# Viewing Direct Deposit Setup in Drexel One

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.
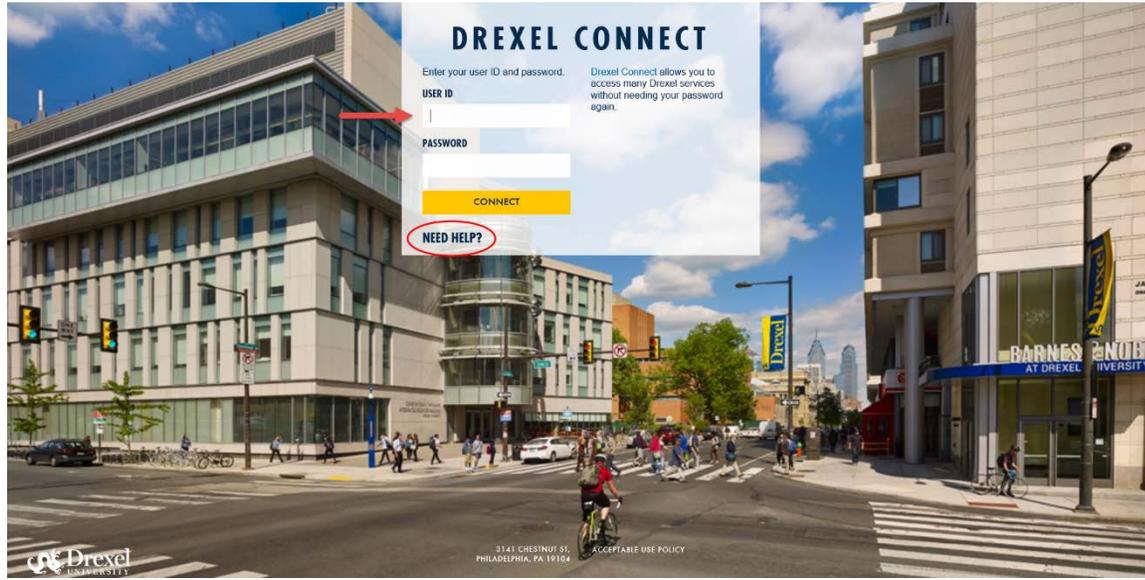
Step 1.   **Access the Drexel One portal**

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
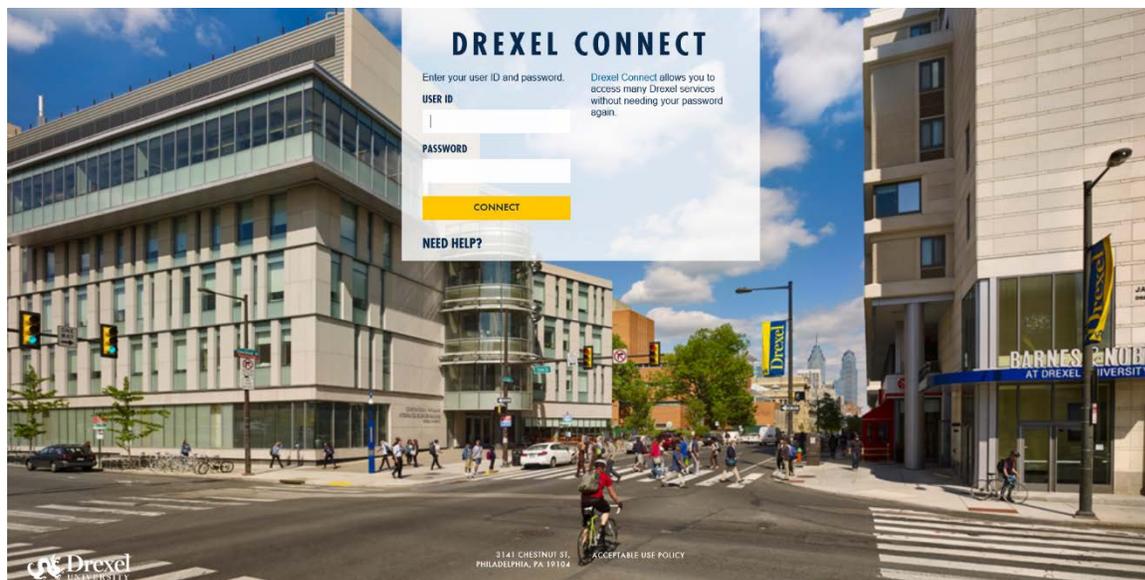
Step 2. **Log on to Drexel One**

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the "help" link and follow the instructions.

Step 3.   **Select the "Employee" link**

From the Drexel One Welcome page, click on the "Employee" link at the top left of the screen.

Note: If you do not see an "Employees" tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
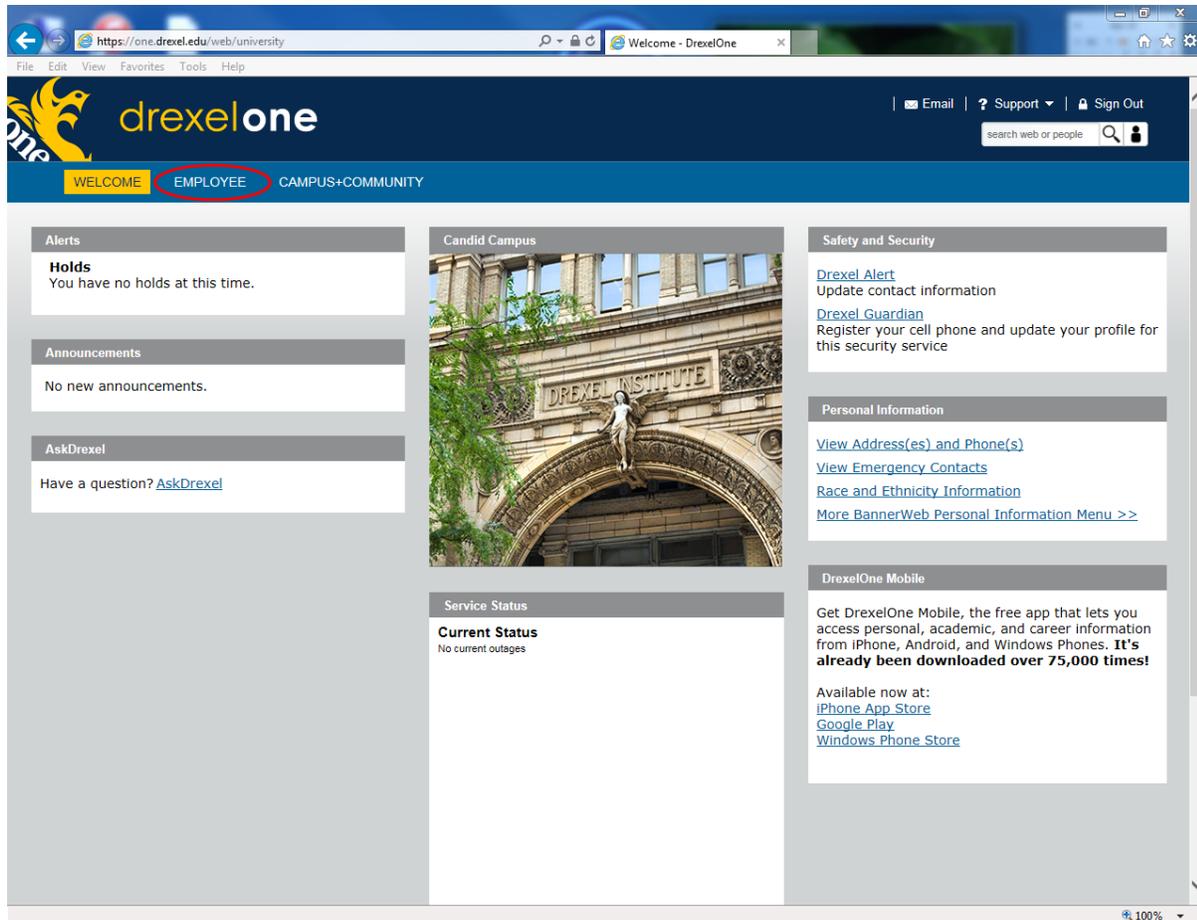
Step 3a.   **DrexelAlert Emergency Contact Information Update**

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

Step 3b.   **Address Verification**

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location 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 Employee Services Menu.

Step 4.   **Select from the Payroll links**

Click the "More BannerWeb Employee Services" link and continue.

Step 5. **Select from the Employee Main Menu**

Select "Pay Information" from the Employee Main Menu

Step 6.   **Select "Direct Deposit Breakdown"**

From the Pay Information Menu, click the "Direct Deposit Breakdown" link.

Step 7.   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. This account is also flagged with a "Yes" under the Accounts Payable column.

- 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 "Exit" link in the upper-right   hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.