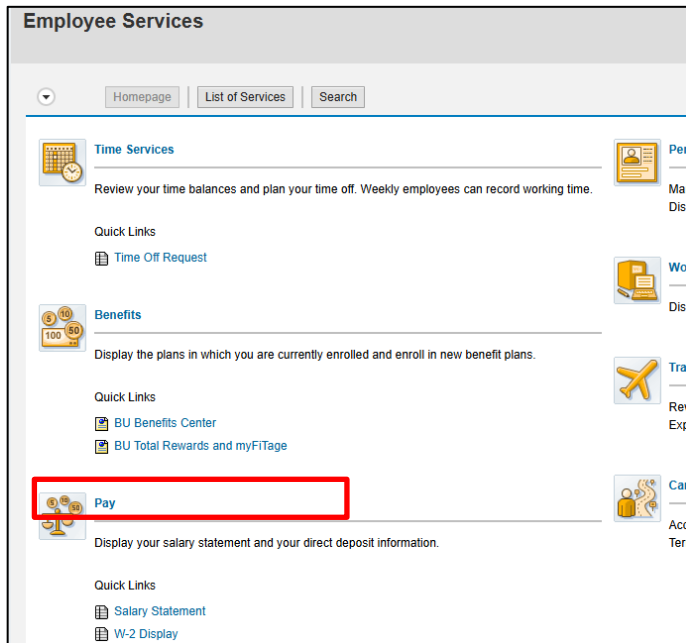


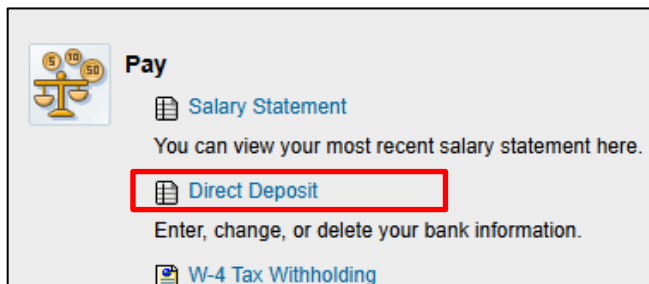
HOW TO SIGN UP FOR DIRECT DEPOSIT

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.

1. Go to Employee Self Service in the [BUworks Portal](#) and click on **Pay**.



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



3. Select the **Add** drop-down, then Travel Expenses. If you're looking to set up your Payroll Direct Deposit, choose Bank (or Other Bank, to add additional bank accounts).

The screenshot shows a web browser window titled "Direct Deposit - SAP NetWeaver Portal - Mozilla Firefox". The URL is "https://ppo.bu.w.edu/irj/portal?NavigationTarget=ROLES%3". The page has a header "Direct Deposit". Below it, there is a section "Direct Deposit" with a dropdown menu "Add" and two options: "Other bank" and "Travel Expenses". The "Travel Expenses" option is highlighted with a red box. Below the dropdown, there are fields for "Payee:", "Bank name:", and "Account Number:".

4. Fill out the Routing and Account Numbers. 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**.

The screenshot shows a form titled "Add Expense Reimbursement bank". At the top, there are buttons "Save and Back", "Save", and "Cancel". Below the buttons, there is a paragraph of text: "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." Below this, there is a section "Bank Data" with fields for "Payee:", "Routing Number:", "Account Number:", and "Account Type:". The "Bank Data" section is highlighted with a red box. Below the "Bank Data" section, there are fields for "Note to Payee:", "Payment method:" (set to "Bank transfer (ACH PPD)"), "Percentage of Net:" (set to "0.00"), and "Flat Amount:" (set to "0.00").

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.
- 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. A check will then be reissued, and can be picked up at the Accounts Payable office or mailed to the address in your BUworks profile.

The image shows a blank check with the following fields: "Your Name", "Your Address", "DATE", "PAY TO THE ORDER OF", "\$", "DOLLARS", "Your Bank Name", "MEMO", "123456789", "0000987654321", "1001". Below the check, there are labels: "9 Digit Routing Number", "Your Account Number", and "Check Number".