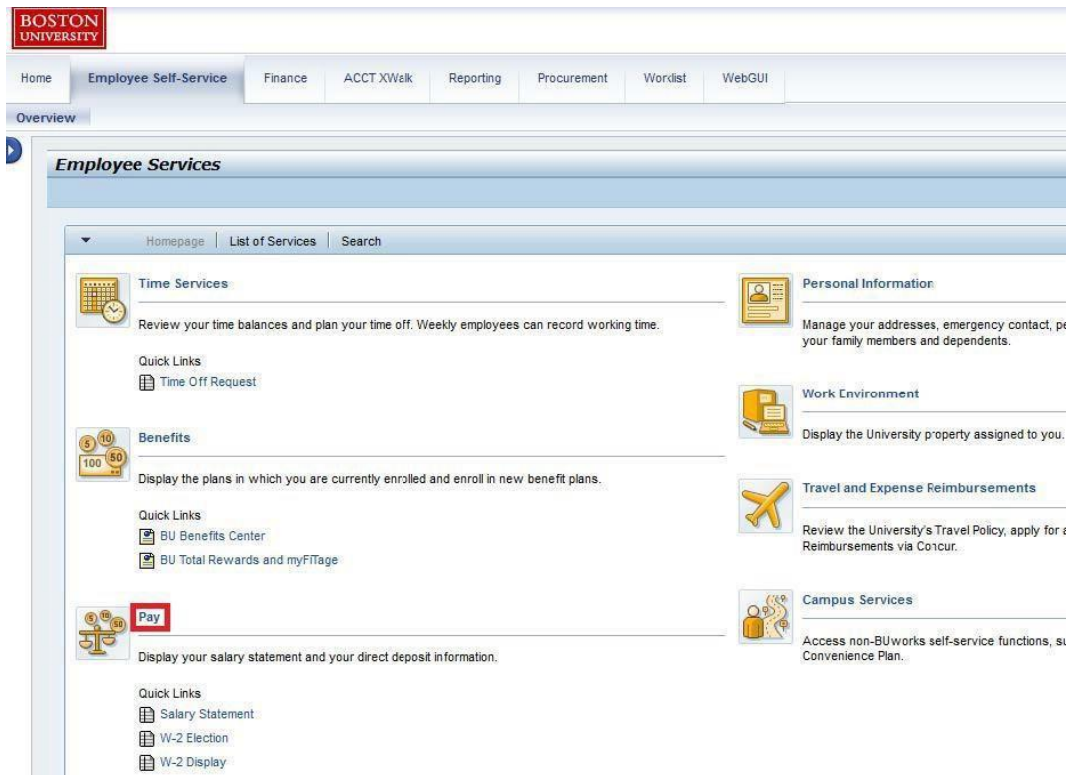


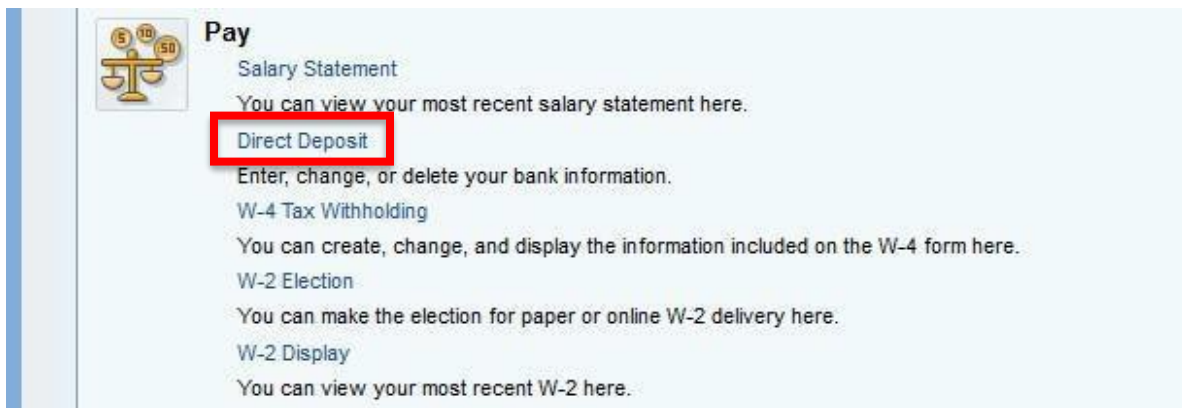
How to Sign up for Direct Deposit

(Please note that travel/expense reimbursements are automatically sent via check unless an expense reimbursement bank is added, even if paychecks are received via direct deposit. Travel reimbursements can also be set up following the same basic process below)

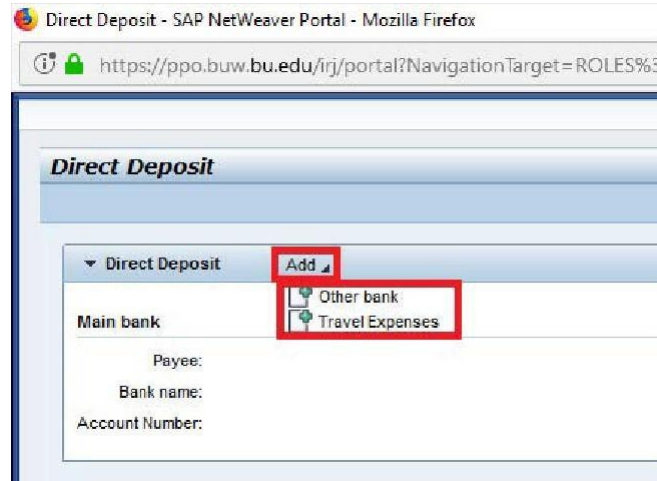
1: To begin, go to Employee Self Service in the [BUworks Portal](#) and click on Pay



2: Select Direct Deposit. This will open a new window, so please make sure that any pop-up blocker on your browser has been disabled for this site.



3: Select the Add drop-down, then Bank (or Other Bank, to add additional bank accounts). If you're looking to set up up your Travel/Concur reimbursements, choose Travel Expenses.



4: Fill out the Routing and Account Number. You must also specify your Account Type

5: Payment method must be set to **Bank Transfer (ACH PPD)**

6: Select Save and Back, or Save.

Add Expense Reimbursement bank

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.

Bank Data

Payee:

Routing Number:

Account Number:

Account Type:

Note to Payee:

Payment method:

Percentage of Net:

Flat Amount:

Validity

☒ Valid as of Today

☐ Valid From

☐ Valid From/To

You are now signed up for Direct Deposit. Please see below for a few additional notes and suggestions.

- It can help to have a blank check available when you are at step 4, as this will contain your routing/account numbers.

The diagram shows a blank check form with the following fields:

- Your Name
- Your Address
- DATE
- PAY TO THE ORDER OF
- \$
- DOLLARS
- Your Bank Name
- MEMO
- 123456789
- 0000987654321
- 1001

Below the MICR line, blue brackets identify the following numbers:

- 9 Digit Routing Number (123456789)
- Your Account Number (0000987654321)
- Check Number (1001)

- If account/routing numbers are incorrect, either:
 - 1) Your bank will accept the funds at the wrong account (e.g. "John Smith in Idaho"), and retrieving these funds may prove difficult for you.
 - 2) The bank will bounce the payment back to Boston University. This can take 3-5 business days (depending upon the size of the bank) before the money comes back, at which time Payroll will cut a check, and this ***must be picked up at the Payroll Office.***
- The Percentage of Net and Flat Amount buttons can be used if you are looking to split your payment between several bank accounts. Please note that you will need to repeat steps 3-6 ***in full*** for each bank you are looking to add.