

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

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*URI Office of the Controller*

*March 2021*

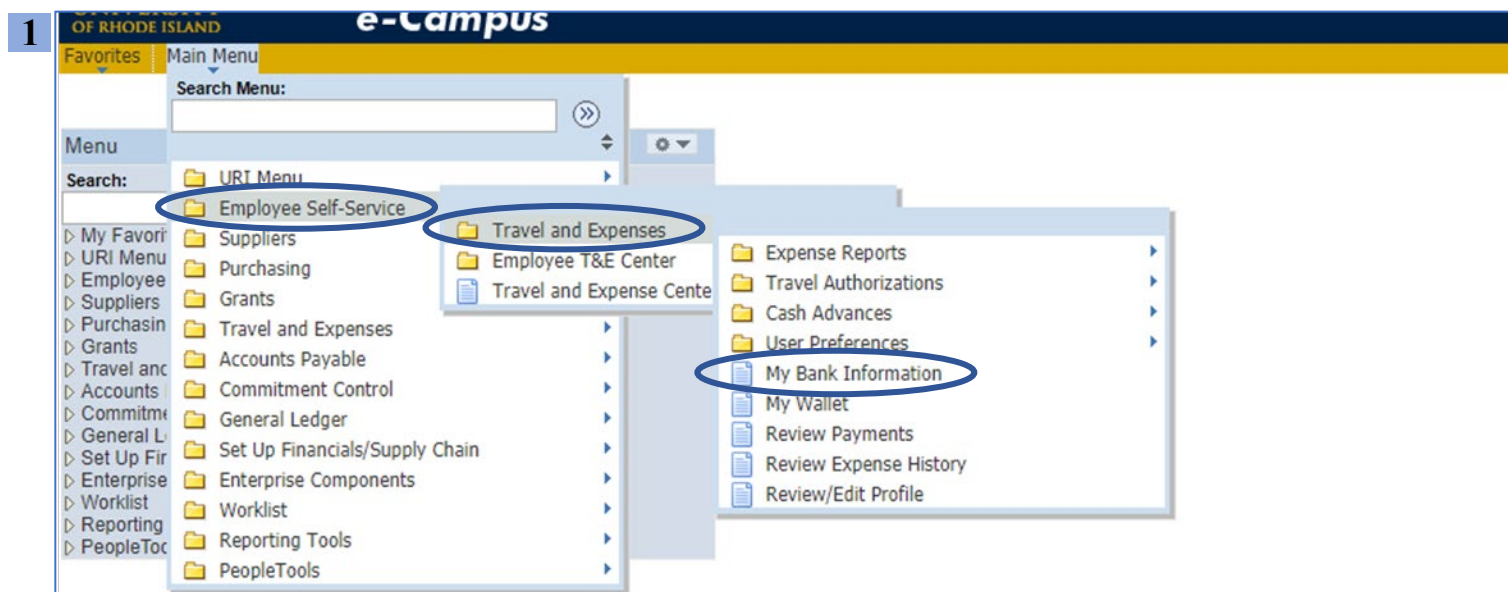
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## 1. Adding Bank Information

### 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 with the "Bank Accounts" tab selected. The page is divided into sections:
 

- Employee Information:** Last Name: Wyld, First Name: Grace, Telephone: [blank], Personnel Status: Employee.
- Employee Base:** Home (radio button), Office (radio button).
- Payments Sent To:** Home Address (radio button), Mailing Address (radio button).
- Home Address:** Country: USA (United States), Postal Search: [input field].

 A blue box with the number "2" is overlaid on the "Bank Accounts" tab.

## 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

Employee Data | Bank Accounts

Organizational Data

GL Unit URIPS University of Rhode Island  Default Profile  Hold Payment

Department

\*Payment Method System Check **1**

Bank Account Info

Bank Account Info Prenote

Default Bank Account

Bank ID IBAN Branch Name Branch ID Bank Account #

Expenses

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 **3**

Wyld, Grace O ID 100268795

Country: USA United States Search

\*Bank Name: BANK NAME

\*Branch Name: BANK NAME

\*Bank ID Qualifier: 001 United States Bank \*Account Type: Check Acct

\*Bank ID: ROUTING # \*Depository Financial Institution: ROUTING #

\*Bank Account Number: YOUR CHECKING OR SAVINGS ACCOUNT #

\*DFI Qualifier: 01 Transit Number

**4** OK Cancel

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

708-665-8130

PAY TO THE ORDER OF \$

DOLLARS

Your Financial Institution  
3906 S. Harlem Ave  
Bridgeview, IL 60455

FOR MP

⑆ 123456789⑆ 1234567890⑆ 0001

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

UNIVERSITY OF RHODE ISLAND e-Campus

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > My Bank Information

Employee Data | Bank Accounts

**Organizational Data** Find | View All First 1 of 1

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

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

6 Save Return to Search Notify

Employee Data | Bank Accounts

7 Worklist | Add to Favorites | Sign out

Window ? Help

Saving...