

Adding Bank Information for Direct Deposit in PeopleSoft on e-Campus Financials

URI Office of the Controller

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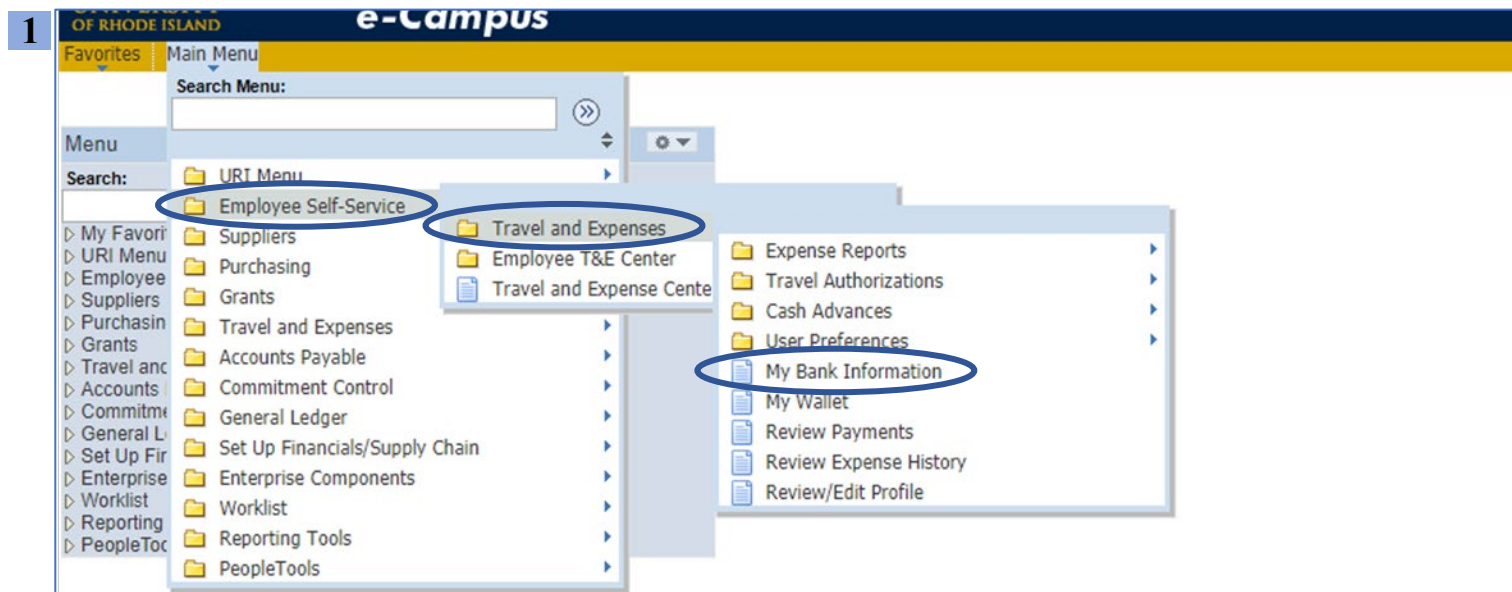
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1. Adding Bank Information

a. Navigating within PeopleSoft

1. From the main menu, go to: *Employee Self-Service* → *Travel & Expenses* → *My Bank Information*



2. Click "Bank Accounts" (note: information under "Employee Data" tab should be managed in the general e-Campus module)

The screenshot shows the "My Bank Information" page. The "Bank Accounts" tab is selected under the "Employee Data" section. The page displays employee information for "Wyld, Grace" and includes fields for "Telephone", "Personnel Status" (Employee), and "Home Address" (Country: USA, United States). There are also radio buttons for "Employee Base" (Home, Office) and "Payments Sent To" (Home Address, Mailing Address). A "Postal Search" button is visible at the bottom.

b. Adding and saving bank information

1. Change the Payment Method from “System Check” to “Automated Clearing House” – this is direct deposit
2. Click the bank icon to open the bank account details page

3. Fill in the required fields marked with an asterisk *

- “Branch Name” is the same as “Bank Name” – i.e., if you use Citizens, type “Citizens” into both fields
- “Bank ID Qualifier” will always be 001
- For both “Bank ID” and “Depository Financial Institution”, enter your bank’s routing number
- Select your “Account Type” from the dropdown menu, and enter your “Bank Account Number”
- “DFI Qualifier” will always be 01

Pay to Bank Accounts

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The correct routing and account numbers can be found on your personal checks

Routing Number

Account Number

4. Click “Ok” to return to the previous page

5. Confirm that the “Default” box is checked
6. Click “Save”
7. Look for the “Saving” message that will quickly show in the top left to indicate the save request is processing

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GL Unit URIPS University of Rhode Island ☒ **Default Profile**
Department ☐ **Hold Payment**
***Payment Method** Automated Clearing House ▼

Bank Account Info [Personalize](#) | [Find](#) | First 1 of 1

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Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Bank Account #
5 <input checked="" type="checkbox"/>		Expenses	Charter Oak	211176998	Charter Oak	7378312289130

[EFT Options](#)

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