Direct Deposit Authorization for Students

Step 1: Go to http://www.bu.edu/studentlink

Step 2: Click on the Work tab.

Step 3: Click on Direct Deposit Authorization.

Step 4: Log in with your BU login name and Kerberos password.

Step 5: Click on the Employee Self-Service tab.

Important: A student employee will have access to ESS once the student's record has been established in SAP. This will typically be on the Thursday after the student has been hired into the Student Payroll system. Students who have been paid and are having trouble accessing ESS should contact ithelp@bu.edu or 617-353-HELP (4957).

Note: The debit/ATM card number is *NOT* the bank account number. If you don't know your bank account number, please check your bank statement, your account set-up packet, or call your bank.
Step 6: Click on Benefits and Pay.

Step 8: Input the necessary information, including routing and account numbers. Also, select the Bank Transfer (ACH) option from the Payment Method drop down tab. Then click Review.

Step 7: Click on Direct Deposit.

Step 9: Review information to make sure everything is correct, then click Save.