Direct deposit instructions:

1. To enroll in Direct Deposit, please visit [http://my.columbia.edu](http://my.columbia.edu).

2. Log in using your UNI and UNI password.

3. Click on the Faculty & Staff tab at the top.

4. Under Faculty and Staff Self-Service, click on the link to "PAC: View and/or update your HR data".

5. Click on “Payroll & Compensation.”

6. Please have your routing and account number handy.

7. If you are direct depositing into one account, select “Add Account”
   A. From the dropdown menu, select your account type
   B. Deposit type is "Percent"
   C. Amount or Percent is “100”
   D. Deposit order is "1"