

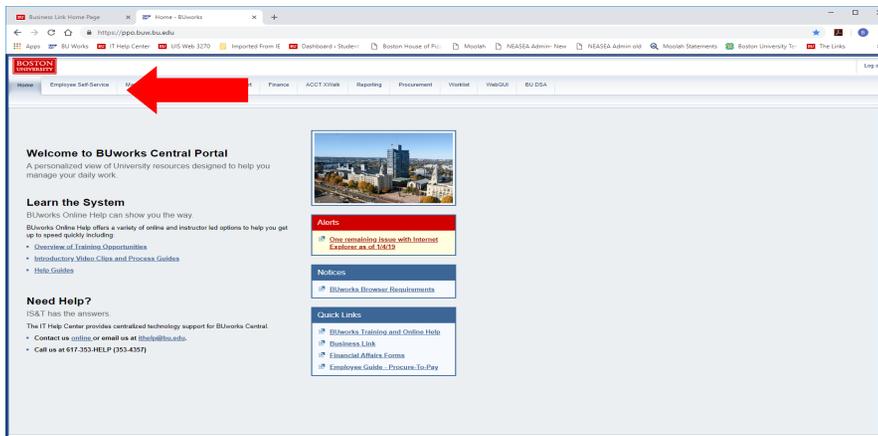
# DIRECT DEPOSIT ENROLLMENT

Please Use **Chrome** or **Firefox**. Do **Not** Use Safari. And make sure to disable your pop-up blockers.

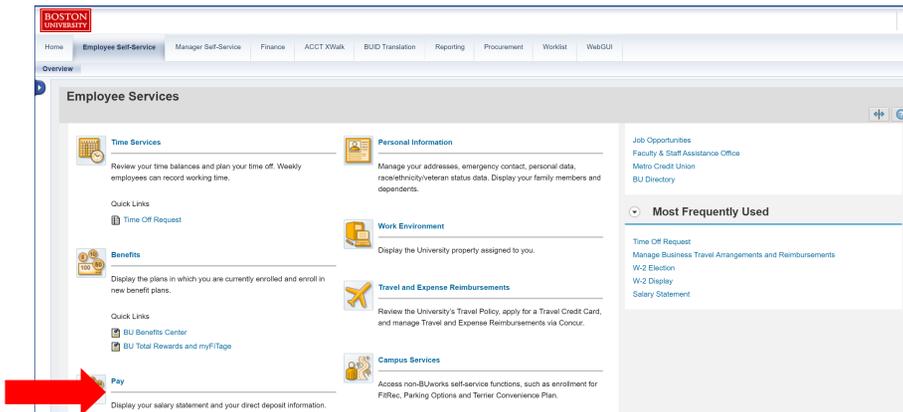
Step 1: Go to website [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral)

Step 2: Log in with your BU Login and Kerberos password.

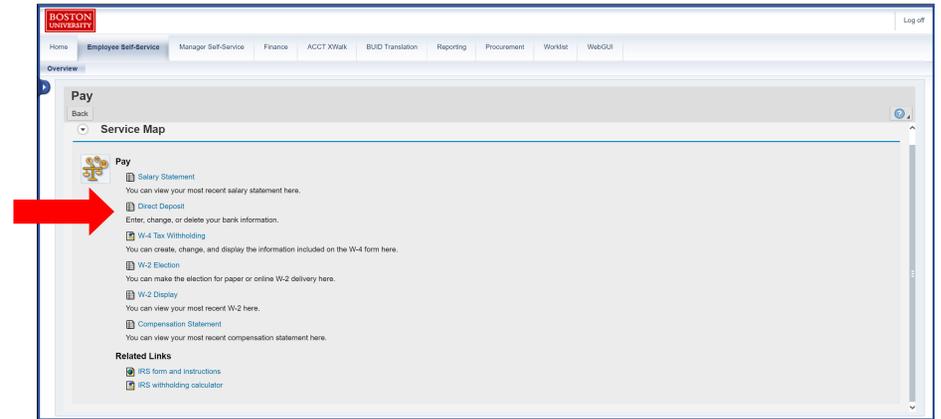
Step 3: Click on the “**Employee Self-Service**” tab



Step 4: Click on “**Pay**”



Step 5: Click on “**Direct Deposit**”



Step 6: If this is your first time enrolling in direct deposit **or** if you want to change your main direct deposit bank, click on the **Pencil** under the **Main bank** section (on the right side of the screen). \*Do NOT press “Add”

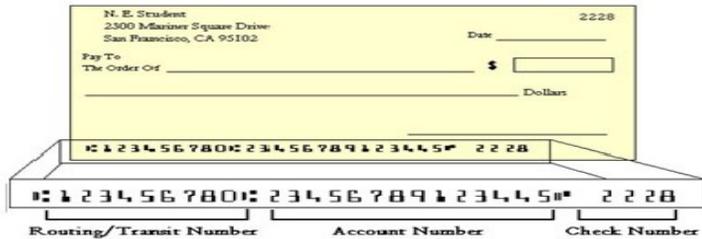


Instructions continued on the next page...

Step 7: Locate your **Bank Account** and **Routing** information.

This can be located in 4 different ways:

- Stated on your **personal check (not your BU paycheck)** . See below check image.
- **Online Banking** (if your bank supports this function)
- Contacting your **Bank**
- **Bank Statement**  
Note: Need **Electronic Transfer** number not Wire Transfer number if using **Online Banking** option



**NOTE: Your debit/ATM card number is \*NOT\* your bank account number.**

Step 8: Input your **Name**

**Routing Number**  
**Account Number**

Select the **Account Type** (Checking or Savings Account)

Leave “Note to Payee” blank

Change Payment Method to **Bank Transfer (ACH PPD)**

The screenshot shows the 'Edit Main bank' form. The 'Bank Data' section includes fields for Payee, Routing Number, Account Number, Account Type (set to 'Checking'), Note to Payee, and Payment Method (set to 'Bank transfer (ACH PPD)'). The 'Validity' section has radio buttons for 'Valid as of Today' and 'Valid From' (selected), with the date '01/01/2021' entered. Red arrows point to the Routing Number, Account Number, Account Type, Payment Method, and Valid From date fields.

The **Valid From** date shows when your direct deposit will take effect

Step 9: Click on “**Save and Back**”

The screenshot shows the 'Edit Main bank' form with the 'Save and Back' button highlighted in a red box. The form contains the same information as the previous screenshot, including the authorization text, bank data, and validity settings.

Step 10: If update was successful you will receive the message **Data saved successfully.**

The screenshot shows a 'Direct Deposit' confirmation message with a green checkmark icon and the text 'Data saved successfully'.

Note: Employees will have access to ESS once they have been hired into the HR/Payroll system.

Step 11: If you want to add another bank account, click **Add** then choose either **Other bank**. If you are adding a bank for travel reimbursement, choose **Travel Expenses**. Follow steps 7-10 to complete enrollment.

The screenshot shows the 'Direct Deposit' section with the 'Add' button highlighted in a red box. Below the 'Add' button, there is a 'Main bank' section with fields for Payee, Bank Name, and Account Number.