
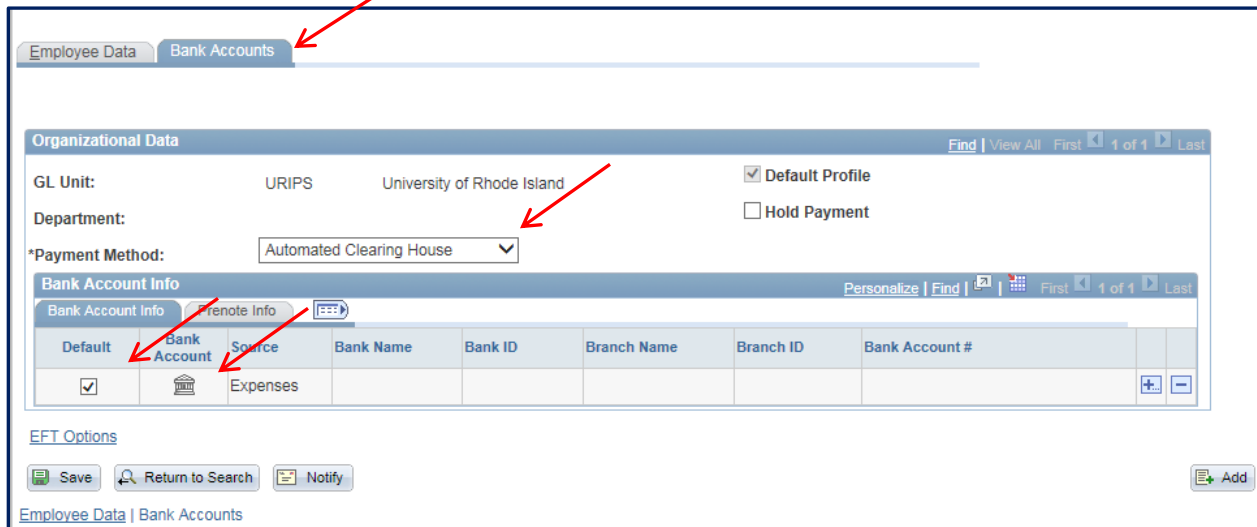


## To Enter Direct Deposit Information:

**NOTE: All employees using the Travel and Expense Module must enter their banking information per the below instructions to be reimbursed via Direct Deposit, even if you are currently being reimbursed for travel via direct deposit. The traveler is responsible for accuracy of information. This only needs to be done once per the following instructions:**

- Employee Self Service>Travel and Expenses>My Bank Information
- Click *Bank Account* Tab
- Change Payment Method from System Check to Automated Clearing House (ACH)
- Check Default box and click *Bank Account Icon* 



The screenshot displays the 'Bank Accounts' section of the Employee Self Service interface. At the top, there are tabs for 'Employee Data' and 'Bank Accounts'. Below this, the 'Organizational Data' section shows 'GL Unit: URIPS University of Rhode Island' and 'Department:'. The '\*Payment Method:' is set to 'Automated Clearing House'. A 'Bank Account Info' table is visible, with columns for 'Default', 'Bank Account', 'Source', 'Bank Name', 'Bank ID', 'Branch Name', 'Branch ID', and 'Bank Account #'. The first row in the table has 'Default' checked, 'Bank Account' with a bank icon, and 'Source' as 'Expenses'. Below the table are 'EFT Options' and buttons for 'Save', 'Return to Search', 'Notify', and 'Add'.

- Bank Name and Branch are the bank name-as shown below
- Bank ID **Qualifier is always = 001;** (must be a US Bank)
- Enter Account type (Savings or Checking) and Acct number from your personal account. **(Double Check for Accuracy as this information is not subject to prenote verification)**

## Direct Deposit Information cont'd:

- Bank ID and Depository Financial Institution are both your Bank Routing Number
- Bank Account Number is your personal checking or savings account number
- DFI Qualifier is always = **01**; Click OK, then **SAVE**

### Example of Banking Info:

Pay to Bank Accounts

Country:  United States

\*Bank Name:

\*Branch Name:

\*Bank ID Qualifier:  United States Bank

\*Bank ID:

\*Account Type:

\*Depository Financial Institution:

\*Bank Account Number:

\*DFI Qualifier:

