

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 **<u>BUworks Portal</u>** and click on **Benefits and Pay**

В	U BI	Jworks Cent	ral	/						
Hom	e Emj	oloyee Self-Service	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI		_
E	mploy	ee Services								
	•	Homepage List o	of Services	Search						
		Time Services Review your time balances and plan your time off. Weekly employees can record working time.						-	Display the University ¢	
		Quick Links Time Off Request	1						$\boldsymbol{\varkappa}$	Travel and Expense
	510	Benefits and Pay							Review the University's Reimbursements via Co	
	100	Display the plans in which you are currently enrolled and enroll in new benefit plans. Display your salary statement and your direct deposit information.						2	Campus Services	
		Quick Links Salary Statement W-2 Election W-2 Display								Access non-BUworks Convenience Plan.

2: Select Direct Deposit

Pay Salary Statement 2 You can view your 12 recent salary statement here. Direct Deposit Enter, change, or delete your bank information. W-4 Tax Withholding You can create, change, and display the information included on the W-4 form here. W-2 Election You can make the election for paper or online W-2 delivery here. W-2 Display You can view your most recent W-2 here.	
---	--

BU BUworks Online Help

🕘 Direct Deposit - BUworks C	entral Portal - Mozilla Firefox					
https://ppo.buw. bu.edu /irj	https://ppo.buw. bu.edu /irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.s					
Direct Deposit						
▼ Direct Deposit	🔮 Add 🔺					
Main bank	Other bank Expense Reimbursement bank					
Payee: Bank name: Account Number:						

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

Add Expense Reimbur 5 t bank	
Save and Back 🔛 Save 🗶 Cancel	
I hereby authorize my employer, Boston University to deposit funds into to apply any debit adjustments to correct any excess deposit(s) made i liable for any erroneous deposits or for any adjustments made to my ac	the account above. Boston University is also authorized in error to my account. I will not hold Boston University ccount in error.
Bank Data	
Payee:	
Routing Number:	
Account Number:	
Account Type:	
Note to Payee:	
Payment method:	Bank transfer (ACH PPD)
Percentage of Net:	0.00
Validity	

5: Select Save and Back or Save.

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