their special check directly deposited into their bank account. Please note the following about the direct deposit option:

- The direct deposit for the special check will be deposited the next business day and can take an extra day to be deposited into the employee's account depending on how the posting of received funds works within the banking institution where the money is sent.
- Direct deposit for your special check will follow the same Deposit Order as your normal check.

## Important Dates

- The Direct Deposit Self Service system is turned off during Payroll processing.
- Payroll processing begins on the final business day of the pay period at 5:00 PM. The final day of the pay period is on the 15<sup>th</sup>, and the last day of the month.

- Payroll processing continues until paychecks are issued. Pay day is on the 7<sup>th</sup>, and 22<sup>nd</sup> of each month. If either of these falls on a weekend, pay day will be on the Friday prior to these dates.
- If you have further questions please call Payroll at 581-7873.