Purpose:
The purpose of this job aid is to provide you with the steps to add, edit or inactivate your direct deposit information.

<table>
<thead>
<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
<th>RESULT . . .</th>
</tr>
</thead>
</table>
| Access Direct Deposit | 1. Navigate to myColumbia portal @ [https://my.columbia.edu](https://my.columbia.edu).  
2. Click "Log in Now".  
3. Log in with your UNI and Password.  
4. Click on the "Faculty & Staff" tab.  
5. Click "View Your Direct Deposit Information" within the Self-Service section. | You accessed Direct Deposit within Self Service in PAC. |

myColumbia Portal PAC Links

[Columbia University in the City of New York]

**MYCOLUMBIA**

- **Faculty and Staff**
- **HR Manager Resources**

**Self-Service**

- View Your Paycheck
- View or Change Your Benefits Information
  - My HR Forms
- Update Your Personal Information
- [View Your Tax Information](#)
- [My W-2](#)
- Verify Your Employment at Columbia
  - About Employment Verification
- [NY5 Law 195 Pay Rate Notice](#)
To Add Direct Deposit Information

1. Click the "Add Account" box to add your bank information.

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number: [Input]

Distribution Instructions

Account Number: [Input]
Confirm Account: [Input]

Deposit Order: [Input] (example: 1 = first account processed)

OK

Return to Direct Deposit

* Required Field
<table>
<thead>
<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
<th>RESULT . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Enter the <strong>routing number of your bank</strong>. The bank’s routing number is at the bottom of your check.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. If you are depositing into a savings account, please contact your bank for its routing number.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Routing Number:" /> <img src="image" alt="View check example" /></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Enter your <strong>Account Number</strong> twice.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Select the <strong>Account Type</strong> (type of bank account) from the drop down box.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Distribution Instructions" /> <img src="image" alt="Account Number:" /> <img src="image" alt="Confirm Account" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Account Type:" /> <img src="image" alt="Deposit Type:" /> Checking Savings</td>
<td></td>
</tr>
<tr>
<td>STEP . . .</td>
<td>ACTION . . .</td>
<td>RESULT . . .</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Select the Deposit Type.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Use a deposit type of “Percent” when indicating a percent to deposit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Use a deposit type of “Balance” <strong>only</strong> if depositing into two accounts where an “amount” is used for the 1st account and the “balance” is used for the 2nd account.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Deposit Type:" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount or Percent:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deposit Order:</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td><strong>Enter the amount or percent</strong> of your deposit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Amount/Percent:" /></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td><strong>Enter the Deposit Order.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. If depositing into two accounts, designate one of the accounts as the first account to have money deposited into, and the other account as the second account to have money deposited into.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Review your information and click <strong>OK</strong> when entry is complete.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Deposit Order:" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(example: 1 = first account processed)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="OK" /></td>
<td></td>
</tr>
</tbody>
</table>

Babs Bunny

**Your Bank Information**

- **Routing Number:** 021000089
- **Account Number:** 123456789
- **Deposit Order:** [ ]

**Distribution Instructions**

- **Confirm Account:** 123456789
- **Deposit Type:** Percent
- **Amount or Percent:** 100.00
- **Deposit Order:** [ ]

[View check example]
9. Click “Save”. The system will confirm that your information has been saved successfully.

10. Click the yellow OK box.
   a. A message will also be sent to your Columbia email verifying that you have added, edited or deleted bank information to your direct deposit record.

11. Review your information and if a correction is needed, click the “Edit” box.
12. To add a second direct deposit account, click “Add Account” and enter the information for the 2nd account.
**View Your Direct Deposit Information / Sign Out**

1. To view your direct deposit information, click on "Direct Deposit" within the "Payroll and Compensation" menu.
2. To sign out of Self Service, click "Sign Out" in the upper right hand corner.

**To Change Existing Direct Deposit Information – Access Direct Deposit**

1. Navigate to myColumbia portal @ https://my.columbia.edu.
2. Click "Log in Now".
3. Log in with your UNI and Password.
4. Click on the "Faculty & Staff" tab.
5. Click "View Your Direct Deposit Information" within the Self-Service section.
   a. Once you click on "View Your Direct Deposit Information" link, your Direct Deposit data record in PAC appears.
6. Click the "Edit" box to edit your deposit and/or bank information.
7. Click the "Delete" box to remove your deposit and/or bank information.
8. Make any necessary changes to the information.
9. Review your changes.
10. Click "OK".
### Direct Deposit

**Confirm the Change(s)**

You are now at the confirmation page.

11. Review your information and if you need to make a correction, click "Edit".
12. If all information is correct, are you are not making additional changes, click "Save".

<table>
<thead>
<tr>
<th>Direct Deposit</th>
<th>Babs Bunny</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account</strong></td>
<td><strong>Number</strong></td>
</tr>
<tr>
<td>Checking</td>
<td>0012000899</td>
</tr>
<tr>
<td>Savings</td>
<td>0012729233</td>
</tr>
</tbody>
</table>

You must hit the SAVE button in order for any changes to take effect.

**Confirm the Change(s)**

The system will confirm that your information has been saved successfully.

13. Click the **OK** box.

   a. A message will also be sent to your Columbia email verifying that you have added, edited or deleted bank information to your direct deposit record.

**View Your Direct Deposit Information / Sign Out**

1. To view your direct deposit information, click on "Direct Deposit" within the "Payroll and Compensation" menu.
2. To sign out of Self Service, click "Sign Out" in the upper right hand corner.

For assistance or if you have any questions, please submit the question through the HRPC Helpdesk via the inquiry form (http://hr.columbia.edu/hrpc-inquiry-form) or contact the HRPC Help Desk at 212-851-2888 Monday – Friday from 9 am – 4 pm.