BU BUworks Online Help

## How to Sign up for Direct Deposit

This Quick Reference Guide demonstrates how to itemize an expense in Concur when preparing an expense report.
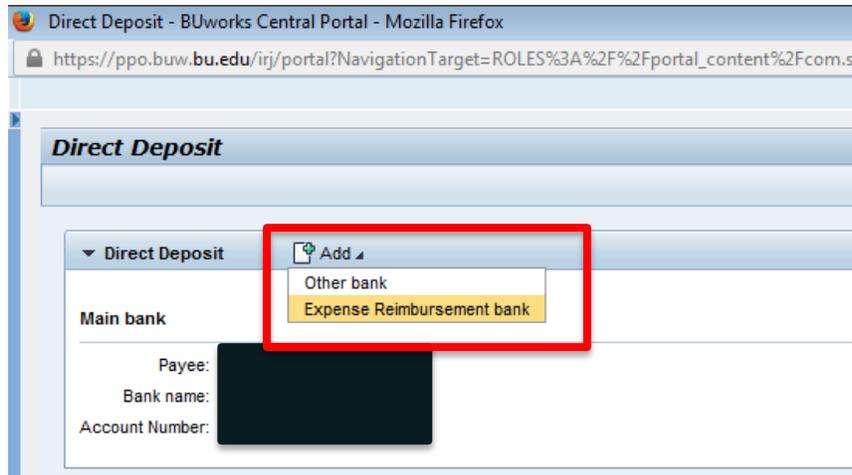

➢ Expense reimbursements are automatically sent via check unless an expense reimbursement bank is added- even if paychecks are received via direct deposit.

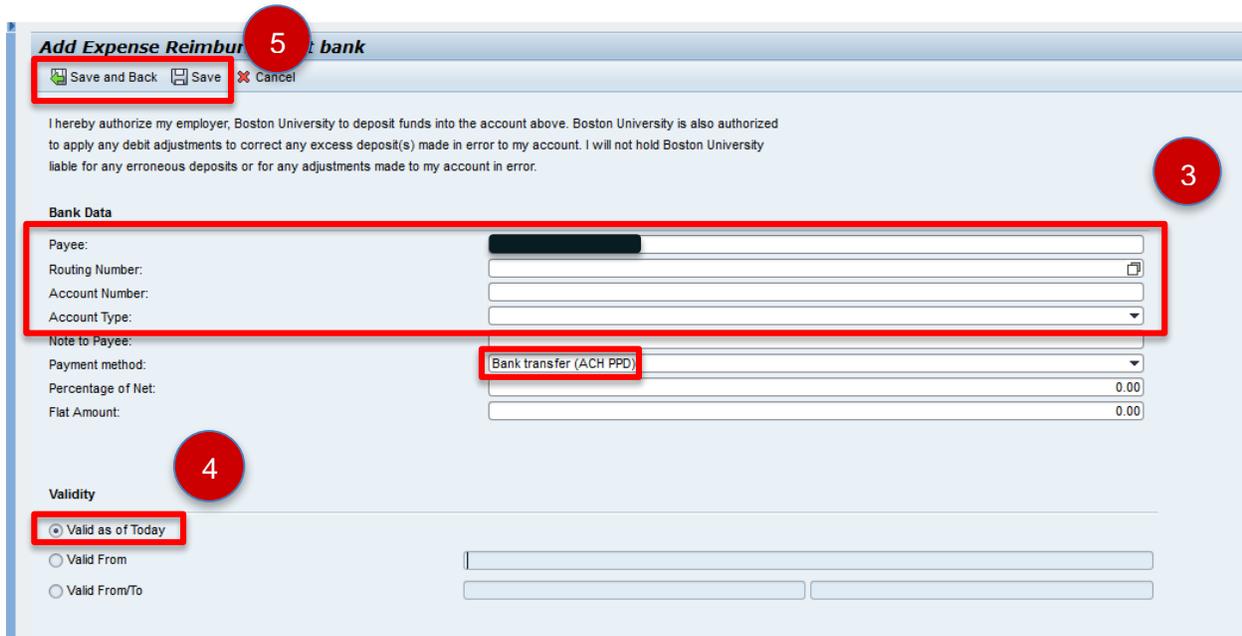**1: To begin, go to Employee Self Service in the BUworks Portal and click on Benefits and Pay**

2: Select Direct Deposit
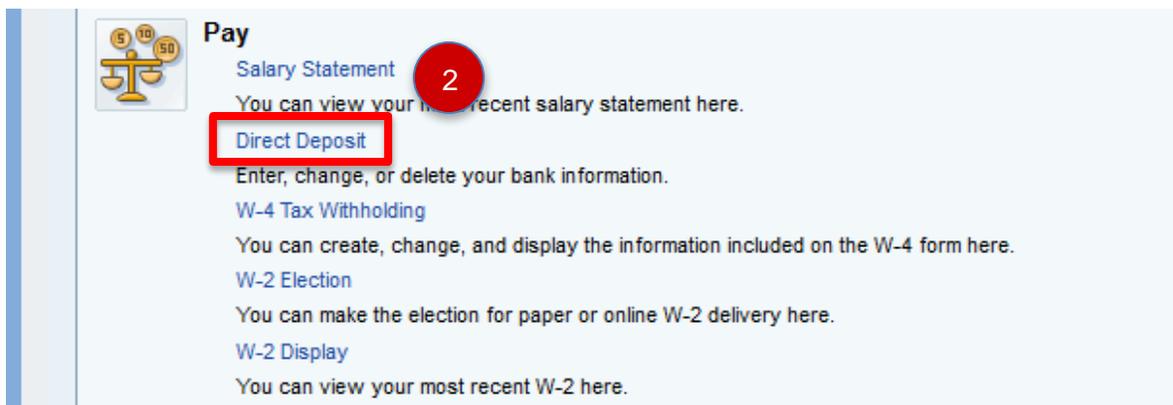
3	Select the Add drop down, then Expense Reimbursement bank
3b	Fill out the Routing and Account Number, and Account Type
4	Payment method must be set to Bank Transfer (ACH PPD) and Valid as of Today should be selected

5: Select Save and Back or Save.

You are now signed up for Direct Deposit for Expense Reimbursements.

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