

Instructions for Adding and Updating Direct Deposit Information

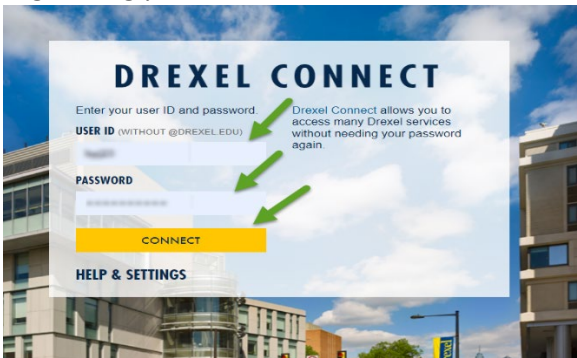
When initiating a Direct Deposit, adding a new bank account or updating existing account(s), the below steps will provide guidance through the process.

First Time Setup

1. Click on the below link to initiate and/or edit your Direct Deposit

<https://banner.drexel.edu/XEGeneral/ssb/directDeposit#/directDepositListing>

2. Login using your LAN ID



3. Click on "Add New" and add to begin the process



4. Choose "Create New" to enter new bank details and save (*highlighted*).

Choose an option:

Create from existing account information

Create new

Bank Routing Number

Account Number

Bank Name

Account Type

Priority

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

NOTE: If you have several accounts set up, the remaining balance will always default to the Primary Account, which is the account with the highest priority number (this does not apply when only one account is set up).

For example, if you have two accounts set up, the remaining balance will default to the account with priority number “2.”

Updating Existing Accounts

To update existing account(s), follow steps 1-3 and select option “**Create from existing account information.**”

Update either by choosing “Use Remaining Amount” OR “Use Specific Amount”

Choose an option:

Create from existing account information

JP Morgan Chase Bank, N.A., Tampa, FL
Account: xxxxxxxx

Amount Priority

Use Remaining Amount

Use Specific Amount

Enter Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Create new

CANCEL | SAVE NEW DEPOSIT

OR

Click the “**Edit**” icon on the desired account to be updated, make necessary edits and save.

Proposed Pay Distribution

[-] Delete [+] Add New

JP Morgan Chase Bank, N.A., Tampa, FL

Routing: xxxxxx Account: xxxxxxxx Account Type: Checking

Amount: xxxxxx Priority:

EDIT

Active

Deleting Accounts

When deleting existing accounts, click in the check box of the account to be deleted, the “**Delete**” option will populate, then you can delete.

Proposed Pay Distribution

JP Morgan Chase Bank, N.A., Tampa, FL

Routing: xxxxxx Account: xxxxxxxx Account Type: Checking

Amount: xxxxxx Priority:

EDIT

Active

[-] Delete [+] Add New

All new direct deposits are subject to verification, which usually takes two full pay periods. You will receive paper pay checks until your new direct deposit account(s) become active. Always verify the available balance in your bank account before authorizing any payments or withdrawals.

Your Primary Account may become active before your Secondary Accounts. If so, the amounts specified for your partial deposits will be included in the deposit to your Primary Account until the Secondary Accounts become active.

If you receive direct deposit at a U.S. bank and then have the entire amount forwarded to a bank in another country, please contact the Payroll Department at payroll@drexel.edu or [215.895.2885](tel:215.895.2885). There are special formatting requirements for these transactions that the University needs to follow. It will not impact on your payroll.