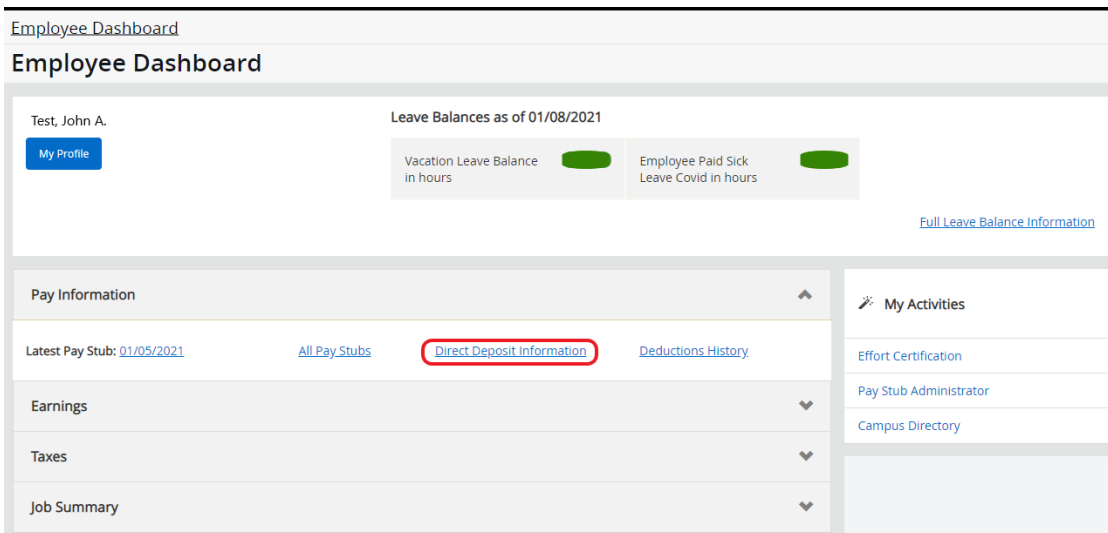


Banner Self Service Direct Deposit

Setting Up your Payroll Direct Deposit

Log in to your employee portal at my.vcccd.edu. Under the Tools heading, click Employee Self Service, then click Employee Dashboard.

Once you are in the Banner Self Service Employee Dashboard, click on the **Direct Deposit Information** under Pay Information to access your banking information.



Employees can add payroll direct deposit allocations by clicking the **Add New** button on the **Proposed Pay Distribution** section.



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The **Add Payroll Allocation** window will open and you will select **Create new**. Here is where you will enter your banking information.

Add Payroll Allocation ×

Choose an option:

Create from existing account information

Create new

Bank Routing Number ⓘ Account Number ⓘ Verify Account Number

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type Priority

Bank Name Account Type Priority

Select a Type 3

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I agree to the Direct Deposit Terms and Conditions.

CANCEL | SAVE NEW DEPOSIT

Below please find brief descriptions of each required field.

Bank Routing Number

Enter a valid Bank Routing number for your institution. Valid bank routing numbers for the United States can contain up to 9 characters.

Sample Check icon ‘i’

Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check

Bank Routing Number



Bank Routing Number

Account Number

Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters.

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Account Number



Account Type Drop-down List

Use this drop-down list to select either **Checking** or **Savings** for the Payroll direct deposit allocation.

Account Type

Amount Radio Button Group

The payroll Amount is designated as **Remaining**, **Specific**, or **Percentage**.

- **Use Remaining Amount** – Select this option button to deposit the full amount of your pay, or the amount of money remaining after other allocations are deposited into the designated accounts. You must have one account set up with this option selected.

Note: If the **Use Remaining Amount** option button is selected, the **Priority** field will be disabled and not available for selection. Remaining Amount can also be selected to deposit the entire allocation into one designated account.

Amount

- Use Remaining Amount
- Use Specific Amount
- Use Percentage

Priority

- **Use Specific Amount** – Select this option button to deposit a specific amount of money into the designated account. Enter this amount in the 'Enter Amount' input field. Valid values are 0.01 to 99999999.99.

Amount

- Use Remaining Amount
- Use Specific Amount
- Use Percentage

Priority

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• **Use Percentage** – Select this option button to deposit a percentage amount of money into the designated account. Enter this amount in the **Enter Percentage %** input field.

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

50 %

Priority

1

Priority List field

Use this drop-down list to select a priority for the direct deposit allocation. Select the down arrow from this list to display the priority numbers available for selection.

Priority

1

Disclaimer Check Box

Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.

By checking this box, I agree to the Direct Deposit Terms and Conditions.

Save New Deposit

Use this button to save any pending changes that may exist on the landing page.

CANCEL | SAVE NEW DEPOSIT

Note: This button is not enabled until the **Disclaimer** check box is checked.

Once all required fields have been updated and the deposit saved, this information will be shown under **Proposed Pay Distribution**.

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> BANK OF AMERICA	xxxxxx0805	xxxxxxxxx2200	Savings	Remaining	6	\$297.39	Active
						Total Net Pay	\$2,078.54
<small>The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.</small>							

