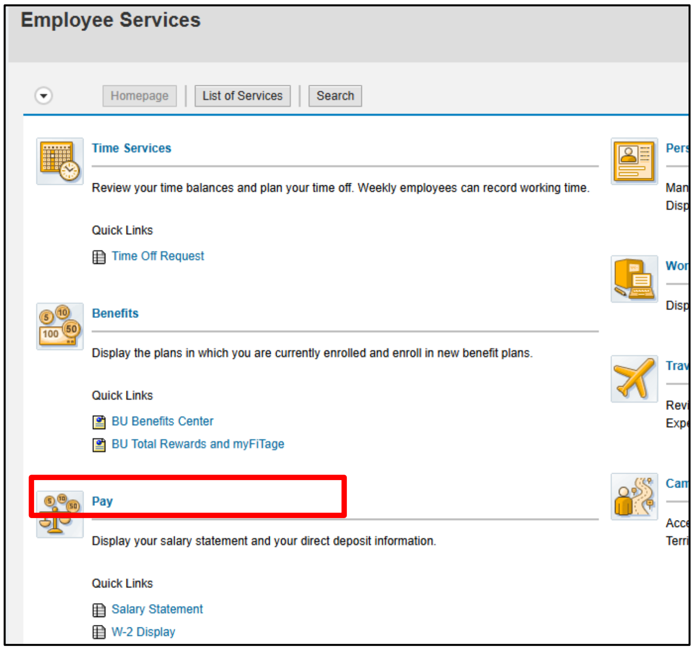
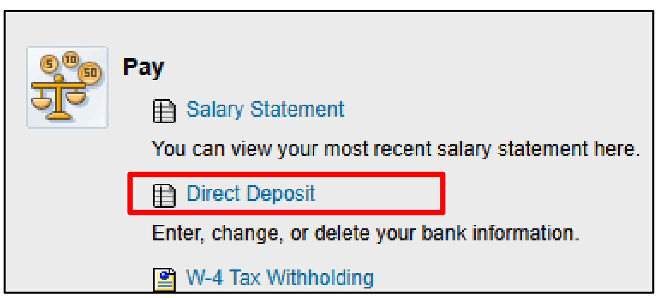
HOW TO SIGN UP FOR DIRECT DEPOSIT

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.

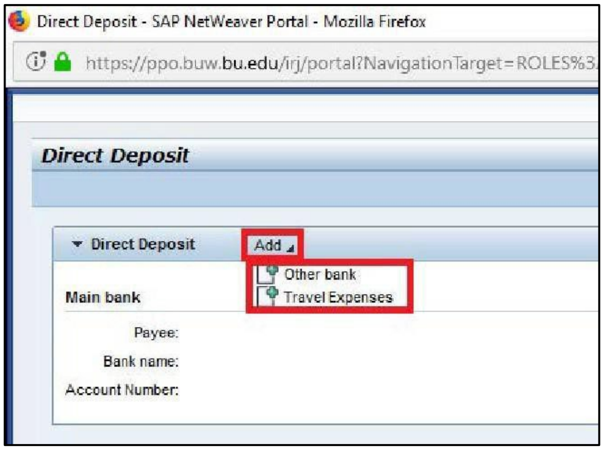
1. Go to Employee Self Service in the [BUworks Portal] and click on **Pay**.



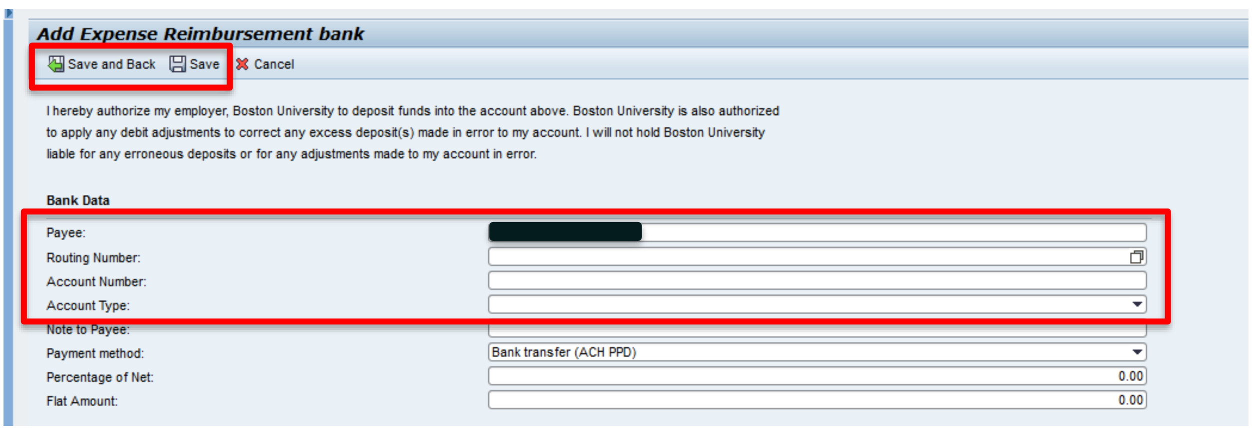
2. Select **Direct Deposit**. This will open a new window; please make sure any pop-up blocker on your browser has been disabled for this site.



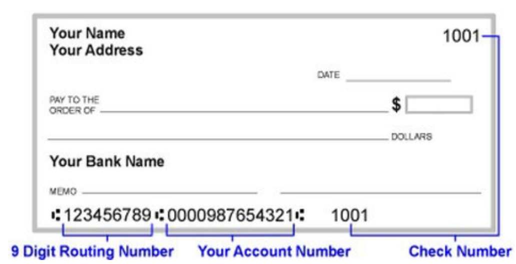
3. Select the **Add** drop-down, then Travel Expenses. If you're looking to set up your Payroll Direct Deposit, choose Bank (or Other Bank, to add additional bank accounts).



4. Fill out the Routing and Account Numbers. You must also specify your Account Type.
5. Payment method <u>must</u> be set to Bank Transfer (ACH PPD)
6. Select **Save and Back**, or **Save**.



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.