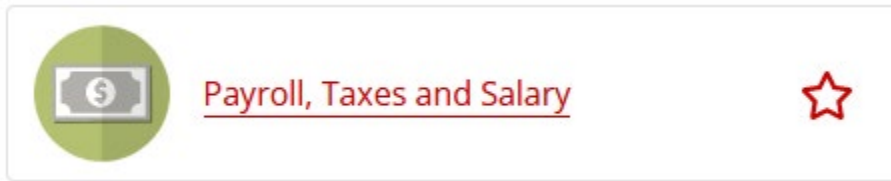


How to Enroll and/or Update your Direct Deposit in CIS


Login to [CIS](#) by entering your UNID and password. Click on the Payroll, Taxes and Salary tile.

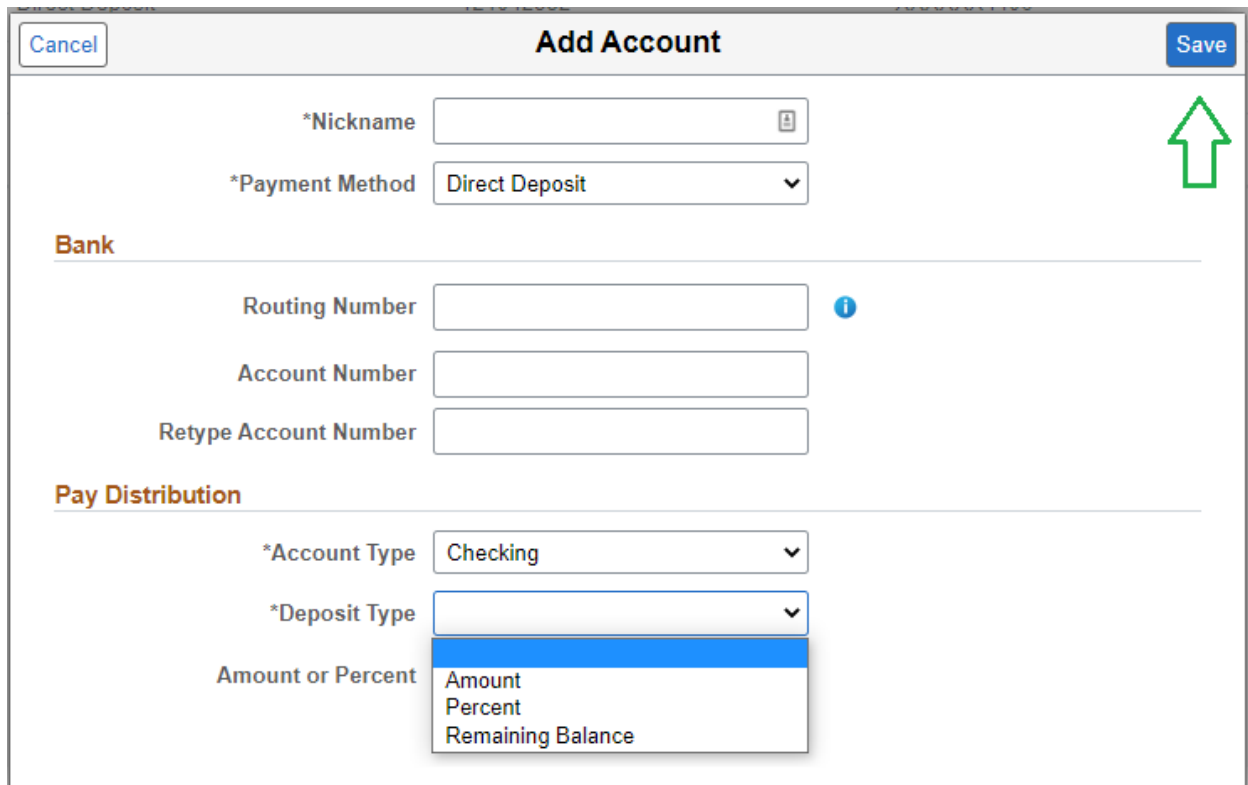


Click the Direct Deposit option from the menu on the left hand side.



Steps – Add/Edit Direct deposit account(s)

- 1) If you do not have a current account set up, click the  button to setup an account.
Below page opens up.

A screenshot of the "Add Account" form. The form has a title bar with "Cancel" on the left, "Add Account" in the center, and "Save" on the right. The form is divided into sections: "Bank" and "Pay Distribution". In the "Bank" section, there are fields for "Routing Number", "Account Number", and "Retype Account Number". In the "Pay Distribution" section, there are dropdown menus for "*Account Type" (set to "Checking"), "*Deposit Type", and a list for "Amount or Percent" with options "Amount", "Percent", and "Remaining Balance". A green arrow points to the "Save" button.

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2) Below details will help you determine what to enter in the fields on the page.

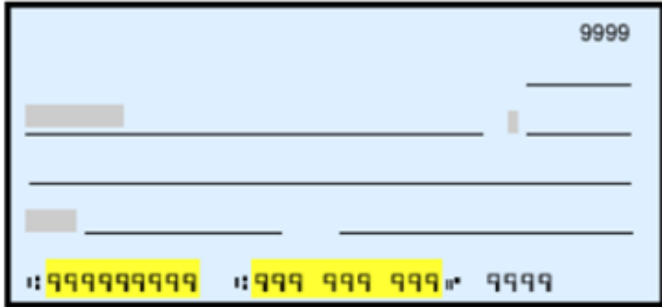
Field Name	Information
Nickname	Enter a nickname
Payment Method	Direct Deposit
Routing Number	Enter routing number for your bank. These are the numbers highlighted as 1 in the sample check shown below
Account Number	Enter your account number highlighted as 2 in the example below. Do NOT include dashes
Retype Account number	Enter the same account number you typed in above field
Account Type	Select Checking or Savings
Deposit Type	Select one of the 3 options. <ul style="list-style-type: none"> • Amount – specify a certain dollar amount to be deposited to the specified account • Percent – specify percentage of net pay to be deposited to specified account • Remaining Balance – the remaining of your net pay will be deposited to the balance account. Note: you will need to make sure you choose this option when you have more than one account specified for direct deposit distribution.

This example illustrates the sample check.

Check Example ×

The Routing Number and Account Number can be obtained from your check.

In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.



1
2

1 - Routing Number



2 - Account Number

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3) Click the  button in the top right section of the pop-up page to save the transaction.

Note: You will receive an email with confirmation of changes.

How to setup more than one account.

- 1) Click the  button to setup the second account and enter data in all the fields.
- 2) For the Deposit type, if you selected Amount or Percent for a portion of the first account, **you must select Remaining balance for the remainder of the funds.**
- 3) Click the  button in the top right section of the pop-up page to save the transaction.



Note: You can enter up to 5 accounts.

Steps – Reorder accounts (if you have more than one account) *this is the order in which your money will be deposited.*

The Direct Deposit page shows your list of current accounts.

Direct Deposit

Accounts

 		
Order	Nickname	Payment Method
1	Checking1	Direct Deposit
2	Checking999	Direct Deposit
Last	Savings2	Direct Deposit

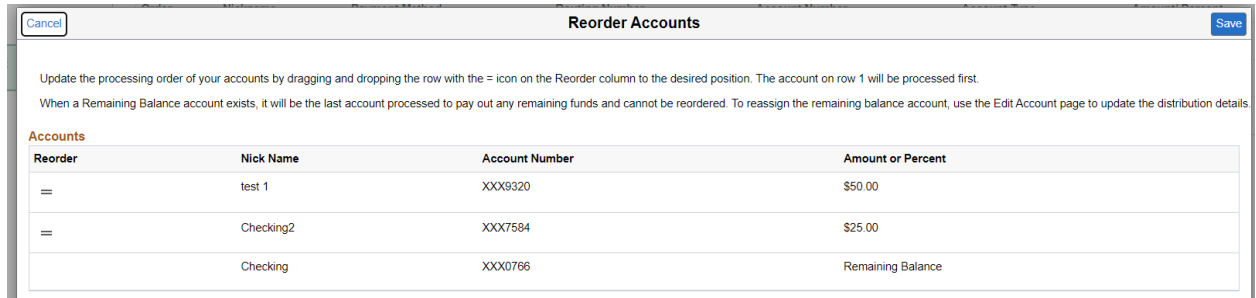




[Direct Deposit Help](#)

How to Enroll and/or Update your Direct Deposit in CIS

- 1) Click the  button. This page opens up.



Reorder Accounts

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	test 1	XXX9320	\$50.00
=	Checking2	XXX7584	\$25.00
	Checking	XXX0766	Remaining Balance

- 2) Update the processing order of your accounts by clicking on the = and then dragging and dropping that row with the = icon on the Reorder column to the desired position.

The account on row 1 will be processed first, indicates that funds will be deposited in that account before any others. This applies to all but the “Remaining Balance” account, which will always be last.

- 3) Click the  button at the top of the page to save your transaction.

Note: When you add or change direct deposit account, a “test transfer” or pre-note will be made to the financial institution to ensure that all direct deposit information is correct. Pre-notes may cause a delay in your direct deposit by one or two pay periods. During this time, you will receive a physical check.

Steps – Delete direct deposit account(s)

- 1) Click on the account you want to delete. This page opens up.

How to Enroll and/or Update your Direct Deposit in CIS

Cancel
Edit Account
Save

* Indicates required field

Nickname

*Payment Method

Direct Deposit ▼

Bank

Routing Number

i

Account Number

✎

Retype Account Number

Pay Distribution

*Account Type

Checking ▼

*Deposit Type

Amount ▼

Amount

Remove

2) Click the remove button. You will get below message. Click the Yes button to delete. Click No to cancel the delete.

Are you sure you want to remove the account?

Yes

No

Note: The system will not let you delete the Remaining Balance account.

Questions

If you have any questions or run into issues, please contact your payroll specialist by searching in the [Find your HR contacts](#) webpage.