

# Direct Deposit Authorization for Students

Your first paycheck will be live and can be picked up at  
881 Commonwealth Avenue on the 2<sup>nd</sup> floor

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

Step 2: Click on the Work tab.

**BOSTON UNIVERSITY**  
**Student Link**

Welcome to the Student Link... your link to your records at Boston University. If you are a new user, please check out Getting Started in the Basics area. Menu items listed in italics are public; all others require a BU Login Name.

[express link](#) [Checklist - New Undergrads](#)  
[Current Schedule](#)  
[MicroFridge Rental](#)  
[MBTA Semester Pass](#)  
[Registration](#)

**Academics**  
University Class Schedule, Classes, ...

**Money Matters**  
Account Inquiry, Financial Aid, ...

**Personal**  
Address, Personal Profile, ...

**Work** ←  
Student Employment Office Website, Quickie Jobs ...

**Food & Shelter**  
Residence Assignment, Convenience Points, ...

**Basics**  
Getting Started, What's on, ...

**Index**  
List of functions

Remember to [logoff](#) to protect your privacy.

Step 3: Click on Direct Deposit Authorization.

**Boston University Student Link** [logoff](#)

**Academics** **Money Matters** **Personal** **Food & Shelter** **Basics** **Index**

**Work**

- Eligibility Requirements for Student Employees
- Student Employment Office Website
- Quickie Job Listings
- Job Board Listings
- Search - Quickie and Job Board
- Work-Study Award Information
- Work-Study Job Listings
- Work-Study Job Evaluations
- Preplacement Job Listings For Entering Freshmen
- Center for Career Development
- Career Advisory Network
- Employee Time Entry
- View Pay Stub
- Direct Deposit Authorization** ←

Students looking for jobs should check out both our Job Board and Quickie Job Listings for up-to-the-minute employment opportunities.

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University Information Systems

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

Step 5: Click on the Employee Self-Service tab. Note: This tab will not appear until the Tuesday after your first paycheck is issued.

**BU** BUworks Central

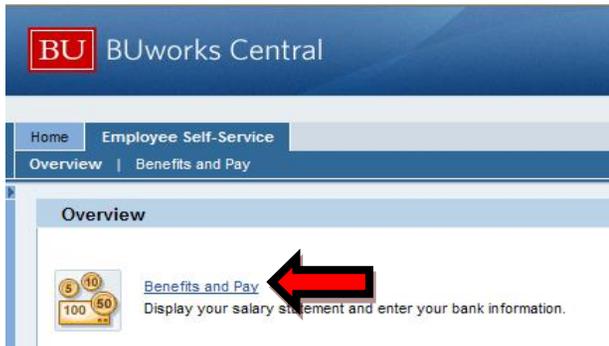
Home **Employee Self-Service** ←

**Important Web Browser Configuration Information**  
BUworks Central portal requires adjustments to your pop-up blocker in order to utilize Internet Explorer or Firefox instructions on configuring your browser.

**Welcome to BUworks Central**  
A personalized view of University resources designed to help you manage your daily work.

**Learn the System**

**Step 6: Click on Benefits and Pay.**



**Step 7: Click on Direct Deposit**



**Step 8: Click on the Pencil (on the right hand side of the screen).**

**Step 9: Complete the Routing Number and Account Number fields and select the Account Type from the drop-down menu. Note to Payee is optional – use this field if you would like to create a nickname for your account. Under Payment Method select the Bank Transfer (ACH PPD) option from the drop-down menu. Complete the Percentage of Net and/or Flat Amount fields, as appropriate.**

The screenshot shows the bank information form in BUworks Central. The form includes the following fields and options:

- Save and Back** (with a back arrow icon), **Save** (with a save icon), and **Cancel** (with a close icon) buttons at the top.
- IMPORTANT:** For any bank account changes, please enter your current main bank account in the Main Bank Data Validation section in order to proceed. New employees with no existing bank account may skip this field.
- Main Bank Data Validation:** Current Main Bank Account Number: [text input field]
- Bank Data:**
  - Payee: [text input field with value 'Your Name Here']
  - Routing Number: [text input field with a pencil icon on the right]
  - Account Number: [text input field]
  - Account Type: [drop-down menu]
  - Note to Payee: [text input field]
  - Payment method: \* [drop-down menu with value 'Payroll Check']
  - Percentage of Net: [text input field with value '0.00']
  - Flat Amount: [text input field with value '0.00']
- Validity:**
  - Valid From: [text input field with value '07/01/2014']
  - Valid From/To: [text input field] [text input field]
- Authorization:** I hereby authorize my employer, Boston University to deposit funds into the account above. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

**Step 10: Click Save in order to save the changes that you have made.**