Direct Deposit Lookup Instructions

Please Note: These instructions are intended to provide employees with basic information required to view their direct deposit setup. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems viewing your direct deposit setup, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One home page

Use your internet browser to access the Drexel One home page at https://one.drexel.edu. There is a link to the Drexel One home page available in the lower left-hand corner of the Drexel University home page, http://www.drexel.edu.

Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “Password Reset Wizard” link and follow the instructions.
Step 3. Select the “Employees” tab

From the Drexel One Main Menu, click on the “Employees” tab at the top left of the screen.
Step 3a. Address Verification

Once each academic term, you will be prompted to verify your Employee Campus Mailing address and your Employee Home address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the "Continue" button to move on to the Employees Main Menu.

If you do not receive this pop-up message, you will automatically be taken to the Employees Main Menu; skip to Step 4.
Step 4. Select from the Employees Main Menu

Click the “More BannerWeb Employee Services” link and continue.
Step 5. Select “Direct Deposit Breakdown”

From the Pay Information Menu, click the “Direct Deposit Breakdown” link.
Step 6. View Direct Deposit Breakdown

The “Pay Distribution as of” section will detail the distribution of your last payroll direct deposit.

The “Proposed Pay Distribution” section will detail the current setup of your direct deposit in the payroll system, including any changes that are pending bank verification. If you have recently initiated or changed your direct deposit, please view your pay stub detail to determine whether your current pay is a direct deposit or a check.

- Business expense reimbursements will be made into your primary payroll bank account. This is the account designated to receive the “Remaining” pay amount in the “Proposed Pay Distribution” section.

- If you would like to make changes to your direct deposit setup, please submit a new Direct Deposit Authorization form, available on the Comptroller’s website, to Payroll for processing.

Once you have viewed your direct deposit setup, log out of Drexel One using the “Logout” icon in the upper-right hand corner of the window. Be sure to close out of your browser once you have logged out of Drexel One.
View Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

**Pay Distribution as of May 28, 2010**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Bank</td>
<td>987654321</td>
<td>123456</td>
<td>Savings</td>
<td>50.00</td>
</tr>
<tr>
<td>Joint Bank</td>
<td>123456789</td>
<td>654321</td>
<td>Checking</td>
<td>159.26</td>
</tr>
<tr>
<td>Total Net Pay</td>
<td></td>
<td></td>
<td></td>
<td>209.26</td>
</tr>
</tbody>
</table>

**Proposed Pay Distribution:**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Priority Amount or Percent</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Bank</td>
<td>987654321</td>
<td>123456</td>
<td>Savings</td>
<td>$ 50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Joint Bank</td>
<td>123456789</td>
<td>654321</td>
<td>Checking</td>
<td>2 Remaining</td>
<td>159.26</td>
</tr>
<tr>
<td>Total Net Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>209.26</td>
</tr>
</tbody>
</table>

RELEASE: 8.3