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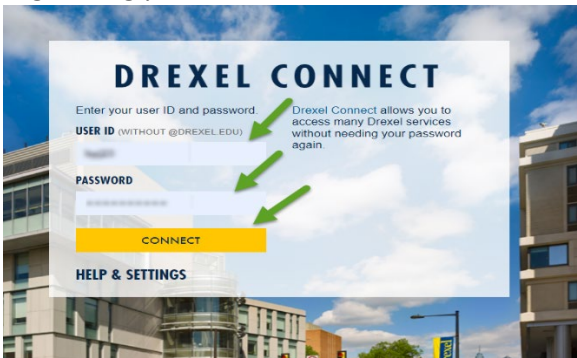
3. Click on "Add New" and add to begin the process

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

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*"

OR

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

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.

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*. There are special formatting requirements for these transactions that the University needs to follow. It will not impact on your payroll.