Direct deposit instructions:

1. To enroll in Direct Deposit, please visit 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 "Personal Date: View and/or Update Your Personal 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 “+” to add an 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"