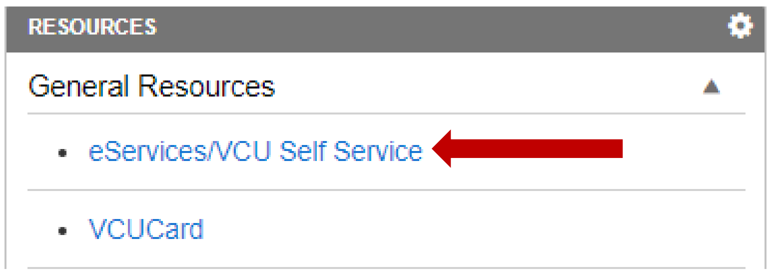
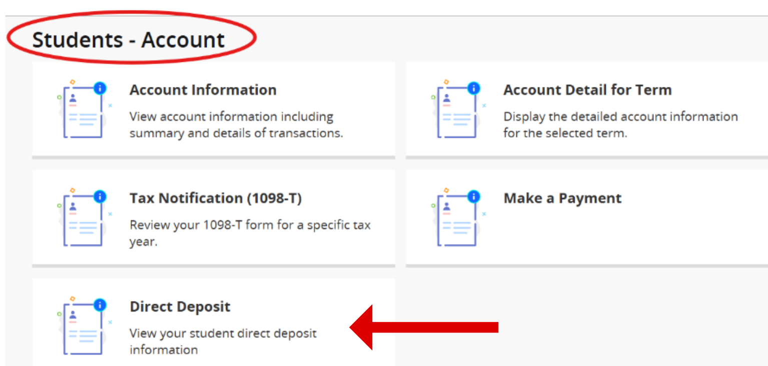
Entering or Updating Your Direct Deposit Account Information

IMPORTANT NOTE: If you have a non-US bank account, do NOT use eServices to enter your account information. Employees and students of VCUarts Qatar should contact qatarpayroll@vcu.edu for assistance. Others without a US bank account will receive refunds/reimbursements by paper check and/or payroll payments by prepaid debit card.

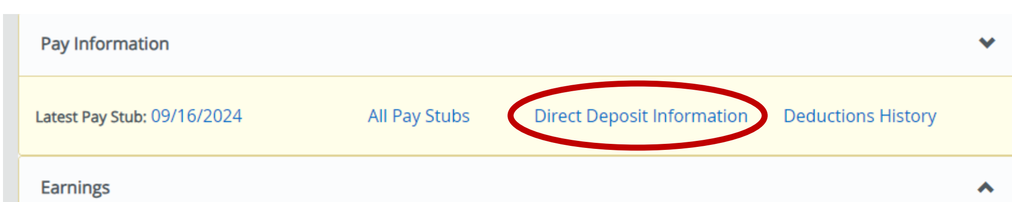
Step 1. Log into eServices – go to https://go.vcu.edu/eservices, or, from the myVCU page, click the 'eServices/VCU Self Service' link under the General Resources menu.



Step 2. For students, navigate to the 'Students' page, and then scroll down to the 'Students - Account' section and click on the 'Direct Deposit' tile.



For employees, navigate to the 'Employees' page and click on the 'Employee Dashboard' tile. On the Employee Dashboard, click on the 'Direct Deposit Information' link under the 'Pay Information' header (note that you may need to expand the 'Pay Information' section in order to see the link).

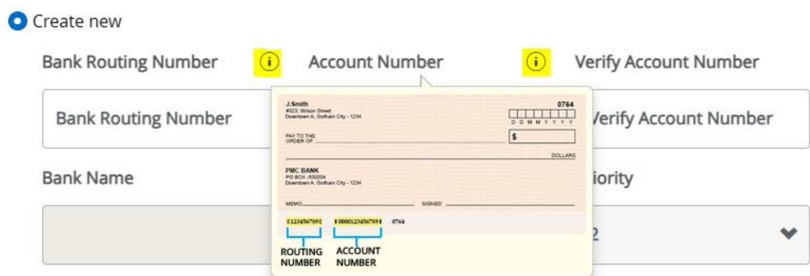


Step 3. The Direct Deposit Allocation page has a section for payroll and a section for accounts payable (reimbursements and student financial aid/scholarship refunds). The payroll section will only display for employees (including student employees).

<u>Payroll Updates</u>

To enter/update the account(s) that you would like your paycheck deposited to, use the Proposed Pay Distribution section. Click the 'Add New' button to enter a new checking or savings account.

In the 'Add Payroll Allocation' window, you can click on the info buttons to see a check image illustrating where to locate your routing and account numbers on a check. If your routing number returns as invalid, and you've double-checked that you entered it correctly, contact payroll@vcu.edu for assistance.



NOTE: Your debit card number is <u>NOT</u> your account number. You can find your account number on a check or by logging into your bank account or banking app and viewing the account information. If uncertain what numbers to key, please verify with your bank the correct information to use.

If you would like to split your pay across multiple accounts, you can use the 'Amount' section to indicate the dollar amount or the percentage of pay that you want to go to the entered account. (You are permitted to enter up to three (3) accounts for your payroll distribution.) The 'Priority' box is used to indicate the order in which to allocate the payment to that account (priority 1 = first payment allocation).

Check the box to authorize payments to your account, and click the 'Save New Deposit' button to save the account to your Proposed Pay Distribution list.

For accounts already listed in the Proposed Pay Distribution section, you can click the box to the left of the record and then click the 'Delete' button (next to the 'Add New' button) to remove that account. To edit the account type, amount or priority for an existing account, simply click into the appropriate field and update the value. Then, click the authorization checkbox at the bottom of the page, and then click 'Save Changes.'

NOTE: You must always have one account showing 'Remaining' in the Amount field (to ensure the full pay amount is allocated). If you would like to add a new account to allocate the remaining amount to but you still want to keep some amount allocated to the account currently recorded with 'Remaining,' you'll need to first add the new account and enter a specific dollar or percentage amount. Then, once that account is showing in the Proposed Pay Distribution section, you can click on the account showing 'Remaining' and update it to the amount or percentage desired, and then click on the new account and change the amount to 'Remaining.' You will also update the priority order to make the 'Remaining' amount account the highest priority (2 or 3, depending on the number of accounts entered). Always remember to check the authorization checkbox at the bottom of the page and click 'Save Changes' after making any updates to the amount or priority values on the screen.

Accounts Payable Updates ***(used for all reimbursements and student refunds)***

To enter the account that you would like your reimbursements or student financial aid/scholarship refunds deposited to, use the Accounts Payable Deposit section. Only one account is permitted for accounts payable deposits. Use the 'Add New' button to enter the routing and account number and indicate the type of account.

In the 'Add Accounts Payable Deposit' window, you can click on the info buttons to see a check image illustrating where to locate your routing and account numbers on a check. If your routing number returns as invalid, and you've double-checked that you entered it correctly, contact payroll@vcu.edu (for employees) or disburse@vcu.edu (for students) for assistance.

NOTE: Your debit card number is NOT your account number. You can find your account number on a check or by logging into your bank account or banking app and viewing the account information. If uncertain what numbers to key, please verify with your bank the correct information to use.

Check the box to authorize payments to your account, and click the 'Save New Deposit' button to save the account to your Accounts Payable Deposit list.

To change the account listed, first delete the existing record by clicking the box to the left of the record and then clicking the 'Delete' button (next to the 'Add New' button) to remove that account. Then, you can add the new account following the directions above.

EMPLOYEE NOTE: **Please always enter an accounts payable account, even if you don't expect to receive reimbursements**. If you have already entered your payroll account(s), you can use the 'Create from existing account information' option, after clicking the 'Add New' button, to easily copy the account information from your payroll account to your accounts payable account.